REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, MARCH 15, 2022, 7:00 PM
AGENDA

1. CALL TO ORDER/ROLL CALL

2. MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

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

5. REQUESTS AND PRESENTATIONS
   A. Brianna Beeker- Waseca Library: Water carnival

6. CONSENT AGENDA
   A. Minutes: Council Meeting & Work Session – March 1, 2022
   B. Payroll & Expenditures
   C. Resolution 22-11 Distributed Energy Resources Renewable Energy Updates
   D. Public Works Building Membrane Roof Quotes

7. ACTION AGENDA
   A. Public Hearing: Ordinance 1100 – Right-of-Way Management
   B. Resolution 22-14: 8th Street SE Reconstruction & Rehabilitation Project Award
   C. Resolution 22-15: N State St Trunk Water Main Improvements Project Award
   D. Resolution 21-13: 2022 Election Redistricting
   E. KAMP letter

8. REPORTS
   A. City Manager's Report
   B. Commission Reports
      a. EDA
      b. HPC

9. ANNOUNCEMENTS

10. ADJOURNMENT

6A

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, MARCH 1, 2022

CALL TO ORDER/ROLL CALL

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

Councilmembers Present:	Mayor Roy Srp	Ted Conrath
	Allan Rose	Daren Arndt
	Jeremy Conrath	Mark Christiansen
Councilmember Absent:	John Mansfield	
Staff Present:	Lee Mattson, City Manager	
	Carl Sonnenberg, Utilities and Public Works Director	
	Nate Willey, City Engineer	
	Julia Hall, Administrative Clerk	

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. Motion was made by Arndt, seconded by J. Conrath to approve the agenda. Motion carried 6-0.

PUBLIC COMMENT

4. None

REQUESTS AND PRESENTATIONS

5. None

CONSENT AGENDA

6. Motion was made by Christiansen, seconded by J. Conrath to approve the consent agenda. Motion carried 6-0.

ACTION AGENDA

7.

A. RCCA: Clear Lake Park Renovation; Johnson Pavilion, Bath House, Playground
   - The playground equipment replacement was previously approved when a grant was received. Staff and the vendor will both be working on the installation.

- It was requested that the Council approve the Johnson Pavilion renovation as well as an alternate that includes the bath house and the possible alternate to add soil which the need will be determined as the current slab is removed.
- This project will close most of Clear Lake Park for the summer. J. Conrath noted that although that is a big impact having it closed for one summer is the best option instead of having parts closed for multiple summers.
- Councilmember Rose asked about locking procedures for the Parks due to possible vandalism. The City Manager will confirm the policies.

Christiansen made a motion to approve the Johnson Pavilion renovation, the Bath house renovation alternate and the soil alternate (if that need arrives); was seconded by J. Conrath. Motion carried 6-0.

B. RCCA: Waseca Lakes Association Funding Request

- Motion was made by Councilmember Rose to approve the $25,000 funding request; seconded by T. Conrath. Motion carried 6-0.

REPORTS

8. A. City Manager's Report

- The property that was given the nuisance complaint abatement will have a member of Public Health and a member of Staff visit their property to confirm that there are no public health issues.
- Spartan Nash finished their market study for Waseca.
- Local Board of Appeal and Equalization meeting is under review to move to an in-person meeting.
- The County's proposed voter redistricting will affect a very small number of residents and will be brought at another Council Meeting.

B. Commission Reports

- Airport Board; presented by Rose:
  1. There was a very good turnout for the meeting.
  2. They discussed the New Hangar possibilities
  3. If the new hangar come sin over budget other projects that could be done were also reviewed.

- Park Board presented by Christiansen:
  1. They discussed the Clear Lake harvester and that they are still looking for clarification on some of the aspects of that project,
  2. They are waiting on the grant to replace the trees that were removed for proactive measures to deter Emerald Ash Borer.
  3. With the renovation of Clear Lake this summer it is noted that there are several other parks in Waseca and residents are encouraged to use those parks. They are looking forward to the 2023 park season when the renovation is complete.
  4. Jeanne Sexton's place on the board was renewed for another 3-year term.

ANNOUNCEMENTS

9. Council Members Christiansen asked for clarification when the Street Department will be doing patching. Carl Sonnenberg confirmed they must wait for the "Hot Mix" plants to reopen for the season, but they will review the area to see if a cold patch will be beneficial.

ADJOURNMENT

10. There being no further business to be brought before the Council, it was moved by Arndt seconded by J. Conrath to adjourn the meeting at 7:29 p.m. Motion carried 6-0.

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R. D. SRP
MAYOR

_____

JULIA HALL
ADMINISTRATIVE CLERK

LIST OF EXPENDITURES

6B

March 15, 2022

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City Council	0.00	
Streets	30,159.63	
Parks	11,055.44	
Wastewater	7,037.77	
Utility Administration	4,972.19	
Utility Offices	7,884.49	
Electric	14,753.08	
Water	6,370.38	
Building and Code Compliance	2,920.10	
Police	63,157.70	
Administration	8,084.88	
Community Aides	552.72	
Fire	7,808.96	
Paid On Call Fire Department	7,362.88	
PEG	235.62	
Election Judges	0.00	
Finance	8,868.39	
Connections	2,936.87	
Community Development	5,157.32	
Engineering	15,338.49	
Recreation	2,285.92	
Econ Development	3,558.82	
Total Gross Payroll	210,501.65	
*Less- Payroll Deductions	(72,517.29)	
Net Payroll Cost		$ 137,984.36

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
February 25, 2022-March 10, 2022
Includes check #'s 157772-157820
Bank ACH Withdrawals……..…… 906,985.77

GRAND TOTAL EXPENDITURES $ 1,044,970.13

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
03/09/2022	32214	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 3/6/2022	101-21701-0000	18,850.79	M
Total 101217010000:					18,850.79	
03/09/2022	32210	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 3/6/2022	101-21702-0000	8,784.99	M
Total 101217020000:					8,784.99	
03/09/2022	32214	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/6/2022	101-21703-0000	8,230.35	M
03/09/2022	32214	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/6/2022	101-21703-0000	8,519.96	M
Total 101217030000:					16,750.31	
03/09/2022	32211	Public Employees Retirement Assn (ACH	Adj	101-21704-0000	.03-	M
03/09/2022	32211	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 3/6/2022	101-21704-0000	1,332.76	M
03/09/2022	32211	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 3/6/2022	101-21704-0000	8,662.86	M
03/09/2022	32211	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 3/6/2022	101-21704-0000	7,782.14	M
03/09/2022	32211	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 3/6/2022	101-21704-0000	8,662.86	M
03/09/2022	32211	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 3/6/2022	101-21704-0000	11,673.22	M
Total 101217040000:					38,113.81	
03/09/2022	157772	IBEW	IBEW UNION DUES Pay Period: 3/6/2022	101-21707-0000	376.12	
03/09/2022	157773	IUOE Local #70	FIRE UNION DUES Pay Period: 3/6/2022	101-21707-0000	142.28	
03/09/2022	157773	IUOE Local #70	IUOE UNION DUES Pay Period: 3/6/2022	101-21707-0000	426.56	
03/09/2022	157774	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 3/6/2022	101-21707-0000	780.00	
Total 101217070000:					1,724.96	
03/09/2022	157776	MN Life	Kohn Adj	101-21710-0000	24.75-	
03/09/2022	157776	MN Life	LIFE INSURANCE MN Pay Period: 3/6/2022	101-21710-0000	782.50	
03/09/2022	157776	MN Life	LIFE INSURANCE MN Pay Period: 3/6/2022	101-21710-0000	1,130.25	
03/09/2022	157776	MN Life	Gedicke Mar COBRA	101-21710-0000	23.30	
03/09/2022	157776	MN Life	Matson Mar COBRA	101-21710-0000	26.80	
03/09/2022	157776	MN Life	Schult Mar COBRA	101-21710-0000	50.20	
03/09/2022	157776	MN Life	Hall Adj	101-21710-0000	16.50	
03/09/2022	157776	MN Life	Roessler Adj	101-21710-0000	8.25	
03/09/2022	157776	MN Life	Stangler Adj	101-21710-0000	8.25	
03/09/2022	157776	MN Life	Schwartz Adj	101-21710-0000	8.25-	
03/09/2022	157776	MN Life	Kramer Adj	101-21710-0000	33.00-	
Total 101217100000:					1,980.05	
03/09/2022	32214	ACH Internal Revenue Service	MEDICARE Pay Period: 3/6/2022	101-21712-0000	2,778.48	M
03/09/2022	32214	ACH Internal Revenue Service	MEDICARE Pay Period: 3/6/2022	101-21712-0000	2,846.21	M
Total 101217120000:					5,624.69	
03/09/2022	32216	MSRS- (DEF COMP)	Gedicke sick pay due to retirement	101-21713-0000	9,194.97	M
03/09/2022	32215	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 3/6/2022	101-21713-0000	1,656.33	M
03/09/2022	32215	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 3/6/2022	101-21713-0000	844.00	M
Total 101217130000:					11,695.30	
03/09/2022	32213	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 3/6/2022	101-21714-0000	300.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/09/2022	32213	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 3/6/2022	101-21714-0000	682.69	M
Total 101217140000:					982.69	
03/10/2022	32202	Further	Flex Reimbursement	101-21716-0000	405.40	M
03/10/2022	32203	Further	Flex Reimbursement	101-21716-0000	390.38	M
03/09/2022	32001	Further	VEBA Contributions Pay Period: 3/6/2022	101-21716-0000	19,982.38	M
03/09/2022	32217	Further	HSA Contribution Pay Period: 3/6/2022	101-21716-0000	579.90	M
03/09/2022	32001	Further	HSA Contribution Pay Period: 3/6/2022	101-21716-0000	6,251.35	M
03/09/2022	32001	Further	Timlin-Mar VEBA	101-21716-0000	354.50	M
Total 101217160000:					27,963.91	
03/09/2022	32212	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 3/6/2022	101-21717-0000	951.53	M
Total 101217170000:					951.53	
03/09/2022	32204	Delta Dental	DENTAL EE + CHLDRN Pay Period: 3/6/2022	101-21719-0000	240.81	M
03/09/2022	32204	Delta Dental	Rugger Mar COBRA	101-21719-0000	116.28	M
03/09/2022	32204	Delta Dental	DENTAL SINGLE Employee Pay Period: 3/6/2022	101-21719-0000	502.86	M
03/09/2022	32204	Delta Dental	Schult Mar COBRA	101-21719-0000	60.64	M
03/09/2022	32204	Delta Dental	Gedicke Mar COBRA	101-21719-0000	29.58	M
03/09/2022	32204	Delta Dental	DENTAL FAMILY Employee Pay Period: 3/6/2022	101-21719-0000	1,279.08	M
03/09/2022	32204	Delta Dental	Ziemke Adj	101-21719-0000	59.16-	M
03/09/2022	32204	Delta Dental	DENTAL EE + SPOUSE Pay Period: 3/6/2022	101-21719-0000	363.84	M
03/09/2022	32204	Delta Dental	Stangler Adj	101-21719-0000	29.58	M
03/09/2022	32204	Delta Dental	Hall Adj	101-21719-0000	29.58	M
03/09/2022	32204	Delta Dental	Bruder Adj	101-21719-0000	29.58-	M
Total 101217190000:					2,563.51	
03/09/2022	32218	VSP	VISION FAMILY Employee Pay Period: 3/6/2022	101-21722-0000	127.14	M
03/09/2022	32218	VSP	VISION SINGLE Employee Pay Period: 3/6/2022	101-21722-0000	40.62	M
03/09/2022	32218	VSP	Rugger Mar COBRA	101-21722-0000	12.23	M
03/09/2022	32218	VSP	VISION + ONE Employee Pay Period: 3/6/2022	101-21722-0000	122.30	M
03/09/2022	32218	VSP	Schult Mar COBRA	101-21722-0000	12.23	M
03/09/2022	32218	VSP	Bruder Mar COBRA	101-21722-0000	6.77	M
03/09/2022	32218	VSP	Ziemke Adj	101-21722-0000	13.54-	M
Total 101217220000:					307.75	
03/10/2022	20220178	Christiansen, Mark	Technology Reimbursement-2022	101-41110-3200	126.50	
03/10/2022	20220204	Srp, Roy D.	2022 Technology Reimbursement	101-41110-3200	173.76	
Total 101411103200:					300.26	
03/10/2022	20220182	Discover Waseca Tourism	January Lodging Tax	101-41110-4440	1,141.25	
Total 101411104440:					1,141.25	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-41320-1340	50.42	
Total 101413201340:					50.42	
03/10/2022	20220195	Martin-McAllister	Conference - Kohn	101-41320-3000	350.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101413203000:					350.00	
03/10/2022	20220210	U.S. Bank - CC	MCMA Conference Deposit	101-41320-3300	113.82	
Total 101413203300:					113.82	
03/10/2022	20220210	U.S. Bank - CC	Candy for safety training	101-41320-4940	10.98	
Total 101413204940:					10.98	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-41500-1340	70.90	
Total 101415001340:					70.90	
03/10/2022	20220190	Innovative Office Supply	Office supplies	101-41500-2000	6.13	
Total 101415002000:					6.13	
03/10/2022	20220172	Abdo Eick & Meyers LLP	Aduit Services	101-41500-3100	8,700.00	
03/10/2022	157818	Waseca County Recorder	Deferred Assessment	101-41500-3100	46.00	
Total 101415003100:					8,746.00	
03/10/2022	20220184	Flaherty & Hood PA	February Labor & Employment Consult Services	101-41600-3000	35.00	
03/10/2022	20220184	Flaherty & Hood PA	February Legal Services	101-41600-3000	1,560.00	
03/10/2022	20220193	Kennedy & Kennedy Law Office	February Legal Services	101-41600-3000	1,008.00	
Total 101416003000:					2,603.00	
03/10/2022	20220173	Batteries Plus Bulbs	Batteries	101-41940-2000	225.00	
03/10/2022	20220190	Innovative Office Supply	Office supplies	101-41940-2000	33.59	
03/10/2022	20220190	Innovative Office Supply	Office supplies	101-41940-2000	13.80	
03/10/2022	32207	Quadient Leasing	1st Qtr Lease Agreement	101-41940-2000	435.00	M
03/10/2022	32208	Quadient Leasing	2nd Qtr Lease agreement	101-41940-2000	435.00	M
Total 101419402000:					1,142.39	
03/10/2022	20220190	Innovative Office Supply	Plates for breakroom	101-41940-2170	79.44	
03/10/2022	20220190	Innovative Office Supply	Breakroom supplies	101-41940-2170	58.90	
03/10/2022	20220190	Innovative Office Supply	Breakroom supplies	101-41940-2170	108.02	
03/10/2022	20220210	U.S. Bank - CC	City Hall AED pads	101-41940-2170	79.88	
Total 101419402170:					326.24	
03/10/2022	157786	Cintas Corporation	Floor mat service	101-41940-3100	51.79	
03/10/2022	20220181	Culligan	RO Lease	101-41940-3100	28.95	
03/10/2022	157807	Orkin Pest Control	City Hall Pest Control	101-41940-3100	95.00	
03/10/2022	20220203	Siemens Industry Inc	Annual Fire Alarm Testing	101-41940-3100	996.00	
03/10/2022	20220205	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	294.00	
03/10/2022	20220205	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	367.50	
03/10/2022	20220214	Waste Management of Southern MN	February Service	101-41940-3100	198.56	
03/10/2022	20220216	Ziegler Inc	Generator Testing	101-41940-3100	5,073.00	
Total 101419403100:					7,104.80	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-41940-3200	179.54	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-41940-3200	131.63	
Total 101419403200:					311.17	
03/10/2022	32206	City of Waseca	February Utilities	101-41940-3800	2,043.66	M
Total 101419403800:					2,043.66	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-41950-1340	47.89	
Total 101419501340:					47.89	
03/10/2022	157818	Waseca County Recorder	Abstract Recording	101-41950-3000	138.00	
03/10/2022	157818	Waseca County Recorder	Abstract Recording	101-41950-3000	92.00	
03/10/2022	157818	Waseca County Recorder	Annexation	101-41950-3000	46.00	
03/10/2022	20220215	WSB & Associates Inc	General Planning	101-41950-3000	54.00	
Total 101419503000:					330.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-42100-1340	487.49	
Total 101421001340:					487.49	
03/10/2022	20220190	Innovative Office Supply	Office Supplies - Police	101-42100-2000	65.59	
03/10/2022	20220200	Personalized Printing Inc.	Envelopes	101-42100-2000	84.60	
03/10/2022	20220210	U.S. Bank - CC	Office Supplies	101-42100-2000	14.80	
03/10/2022	20220210	U.S. Bank - CC	Paper CD Envelopes	101-42100-2000	87.56	
Total 101421002000:					252.55	
03/10/2022	20220210	U.S. Bank - CC	2 Hard drives for #2022-0736	101-42100-2170	63.35	
03/10/2022	20220210	U.S. Bank - CC	Animal License Tags	101-42100-2170	79.40	
Total 101421002170:					142.75	
03/10/2022	20220206	Streicher's	uniform - Wellman	101-42100-2180	189.99	
Total 101421002180:					189.99	
03/10/2022	157778	Amazon	Gloves	101-42100-2190	59.16	
03/10/2022	20220176	Central Fire Protection Inc.	New Fire Extinguisher	101-42100-2190	69.00	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	101-42100-2190	69.00	
Total 101421002190:					197.16	
03/10/2022	20220203	Siemens Industry Inc	Fire alarm testing	101-42100-2230	211.50	
Total 101421002230:					211.50	
03/10/2022	157782	Bock's Service Inc.	Tow expense -PD	101-42100-3100	75.00	
03/10/2022	157782	Bock's Service Inc.	Tow expense -PD	101-42100-3100	150.00	
03/10/2022	157786	Cintas Corporation	Floor Mat	101-42100-3100	8.88	
03/10/2022	157786	Cintas Corporation	Floor Mats	101-42100-3100	8.87	
03/10/2022	20220181	Culligan	Culligan Police	101-42100-3100	29.95	
03/10/2022	157811	Shred-it USA LLC	Annual Purge	101-42100-3100	352.50	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	20220205	Stoltz Cleaning Services LLC	Public Safety Cleaning	101-42100-3100	63.00	
03/10/2022	20220205	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42100-3100	78.75	
03/10/2022	157817	Thomson Reuters - West	Clear expense	101-42100-3100	280.78	
03/10/2022	20220214	Waste Management of Southern MN	February Service	101-42100-3100	104.26	
Total 101421003100:					1,151.99	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-42100-3200	179.54	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-42100-3200	387.32	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-42100-3200	39.37	
03/10/2022	32209	Verizon Wireless	Monthly Billing	101-42100-3200	938.38	M
03/10/2022	32209	Verizon Wireless	Monthly Billing	101-42100-3200	41.22	M
Total 101421003200:					1,585.83	
03/10/2022	157796	League of MN Cities	Patrol Training	101-42100-3300	1,440.00	
03/10/2022	20220210	U.S. Bank - CC	Chiefs Conference-Vought & Markeson	101-42100-3300	1,020.00	
Total 101421003300:					2,460.00	
03/10/2022	32206	City of Waseca	February Utilities	101-42100-3800	687.40	M
Total 101421003800:					687.40	
03/10/2022	20220210	U.S. Bank - CC	Membership Renewal	101-42100-4330	180.00	
Total 101421004330:					180.00	
03/10/2022	20220210	U.S. Bank - CC	Basic Swat-Wellman	101-42100-4370	795.00	
03/10/2022	20220210	U.S. Bank - CC	Swat uniforms/clothing- Wellman, Tomsche	101-42100-4370	375.85	
Total 101421004370:					1,170.85	
03/10/2022	20220175	Canine Central	First Qtr Impounds	101-42150-3100	3,300.00	
Total 101421503100:					3,300.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-42200-1340	53.89	
Total 101422001340:					53.89	
03/10/2022	157791	Fire Safety USA Inc.	Foam Beery Pallet Fire	101-42200-2170	944.65	
03/10/2022	20220210	U.S. Bank - CC	Key Lock Box	101-42200-2170	27.74	
03/10/2022	20220210	U.S. Bank - CC	Batteries for Flashlights	101-42200-2170	49.49	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	47.98	
Total 101422002170:					1,069.86	
03/10/2022	20220210	U.S. Bank - CC	Face masks	101-42200-2190	104.00	
Total 101422002190:					104.00	
03/10/2022	20220203	Siemens Industry Inc	Fire alarm testing	101-42200-2230	211.50	
Total 101422002230:					211.50	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	157786	Cintas Corporation	Floor Mat	101-42200-3100	8.87	
03/10/2022	157786	Cintas Corporation	Floor Mats	101-42200-3100	8.88	
03/10/2022	157789	Equipment Management Company	Genesis Tools Annual Maintance	101-42200-3100	730.00	
03/10/2022	20220205	Stoltz Cleaning Services LLC	Public Safety Cleaning	101-42200-3100	63.00	
03/10/2022	20220205	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42200-3100	78.75	
03/10/2022	20220214	Waste Management of Southern MN	February Service	101-42200-3100	104.26	
Total 101422003100:					993.76	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-42200-3200	39.37	
03/10/2022	32209	Verizon Wireless	Monthly Billing	101-42200-3200	46.22	M
Total 101422003200:					85.59	
03/10/2022	20220201	Safety& Security Consult Specialists LLC	New FF Training	101-42200-3310	6,850.00	
Total 101422003310:					6,850.00	
03/10/2022	157785	Centerpoint Energy	February Service	101-42200-3800	247.14	
03/10/2022	32206	City of Waseca	February Utilities	101-42200-3800	687.40	M
03/10/2022	32206	City of Waseca	February Utilities	101-42200-3800	50.11	M
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-42200-3800	42.84	
Total 101422003800:					1,027.49	
03/10/2022	157779	Ancom Communications Inc	Annual Siren Maintenance	101-42300-4000	3,625.26	
Total 101423004000:					3,625.26	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-42400-1340	23.35	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-42400-1340	6.65	
Total 101424001340:					30.00	
03/10/2022	20220179	City Building Inspection Services LLC	Building inspections	101-42400-3000	2,497.27	
Total 101424003000:					2,497.27	
03/10/2022	20220210	U.S. Bank - CC	Storage unit for 501 3rd St NE property abatement	101-42400-3100	139.78	
Total 101424003100:					139.78	
03/10/2022	32209	Verizon Wireless	Monthly Billing	101-42400-3200	24.14	M
Total 101424003200:					24.14	
03/10/2022	157777	AACE	2022 Membership	101-42400-3300	75.00	
03/10/2022	157799	MN Association of Housing Code Official	2022 Membership	101-42400-3300	50.00	
Total 101424003300:					125.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43000-1340	6.85	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43000-1340	91.86	
Total 101430001340:					98.71	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	20220210	U.S. Bank - CC	Flash disc for GIS	101-43000-2000	39.96	
Total 101430002000:					39.96	
03/10/2022	32209	Verizon Wireless	Monthly Billing	101-43000-3200	41.22	M
Total 101430003200:					41.22	
03/10/2022	157813	SME	Level Maintenance	101-43000-4040	250.00	
Total 101430004040:					250.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43100-1340	103.73	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43100-1340	2.13	
Total 101431001340:					105.86	
03/10/2022	157787	Cintas Corporation	First aid cabinet supplies	101-43100-2170	46.33	
03/10/2022	20220180	Condon Farm Service	bolts	101-43100-2170	17.34	
03/10/2022	157806	Olsen Chain & Cable Inc	lifting slings	101-43100-2170	406.91	
03/10/2022	20220210	U.S. Bank - CC	Shipping for air monitor repair	101-43100-2170	21.21	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	101-43100-2170	78.22	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	101-43100-2170	69.00	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	57.32	
Total 101431002170:					696.33	
03/10/2022	157780	Aramark Uniform Services	uniform service	101-43100-2180	203.99	
03/10/2022	157780	Aramark Uniform Services	uniform service	101-43100-2180	192.82	
Total 101431002180:					396.81	
03/10/2022	20220214	Waste Management of Southern MN	February Service	101-43100-3100	178.37	
03/10/2022	20220216	Ziegler Inc	Public Works Service Contract	101-43100-3100	1,622.92	
Total 101431003100:					1,801.29	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-43100-3200	42.84	
Total 101431003200:					42.84	
03/10/2022	157785	Centerpoint Energy	February Service	101-43100-3800	247.14	
03/10/2022	32206	City of Waseca	February Utilities	101-43100-3800	50.12	M
03/10/2022	32206	City of Waseca	February Utilities	101-43100-3800	856.80	M
Total 101431003800:					1,154.06	
03/10/2022	20220191	Javens Mechanical Contracting Co.	Heater repair	101-43100-4000	4,650.00	
Total 101431004000:					4,650.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43125-1340	26.89	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43125-1340	2.13	
Total 101431251340:					29.02	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	20220186	H & J Fuel Inc	fuel	101-43125-2120	1,228.15	
Total 101431252120:					1,228.15	
03/10/2022	157784	Cargill Inc. - Salt Division	Road salt	101-43125-2170	13,164.57	
Total 101431252170:					13,164.57	
03/10/2022	20220210	U.S. Bank - CC	Snow Blower Edge	101-43125-2240	632.05	
Total 101431252240:					632.05	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43170-1340	5.76	
Total 101431701340:					5.76	
03/10/2022	157812	Sign Solutions USA	sign mounting hardware	101-43170-2170	409.10	
Total 101431702170:					409.10	
03/10/2022	32206	City of Waseca	February Utilities	101-43170-3800	170.77	M
Total 101431703800:					170.77	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-43220-1340	9.60	
Total 101432201340:					9.60	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-45130-1340	11.72	
Total 101451301340:					11.72	
03/10/2022	20220190	Innovative Office Supply	Labels-Waterpark	101-45130-2000	20.62	
Total 101451302000:					20.62	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	2.29	
Total 101451302170:					2.29	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	101-45130-2190	69.00	
Total 101451302190:					69.00	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-45130-3200	225.78	
Total 101451303200:					225.78	
03/10/2022	20220210	U.S. Bank - CC	CPO Class-Straube	101-45130-3300	360.00	
03/10/2022	20220210	U.S. Bank - CC	CPO Class-Rossow	101-45130-3300	360.00	
Total 101451303300:					720.00	
03/10/2022	32206	City of Waseca	February Utilities	101-45130-3800	543.18	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451303800:					543.18	
03/10/2022	32206	City of Waseca	February Utilities	101-45180-3800	29.16	M
Total 101451803800:					29.16	
03/10/2022	20220174	Britton Plumbing & Heating LLC	TLCF Toilet	101-45180-4000	109.58	
Total 101451804000:					109.58	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	101-45200-1340	87.83	
Total 101452001340:					87.83	
03/10/2022	157781	Auto Value Waseca	Parts	101-45200-2170	51.13	
03/10/2022	20220181	Culligan	Park Dept Water	101-45200-2170	9.00	
03/10/2022	157794	Hillyard Inc/ Hutchinson	Restroom Supplies Parks	101-45200-2170	96.95	
03/10/2022	20220210	U.S. Bank - CC	Watering wool for hanging baskets	101-45200-2170	48.78	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	18.49	
Total 101452002170:					224.35	
03/10/2022	157804	North American Safety Inc	Safety Wear	101-45200-2190	1,006.94	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	101-45200-2190	168.51	
03/10/2022	20220210	U.S. Bank - CC	Credit for AED Pads	101-45200-2190	30.51-	
Total 101452002190:					1,144.94	
03/10/2022	20220198	MTI Distributing Inc.	Toro Broom Caster Wheels	101-45200-2210	125.41	
Total 101452002210:					125.41	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	50.56	
Total 101452002230:					50.56	
03/10/2022	157795	John Deere Financial	John Deere Mower parts - Parks	101-45200-2240	387.06	
Total 101452002240:					387.06	
03/10/2022	20220214	Waste Management of Southern MN	February Service	101-45200-3100	27.85	
03/10/2022	20220214	Waste Management of Southern MN	Parks Waste Management	101-45200-3100	29.26	
Total 101452003100:					57.11	
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-45200-3200	35.89	
Total 101452003200:					35.89	
03/10/2022	32206	City of Waseca	February Utilities	101-45200-3800	58.32	M
Total 101452003800:					58.32	
03/10/2022	157783	Builders First Source Inc	Picnic table lumber	101-45200-4000	775.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101452004000:					775.00	
03/10/2022	157807	Orkin Pest Control	Library-Pest control	101-45500-3100	70.00	
03/10/2022	20220202	ServiceMaster by Ayotte	library cleaning service	101-45500-3100	790.00	
03/10/2022	20220214	Waste Management of Southern MN	Library service	101-45500-3100	66.66	
Total 101455003100:					926.66	
03/10/2022	32206	City of Waseca	February Utilities	101-45500-3800	761.05	M
03/10/2022	157788	Consolidated Communications	Monthly Billing	101-45500-3800	53.86	
Total 101455003800:					814.91	
Total General Fund:					221,193.72	
Airport						
03/10/2022	32206	City of Waseca	February Utilities	230-49810-3800	73.08	M
Total 230498103800:					73.08	
03/10/2022	157820	Zahl Equipment Service Inc.	Airport fuel pump water removal	230-49810-4000	1,177.35	
Total 230498104000:					1,177.35	
Total Airport:					1,250.43	
Recovery Coordinator Grant						
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	256-46500-1340	28.45	
Total 256465001340:					28.45	
Total Recovery Coordinator Grant:					28.45	
Economic Development-General f						
03/10/2022	157808	Peak Computer Services	Chamber Business Challenge Winner	261-46700-3000	19,996.00	
Total 261467003000:					19,996.00	
Total Economic Development-General f:					19,996.00	
Safe Haven Grant						
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	279-46350-1340	17.22	
Total 279463501340:					17.22	
03/10/2022	20220210	U.S. Bank - CC	Connections Toy Return	279-46350-2170	15.99-	
03/10/2022	20220210	U.S. Bank - CC	Connections Toy Return	279-46350-2170	29.99-	
03/10/2022	20220210	U.S. Bank - CC	Connections Toy Return	279-46350-2170	24.95-	
Total 279463502170:					70.93-	
03/10/2022	32209	Verizon Wireless	Monthly Billing	279-46350-3200	41.22	M
Total 279463503200:					41.22	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	157803	MN Supervised Visitation Network	SVN membership	279-46350-3300	50.00	
Total 279463503300:					50.00	
Total Safe Haven Grant:					37.51	
Capital Improvement						
03/10/2022	157814	Stantec Consulting Services Inc	8th St SE Eng. Services	430-43010-5560	18,822.50	
Total 430430105560:					18,822.50	
Total Capital Improvement:					18,822.50	
Water						
03/10/2022	157801	MN Department of Health	Water Connect Fee	601-20800-0000	31,667.00	
Total 601208000000:					31,667.00	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	98.51	
Total 601494012230:					98.51	
03/10/2022	157798	Mid-America Meter Inc	Well Meter Calibration	601-49401-3100	595.20	
03/10/2022	20220210	U.S. Bank - CC	Shipping for Quarterly Fluoride	601-49401-3100	5.10	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	601-49401-3100	95.16	
Total 601494013100:					695.46	
03/10/2022	32206	City of Waseca	February Utilities	601-49401-3800	8,659.54	M
Total 601494013800:					8,659.54	
03/10/2022	157793	Hawkins Inc	Chlorine Eequipment	601-49401-4000	438.40	
03/10/2022	20220216	Ziegler Inc	Generator Service (2 units)	601-49401-4000	4,045.42	
Total 601494014000:					4,483.82	
03/09/2022	32214	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/6/2022	601-49430-0000	289.61	M
03/09/2022	32214	ACH Internal Revenue Service	MEDICARE Pay Period: 3/6/2022	601-49430-0000	67.73	M
Total 601494300000:					357.34	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49430-1340	15.82	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49430-1340	25.19	
Total 601494301340:					41.01	
03/10/2022	20220210	U.S. Bank - CC	Torch	601-49430-2170	48.93	
Total 601494302170:					48.93	
03/10/2022	157780	Aramark Uniform Services	Uniforms	601-49430-2180	12.31	
03/10/2022	157780	Aramark Uniform Services	Uniforms	601-49430-2180	12.31	
03/10/2022	20220210	U.S. Bank - CC	Reader Safety Glasses	601-49430-2180	17.98	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494302180:					42.60	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	601-49430-2215	5.94	
Total 601494302215:					5.94	
03/10/2022	20220185	Gopher State One-Call Inc	Location calls - February	601-49430-3100	3.15	
03/10/2022	20220212	Utility Consultants Inc	Coliform Testing	601-49430-3100	189.00	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	601-49430-3100	17.65	
Total 601494303100:					209.80	
03/10/2022	32209	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
03/10/2022	32207	Quadient Leasing	1st Qtr Lease Agreement	601-49585-3100	575.00	M
03/10/2022	32208	Quadient Leasing	2nd Qtr Lease agreement	601-49585-3100	575.00	M
Total 601495853100:					1,150.00	
03/10/2022	157788	Consolidated Communications	Monthly Billing	601-49585-3200	47.88	
03/10/2022	20220196	MAS Communications Inc.	Answering service - March	601-49585-3200	52.98	
Total 601495853200:					100.86	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49586-1340	4.57	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49586-1340	2.71	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49586-1340	13.12	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	601-49586-1340	6.31	
Total 601495861340:					26.71	
03/10/2022	20220210	U.S. Bank - CC	Training	601-49586-3300	125.00	
Total 601495863300:					125.00	
03/10/2022	157814	Stantec Consulting Services Inc	North State Water Main Project	601-49593-5300	27,633.78	
Total 601495935300:					27,633.78	
Total Water:					75,386.31	
Sanitary Sewer						
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49470-1340	34.58	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49470-1340	2.13	
Total 602494701340:					36.71	
03/10/2022	20220210	U.S. Bank - CC	Smoke Candles for smoke testing	602-49470-2170	520.35	
Total 602494702170:					520.35	
03/10/2022	20220185	Gopher State One-Call Inc	Location calls - February	602-49470-3100	3.15	
03/10/2022	20220216	Ziegler Inc	Portable Lift Station Service Contract	602-49470-3100	2,992.50	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	20220216	Ziegler Inc	Lift Station Service Contract	602-49470-3100	6,365.00	
Total 602494703100:					9,360.65	
03/10/2022	157788	Consolidated Communications	Monthly Billing	602-49470-3200	596.38	
03/10/2022	32209	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
03/10/2022	32209	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
03/10/2022	32209	Verizon Wireless	Monthly Billing	602-49470-3200	40.07	M
03/10/2022	32209	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					756.48	
03/10/2022	20220210	U.S. Bank - CC	MPCA Collection System Conference-Roessler	602-49470-3300	200.00	
03/10/2022	20220210	U.S. Bank - CC	MPCA Collection System Conference-Hofmeister	602-49470-3300	200.00	
03/10/2022	20220210	U.S. Bank - CC	MPCA service Fee	602-49470-3300	4.98	
03/10/2022	20220210	U.S. Bank - CC	MPCA service Fee	602-49470-3300	4.98	
Total 602494703300:					409.96	
03/10/2022	32206	City of Waseca	February Utilities	602-49470-3800	897.85	M
Total 602494703800:					897.85	
03/10/2022	20220183	ESS Brothers & Sons Inc	castings	602-49470-4000	1,528.52	
Total 602494704000:					1,528.52	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49480-1340	47.47	
Total 602494801340:					47.47	
03/10/2022	157810	Schaeffer Manufacturing Co.	Gear Oil	602-49480-2120	353.02	
Total 602494802120:					353.02	
03/10/2022	157786	Cintas Corporation	Floor Mats	602-49480-2170	9.60	
03/10/2022	157805	NSI Lab Solutions	Chlorine Tubes	602-49480-2170	100.00	
03/10/2022	20220210	U.S. Bank - CC	Lab supplies	602-49480-2170	149.53	
03/10/2022	20220210	U.S. Bank - CC	Returned Cartridge	602-49480-2170	79.46-	
03/10/2022	20220210	U.S. Bank - CC	Returned Cartridge	602-49480-2170	72.98-	
03/10/2022	20220211	USA Blue Book	Lab Supplies	602-49480-2170	363.93	
Total 602494802170:					470.62	
03/10/2022	20220210	U.S. Bank - CC	Replacement AED Pads	602-49480-2190	69.00	
Total 602494802190:					69.00	
03/10/2022	20220207	Teledyne Isco Inc	Isco Pump Parts	602-49480-2210	602.00	
03/10/2022	20220210	U.S. Bank - CC	New Lab Printer	602-49480-2210	202.94	
Total 602494802210:					804.94	
03/10/2022	20220194	M & R Electric Inc.	MR electric	602-49480-3100	440.00	
03/10/2022	157802	MN Department of Labor & Industry	Air Compresor Vessel	602-49480-3100	20.00	
03/10/2022	20220212	Utility Consultants Inc	UC Labs	602-49480-3100	2,753.83	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	20220214	Waste Management of Southern MN	Garbage Service	602-49480-3100	359.94	
03/10/2022	20220216	Ziegler Inc	WWTP Service Contract	602-49480-3100	7,709.25	
Total 602494803100:					11,283.02	
03/10/2022	157788	Consolidated Communications	Monthly Billing	602-49480-3200	194.98	
03/10/2022	32209	Verizon Wireless	Monthly Billing	602-49480-3200	41.22	M
Total 602494803200:					236.20	
03/10/2022	20220210	U.S. Bank - CC	MWOA Conference-Hellevik	602-49480-3300	340.00	
03/10/2022	20220210	U.S. Bank - CC	Class for license renewal and testing	602-49480-3300	260.00	
03/10/2022	20220210	U.S. Bank - CC	Service Fee	602-49480-3300	6.47	
Total 602494803300:					606.47	
03/10/2022	32206	City of Waseca	February Utilities	602-49480-3800	642.86	M
Total 602494803800:					642.86	
03/10/2022	157816	Thermal Process Systems	TPS Service Agreement/Computer	602-49480-4000	9,500.00	
Total 602494804000:					9,500.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49585-1340	19.92	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49585-1340	19.92	
Total 602495851340:					39.84	
03/10/2022	32207	Quadient Leasing	1st Qtr Lease Agreement	602-49585-3100	575.00	M
03/10/2022	32208	Quadient Leasing	2nd Qtr Lease agreement	602-49585-3100	575.00	M
Total 602495853100:					1,150.00	
03/10/2022	157788	Consolidated Communications	Monthly Billing	602-49585-3200	47.88	
03/10/2022	20220196	MAS Communications Inc.	Answering service - March	602-49585-3200	52.99	
Total 602495853200:					100.87	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49586-1340	4.57	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49586-1340	2.71	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	602-49586-1340	13.12	
Total 602495861340:					20.40	
03/10/2022	157814	Stantec Consulting Services Inc	NPDES Permit Review	602-49586-3000	3,799.50	
Total 602495863000:					3,799.50	
03/10/2022	20220210	U.S. Bank - CC	Training	602-49586-3300	125.00	
03/10/2022	20220210	U.S. Bank - CC	CSWEA/MWOA Innovative conference	602-49586-3300	85.00	
03/10/2022	20220210	U.S. Bank - CC	CSWEA Operations Seminar	602-49586-3300	50.00	
Total 602495863300:					260.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Sanitary Sewer:					42,894.73	
Electric Utility						
03/10/2022	32205	SMMPA	Wholesale Power SMMPA	604-49550-3810	393,374.24	M
Total 604495503810:					393,374.24	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49570-1340	3.23	
Total 604495701340:					3.23	
03/10/2022	32206	City of Waseca	February Utilities	604-49570-3800	85.48	M
Total 604495703800:					85.48	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49571-1340	71.35	
Total 604495711340:					71.35	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	46.46	
Total 604495712170:					46.46	
03/10/2022	20220185	Gopher State One-Call Inc	Location calls - February	604-49571-3100	3.15	
03/10/2022	20220209	Test-Right LLC	hot stick testing	604-49571-3100	1,313.50	
Total 604495713100:					1,316.65	
03/10/2022	32209	Verizon Wireless	Monthly Billing	604-49571-3200	40.13	M
03/10/2022	32209	Verizon Wireless	Monthly Billing	604-49571-3200	40.01	M
Total 604495713200:					80.14	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49572-1340	7.18	
Total 604495721340:					7.18	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49573-1340	12.94	
Total 604495731340:					12.94	
03/10/2022	20220180	Condon Farm Service	propane	604-49573-2170	17.51	
03/10/2022	20220180	Condon Farm Service	propane	604-49573-2170	13.65	
03/10/2022	20220180	Condon Farm Service	propane	604-49573-2170	17.51	
Total 604495732170:					48.67	
03/10/2022	20220210	U.S. Bank - CC	Electrical Permit	604-49573-3100	1,548.00	
03/10/2022	20220210	U.S. Bank - CC	Inspection Fees	604-49573-3100	756.00	
Total 604495733100:					2,304.00	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49574-1340	3.64	
Total 604495741340:					3.64	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/10/2022	32206	City of Waseca	February Utilities	604-49574-3800	223.61	M
03/10/2022	32206	City of Waseca	February Utilities	604-49574-3800	85.61	M
03/10/2022	157819	Xcel Energy	February Service	604-49574-3800	558.36	
Total 604495743800:					867.58	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49584-1340	2.73	
Total 604495841340:					2.73	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49585-1340	20.04	
Total 604495851340:					20.04	
03/10/2022	32207	Quadient Leasing	1st Qtr Lease Agreement	604-49585-3100	575.00	M
03/10/2022	32208	Quadient Leasing	2nd Qtr Lease agreement	604-49585-3100	575.00	M
Total 604495853100:					1,150.00	
03/10/2022	157788	Consolidated Communications	Monthly Billing	604-49585-3200	89.76	
03/10/2022	157788	Consolidated Communications	Monthly Billing	604-49585-3200	45.90	
03/10/2022	20220196	MAS Communications Inc.	Answering service - March	604-49585-3200	52.99	
Total 604495853200:					188.65	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49586-1340	3.70	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49586-1340	5.19	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	604-49586-1340	13.51	
Total 604495861340:					22.40	
03/10/2022	20220184	Flaherty & Hood PA	February Legal Services	604-49586-3000	85.00	
03/10/2022	20220184	Flaherty & Hood PA	February Legal Services	604-49586-3000	360.00	
Total 604495863000:					445.00	
03/10/2022	157800	MN Department of Commerce	Department of Commerce Assessment	604-49586-4330	1,419.65	
03/10/2022	20220197	MN Municipal Utilities Association	MMUA Dues	604-49586-4330	2,921.50	
03/10/2022	20220210	U.S. Bank - CC	Electric Contractor License Renewal	604-49586-4330	128.00	
Total 604495864330:					4,469.15	
03/10/2022	20220192	JT Services of MN	Conversion Supplies	604-49593-5300	6,086.52	
03/10/2022	20220192	JT Services of MN	24' fiberglass Streetlight poles	604-49593-5300	15,271.37	
Total 604495935300:					21,357.89	
03/10/2022	20220192	JT Services of MN	led street lights	604-49593-5400	12,173.07	
Total 604495935400:					12,173.07	
Total Electric Utility:					438,050.49	
Storm Water Utility						
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	651-43140-1340	11.53	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 651431401340:					11.53	
03/10/2022	32206	City of Waseca	February Utilities	651-43140-3800	406.56	M
Total 651431403800:					406.56	
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	651-49585-1340	3.15	
Total 651495851340:					3.15	
Total Storm Water Utility:					421.24	
Central Garage Services						
03/09/2022	157775	Madison National Life Insurance Co Inc	March 2022 LTD	701-43180-1340	36.16	
Total 701431801340:					36.16	
03/10/2022	157781	Auto Value Waseca	Parts	701-43180-2170	27.49	
03/10/2022	157792	FleetPride Inc	press cyl. repair	701-43180-2170	417.03	
03/10/2022	20220188	Huber Supply Co Inc	tank rental	701-43180-2170	10.72	
03/10/2022	20220189	IFACS	shop supplies	701-43180-2170	26.91	
03/10/2022	20220189	IFACS	supplies	701-43180-2170	.84	
03/10/2022	20220189	IFACS	supplies	701-43180-2170	57.25	
03/10/2022	20220199	Napa Auto Parts	Parts	701-43180-2170	12.90	
03/10/2022	20220208	Terminal Supply Co	electrical supplies	701-43180-2170	147.33	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	4.52	
Total 701431802170:					704.99	
03/10/2022	157781	Auto Value Waseca	Parts	701-43180-2210	158.98	
03/10/2022	20220177	Christensen Tire Service	Valve stems & mounting	701-43180-2210	188.40	
03/10/2022	157790	Express Pressure Washers Inc	replace ignitor on burner	701-43180-2210	349.29	
03/10/2022	157791	Fire Safety USA Inc.	Part	701-43180-2210	270.00	
03/10/2022	20220187	H & L Mesabi	Cutting Edges	701-43180-2210	1,191.00	
03/10/2022	20220199	Napa Auto Parts	Parts	701-43180-2210	236.90	
03/10/2022	157809	PowerPlan - RDO Equipment Co.	(JD) Loader Parts	701-43180-2210	247.82	
03/10/2022	157815	The Shop	coolant leak repair	701-43180-2210	613.13	
03/10/2022	20220210	U.S. Bank - CC	Blower Motor Assembly	701-43180-2210	113.60	
03/10/2022	20220210	U.S. Bank - CC	Replacement heated wiper	701-43180-2210	71.92	
03/10/2022	20220210	U.S. Bank - CC	2 day shipping refund	701-43180-2210	35.75-	
03/10/2022	20220213	Waseca Hardware LLC	Parts & Supplies	701-43180-2210	3.95	
Total 701431802210:					3,409.24	
03/10/2022	20220210	U.S. Bank - CC	Monthly Diagnostic Tool	701-43180-3100	149.00	
Total 701431803100:					149.00	
03/10/2022	20220210	U.S. Bank - CC	CPO Recertification	701-43180-3300	360.00	
Total 701431803300:					360.00	
Total Central Garage Services:					4,659.39	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Worker's Compensation Insuranc					
03/10/2022	157797	League of MN Cities Insurance Trust	First Qtr Work Comp	703-49956-1510	84,245.00
Total 703499561510:					84,245.00
Total Worker's Compensation Insuranc:					84,245.00
Grand Totals:					906,985.77

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

CITY OF WASECA

Request for City Council Action

Title:	Resolution 22-11 Distributed Energy Resource (DER-Renewable Energy) Policy, Rules, Interconnection Process, & Technical Specifications Updates **(Solar Projects)**		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**6C**
Action:	☐ MOTION ☐ REQUESTS/PRESENTATIONS ☒ RESOLUTION ☐ ORDINANCE ☐ DISCUSSION	**Supporting Documents:**	Resolution 22-11; DER Policy, DER Rules, City of Waseca Interconnection Process for Inverter Connection Systems Rated 10kW or Less; City of Waseca Technical Specifications for Distributed Generation Systems Rated 10kW or Less, City of Waseca Technical Specifications Manual, Master Fee Schedule (solar fees)
Originating Department:	Electric Administration	**Presented By:**	City Manager
Approved By City Manager: ☒	**Proposed Action:** Motion through the consent agenda to adopt Resolution 22-11 Distributed Energy Resource (DER-Renewable Energy) Policy, Rules, Interconnection Process & Technical Specifications Updates		
How does this item pertain to Vision 2030 goals?	Renewable energy resources, such as solar, will improve the quality of Waseca's community assets.		

BACKGROUND: Under Minnesota and Federal law, Municipal Utilities are obligated, as an unfunded mandate, to interconnect to power generation systems (solar projects). Waseca Electric Utility residential and commercial customers are allowed to connect to the Electric Utility electric distribution system. The Utility is required to purchase electricity generated from those systems.

The Minnesota Public Utilities Commission (MPUC) revised the policy, rules, and interconnection process for distributed energy resources (DER) in 2018. These changes required adoption by the Waseca City Council, which was done on June 4, 2019. Periodic review of these documents has identified the need for updates as we seek ways to streamline this labor-intensive process and to remain compliant with the state unfunded mandates.

BUDGET IMPACT: Direct costs are passed through to the applicant, as provided for in the master fee schedule, which is approved by the City Council. Based on the complex extent of the unfunded mandate, significant staff time is devoted to review and implementation.

POLICY QUESTION: The existing Council Policy, Chapter 4, provides City authority to implement specific rules, policies, processes, and requirements for the operation of distributed energy resources with the Waseca Electric Utility.

ALTERNATIVES CONSIDERED: The State requires Council approval of interconnection policy, rules, and interconnection process.

RECOMMENDATION: Motion through Consent Agenda to adopt Resolution 22-11 – City of Waseca Distributed Energy Resource (DER-Renewable Energy) Policy, Rules, Interconnection Process, & Technical Specifications Updates.

RESOLUTION 22-11

A RESOLUTION OF THE CITY OF WASECA, MINNESOTA ADOPTING THE WASECA ELECTRIC UTILITY DISTRIBUTED ENERGY RESOURCES (DER-RENEWABLE ENERGY) POLICY, RULES, INTERCONNECTION PROCESS AND TECHNICAL SPECIFICATIONS UPDATES

WHEREAS, by order on September 28, 2004, the Minnesota Public Utilities Commission adopted Generic Standards for Utility Tariffs for Interconnection and Operation of Distributed Generation Facilities; and

WHEREAS, Minnesota Statutes Section 216B.1611, subdivision 3 required municipal utilities to adopt a generation tariff that addressed the issues included in the commission's order; and

WHEREAS, under Minnesota Statutes Section 216B.25, any order of the commission rescinding, altering, amending, or reopening a prior order shall have the same effect as an original order; and

WHEREAS, by order on August 13, 2018, the Minnesota Public Utilities Commission adopted an updated policy, rules and interconnection process for distributed energy resources replacing the standards adopted in 2004; and

WHEREAS, the City of Waseca Electric Utility Distributed Energy Resource Policy, Rules, Interconnection Process, and Technical Specifications addresses the issues included in the commission's 2018 order; and

WHEREAS, this Distributed Energy Resource Interconnection Process functions in concert with the City of Waseca Electric Utility Policy regarding Distributed Energy Resources and Net Metering as well as its Rules Governing the Interconnection of Cogeneration and Small Power Production; and

WHEREAS, updates are necessary to the City of Waseca Electric Utility Distributed Energy Resource Policy, Rules, Interconnection Process, and Technical Specifications;

THEREFORE, BE IT RESOLVED that the Waseca City Council adopts the City of Waseca Electric Utility Distributed Energy Resources Policy, Rules, Interconnection Process, and Technical Specifications updates.

Adopted this 15th day of March, 2022.

_____
R.D. SRP
MAYOR

ATTEST:

_____
JULIA HALL
ADMINISTRATIVE CLERK

CITY OF WASECA ELECTRIC UTILITY POLICY REGARDING DISTRIBUTED ENERGY RESOURCES (DER) AND NET METERING

To establish the application procedure and qualification criteria for all customers for the delivery, interconnection, metering, and purchase of electricity from distributed energy resource facilities and to comply with applicable laws and rules governing distributed energy resources.

The City of Waseca Electric Utility recognizes its obligation to provide interconnection to eligible qualifying facilities and will comply with all applicable laws and rules governing distributed energy resources.

For purposes of this policy, the following terms have the meanings given them:

A. **Average Retail Energy Rate** - the average of the retail energy rates, exclusive of special rates based on income, age, or energy conservation, according to the applicable rate schedule of the utility for sales to the class of customer of which the customer/qualifying facility belongs.
B. **Avoided costs** - the incremental costs to the utility of electric energy or capacity or both which, but for the purchase from the qualifying facility, the utility would generate itself or purchase from another source.
C. **Contract** - the written agreement between the customer/qualifying facility and the utility, as established in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
D. **Distributed Energy Resource (DER)** - a distributed generation system incorporated with or without an electric storage system.
E. **Interconnection application** - the forms to be used by the customer to submit its formal request for interconnection to the utility and which shall be substantially similar in form to that contained in the Distributed Energy Resources Interconnection Process adopted by the utility.
F. **Interconnection rules** - any applicable rules developed in accordance with Minnesota Statutes §§216B.164 and 216B.1611. This includes the utility's Rules Governing Interconnection of Cogeneration and Small Power Production. It also includes the utility's Distributed Energy Resources Interconnection Process which includes its Simplified Process, Fast Track Process, and Study Process as well as the technical requirements incorporated therein or any future technical requirements adopted by the utility.
G. **Measured capacity** - for purposes of determining capacity, it shall be measured based on the highest fifteen (15) minute average demand of the unit in any one billing period.
H. **Net metering/net billing** - the process whereby the customer and the utility compensate each other based on the difference in the amount of energy each sells to the other at the net metered facility.
I. **Net metered facility** - an electric generation facility constructed for the purpose of offsetting energy use through the use of renewable energy or high efficiency generation sources with a capacity of less than 40 kilowatts that is compensated for excess generation through net metering/net billing.
J. **Total generator nameplate capacity** - the nominal voltage (V), current (A), maximum active power (kWac), apparent power (kVA), and reactive power (kvar) at which a distributed energy resource (DER), is capable of sustained operation. For a qualifying facility with

multiple units, the total generator capacity is equal to the sum of all individual DER units' nameplate rating in the qualifying facility. The DER system's total generation capacity may, with the utility's agreement, be limited through the use of control systems, power relays or similar device settings or adjustments as identified in IEEE 1547. The customer must fully, accurately, and completely disclose in its interconnection application to the utility, the technical specifications for any capacity limiting device contemplated, and the customer shall furnish the utility with any factory manuals or other similar documents requested by the utility regarding such limiting or other control devices which factor into the calculation of total generator capacity.

K. **Qualifying facility** - a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The qualifying facility must be owned by a customer of the utility and located in the utility service area.
L. **Utility –** City of Waseca Electric Utility.

In the event an inconsistency exists between terms in this policy and those established by applicable statute, rule, or court order, then the definition so established shall supersede the definition used in the policy and shall govern.

All customers are eligible for distributed generation, interconnection with the utility's distribution system and application of net metering upon the following terms and conditions.

1. The customer must meet the eligibility requirements set forth in the federal Public Utility Regulatory Policies Act of 1978 (PURPA) *18 C.F.R. 292.303, 292.304 and Minnesota's distributed generation laws. Minn. Stat. §216B.164.
2. The customer shall complete, sign, and return to utility either the Standard Interconnection Application or the Simplified Process Application in the form prescribed in the utility's Distributed Energy Resources Interconnection Process. The application shall be approved by the utility prior to the customer beginning the project. The customer signature on the application indicates the customer shall follow the steps outlined in the utility's interconnection rules.
3. The customer shall enter into a written contract with the utility using the uniform contract contained in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production.
4. The qualifying facility shall pay the utility for all reasonable costs of interconnection including those costs outlined in Minnesota Statute 216B.164, the utility's DER Interconnection Process, and the State of Minnesota Interconnection Technical Requirements.
5. The qualifying facility's total generator nameplate capacity shall be less than 40 kW and the facility shall operate at a measured capacity of less than 40 kW at all times to qualify for net metering/net billing or roll over credit compensation.
6. The utility may limit the capacity and operating characteristics of qualifying facility single phase generators in a manner consistent with the utility limitations for single phase motors, when necessary to avoid a qualifying facility from causing problems with the service of other customers.

7. The utility may require the qualifying facility to discontinue parallel generation operations when necessary for system safety.
8. The power output from the qualifying facility must be maintained so that frequency and voltage are compatible with normal utility service and do not cause that service to fall outside the prescribed limits of interconnection rules and other standard limitations.
9. The qualifying facility shall keep in force general liability insurance stating that the insurance includes coverage against claims for damages resulting from bodily injury, including wrongful death; and property damage arising out of the interconnection customer's installation, ownership and/or operation of the system. The amount of insurance coverage shall be the maximum amount of said insurance for a qualifying facility or net metered facility as outlined in the utility's DER Interconnection Process.
10. Failure of the qualifying facility to operate its distributed energy resource at a measured capacity below the 40 kW AC capacity limit established by Minn. Stat. §216B.164, Sub. 3 and as contemplated by this policy, shall result in the following. The utility will notify the customer/qualifying facility of the fact that its generating equipment has failed to operate below the 40 kW AC maximum capacity and will provide the customer/qualifying facility with the date, time and kW reading that substantiates this finding.
11. The utility shall compensate the customer/qualifying facility for all metered electricity produced by said qualifying facility during the thirty (30) day period during which the failure occurred, at the utility's wholesale power supplier's avoided cost rate.
12. The utility shall continue to pay the customer/qualifying facility for subsequent electricity produced and delivered pursuant to the contract, at the utility's wholesale power supplier's avoided cost rate until:
    1. The problem with the generator that caused it to operate at or above the statutory maximum capacity has been remedied; and
    2. The utility has been provided documentation adopted by a Minnesota Professional Engineer that confirms the problem with the generator has been remedied.
13. Any customer account eligible for net metering/net billing is not eligible for any other load management discounts unless agreed to by the utility.
14. Payment for the purchase of the qualifying facility's electricity herein shall be in the form of a credit on the customer's monthly billing invoice.
15. The customer must be, and continue to be, current with payment on its electric account with utility.
16. The customer must not enter into any arrangement that violates the utility's exclusive right to provide electric service in its service area under Minnesota Statutes §§216B.37-44.
17. In the event that the distributed generator fails to meet the requirements of this policy for a total distributed generation capacity of less than 40 kW AC, and fails to satisfy the corrective requirements set forth in Section 12 above, then the utility will have the right to (1) cancel the contract with the owner of the qualifying facility, and (2) enter into a new contract with the owner of the qualifying facility that, among other changes, adjusts the qualifying facility's rated capacity and specifies avoided cost pricing for the qualifying facility's output. To the extent that the utility does not have the obligation to make purchases from qualifying facilities of 40 kW or greater due to transfer of the obligation to the utility's wholesale supplier that has been approved by the Federal Energy Regulatory

Commission, the new agreement will be between the utility's wholesale supplier and the qualifying facility. In either case, the utility (and, as applicable, the utility's wholesale supplier) and the owner of the qualifying facility will cooperate in the transition from the form of contract set forth in the utility's Rules Governing Interconnection of Cogeneration and Small Power Production to a new form of contract appropriate to a qualifying facility with a capacity of 40 kW or greater.

18. Fully executed interconnection contracts for distributed energy resources may be canceled in the event the distributed energy resource fails to interconnect to the utility's distribution system within twelve (12) months of signing of the interconnection contract by the qualifying facility and the utility.

CITY OF WASECA ELECTRIC UTILITY RULES GOVERNING THE INTERCONNECTION OF COGENERATION AND SMALL POWER PRODUCTION FACILITIES

Part A. DEFINITIONS

Subpart 1. Applicability. For purposes of these rules, the following terms have the meanings given them below.

Subp. 2. Average retail Utility energy rate. "Average retail Utility energy rate" means, for any class of Utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. The computation shall use 12 months of data from previous year. This rate is applicable to <40 kW facilities only.

Subp. 3. Backup power. "Backup power" means electric energy or capacity supplied by the Utility to replace energy ordinarily generated by a qualifying facility's own generation equipment during an unscheduled outage of the facility.

Subp. 4. Capacity. "Capacity" means the capability to produce, transmit, or deliver electric energy, and is measured by the number of megawatts alternating current at the point of common coupling between a qualifying facility and the Utility's electric system during a 15-minute interval period.

Subp. 5. Capacity costs. "Capacity costs" means the costs associated with providing the capability to deliver energy. The Utility capital costs consist of the costs of facilities from the Utility and the Utility's wholesale provider used to generate, transmit, and distribute electricity and the fixed operating and maintenance costs of these facilities.

Subp. 6. Customer. "Customer" means the person named on the Utility electric bill for the premises.

Subp. 7. Energy. "Energy" means electric energy, measured in kilowatt-hours.

Subp. 8. Energy costs. "Energy costs" means the variable costs associated with the production of electric energy. They consist of fuel costs and variable operating and maintenance expenses.

Subp. 9. Firm power. "Firm power" means energy delivered by the qualifying facility to the Utility with at least a 65 percent on-peak capacity factor in the month. The capacity factor is based upon the qualifying facility's maximum metered capacity delivered to the Utility during the on-peak hours for the month.

Subp. 10. Governing body. "Governing body" means the Waseca City Council.

Subp. 11. Interconnection costs. "Interconnection costs" means the reasonable costs of connection, switching, metering, transmission, distribution, safety provisions, and administrative costs incurred by the Utility that are directly related to installing and maintaining the physical facilities necessary to permit interconnected operations with a qualifying facility. Costs are considered interconnection costs only to the extent that they exceed the costs the Utility would incur in selling electricity to the qualifying facility as a non-generating customer.

Subp. 12. Interruptible power. "Interruptible power" means electric energy or capacity supplied by the Utility to a qualifying facility subject to interruption under the provisions of the Utility's tariff applicable to the retail class of customers to which the qualifying facility would belong irrespective of its ability to generate electricity.

Subp. 13. Maintenance power. "Maintenance power" means electric energy or capacity supplied by a Utility during scheduled outages of the qualifying facility.

Subp. 14. On-peak hours. "On-peak hours" means either those hours formally designated by the Utility as on-peak for ratemaking purposes or those hours for which its typical loads are at least 85 percent of its average maximum monthly loads.

Subp. 15. Point of distributed energy resource (DER) connection. "Point of DER connection" means the point where the qualifying facility's generation system, including the point of generator output, is connected to the customer's electric system and meets the current definition of IEEE 1547.

Subp. 16. Purchase. "Purchase" means the purchase of electric energy or capacity or both from a qualifying facility by the Utility.

Subp. 17. Qualifying facility. "Qualifying facility" means a cogeneration or small power production facility which satisfies the conditions established in Code of Federal Regulations, title 18, part 292. The initial operation date or initial installation date of a cogeneration or small power production facility must not prevent the facility from being considered a qualifying facility for the purposes of this chapter if it otherwise satisfies all stated conditions. The qualifying facility must be owned by a customer and located in the Utility service area.

Subp. 18. Sale. "Sale" means the sale of electric energy or capacity or both by the Utility to a qualifying facility.

Subp. 19a. Standby charge. "Standby charge" means the charge imposed by the Utility upon a qualifying facility for the recovery of costs for the provision of standby services necessary to make electricity service available to the qualifying facility.

Subp. 19b. Standby service. "Standby service" means the service to potentially provide electric energy or capacity supplied by the Utility to a qualifying facility greater than 40 kW.

Subp. 20. Supplementary power. "Supplementary power" means electric energy or capacity supplied by the Utility which is regularly used by a qualifying facility in addition to that which the facility generates itself.

Subp. 21. System emergency. "System emergency" means a condition on the Utility's system which is imminently likely to result in significant disruption of service to customers or to endanger life or property.

Subp. 22. Utility. "Utility" means the City of Waseca Electric Utility.

Part B. SCOPE AND PURPOSE

The purpose of these rules is to implement certain provisions of Minnesota Statutes, §216B.164; the Public Utility Regulatory Policies Act of 1978, United States Code, title 16, §824a-3; and the Federal Energy Regulatory Commission regulations, Code of Federal Regulations, title 18, part 292. These rules shall be applied in accordance with their intent to give the maximum possible encouragement to cogeneration and small power production consistent with protection of the ratepayers and the public.

Part C. FILING REQUIREMENTS

Annually the Utility shall file for review and approval, a cogeneration and small power production tariff with the Waseca City Council. The tariff must contain schedules 1 – 4, as applicable.

SCHEDULE 1.

Schedule 1 shall contain the calculation of the average retail utility energy rates to be updated annually.

SCHEDULE 2.

Schedule 2 shall contain all standard contracts to be used with qualifying facilities, containing applicable terms and conditions.

SCHEDULE 3.

Schedule 3 shall contain the Utility's adopted interconnection process, safety standards, technical requirements for distributed energy resource systems, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus.

SCHEDULE 4.

Schedule 4 shall contain the estimated average incremental energy costs by seasonal, peak, and off-peak periods for the Utility's power supplier from which energy purchases are first avoided. Schedule 4 shall also contain the net annual avoided capacity costs, if any, stated per kilowatt-hour and averaged over the on-peak hours and over all hours for the Utility's power supplier from which capacity purchases are first avoided. Both the average incremental energy costs and net annual avoided capacity costs shall be increased by a factor equal to 50 percent of the Utility and the Utility's power supplier's overall line losses due to distribution, transmission, and transformation of electric energy.

Part D. AVAILABILITY OF FILINGS

All filings shall be maintained at the Utility's general office and any other offices of the Utility where rate tariffs are kept during normal business hours. The Utility shall supply the current year's distributed generation rates, interconnection procedures and application form on the Utility website, if practicable, or at the Utility office.

Part E. REPORTING REQUIREMENTS

Annually the Utility shall report to the Waseca City Council for its review and approval an annual report including information in subparts 1-3. The Utility shall still comply with other federal and state reporting of distributed generation to federal and state agencies expressly required by statute.

Subpart 1. Summary of average retail utility energy rate. A summary of the qualifying facilities that are currently served under average retail utility energy rate.

Subp. 2. Other qualifying facilities. A summary of the qualifying facilities that are not currently served under average retail utility energy rate.

Subp. 3. Wheeling. A summary of the wheeling undertaken with respect to qualifying facilities.

Part F. CONDITIONS OF SERVICE

Subpart 1. Requirement to purchase. The Utility shall purchase energy and capacity from any qualifying facility which offers to sell energy and capacity to the Utility and agrees/complies to all of the conditions in the Utilities interconnection process.

Subp. 2. Written contract. A written contract shall be executed between the qualifying facility and the Utility.

Part G. ELECTRICAL CODE COMPLIANCE

Subpart 1. Compliance; standards. The interconnection between the qualifying facility and the Utility must comply with the requirements in the most recently published edition of the National Electrical Safety Code issued by the Institute of Electrical and Electronics Engineers. The interconnection is subject to subparts 2 and 3.

Subp. 2. Interconnection. The qualifying facility is responsible for complying with all applicable local, state, and federal codes, including building codes, the National Electrical Code (NEC), the National Electrical Safety Code (NESC), and noise and emissions standards. The Utility shall require proof that the qualifying facility follows the NEC before the interconnection is made. The qualifying facility must obtain installation approval from an electrical inspector recognized by the Minnesota State Board of Electricity.

Subp. 3. Generation system. The qualifying facility's generation system and installation must comply with the American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE) standards applicable to the installation.

Part H. RESPONSIBILITY FOR APPARATUS

The qualifying facility, without cost to the Utility, must furnish, install, operate, and maintain in good order and repair any apparatus the qualifying facility needs to operate in accordance with schedule 3.

Part I. TYPE OF POWER TO BE OFFERED - STANDBY SERVICE

Subpart 1. Service to be offered. The Utility shall offer maintenance, interruptible, supplementary, and backup power to the qualifying facility upon request.

Subp. 2. Standby service. The Utility shall offer a qualifying facility standby power or service at the Utility's applicable standby rate schedule.

Part J. DISCONTINUING SALES DURING EMERGENCY

The Utility may discontinue sales to the qualifying facility during a system emergency if the discontinuance and recommencement of service is not discriminatory.

Part K. RATES FOR UTILITY SALES TO A QUALIFYING FACILITY

Rates for sales to a qualifying facility are governed by the applicable tariff for the class of electric Utility customers to which the qualifying facility belongs or would belong were it not a qualifying facility. Such rates are not guaranteed and may change from time to time at the discretion of the Utility.

Part L. STANDARD RATES FOR PURCHASES FROM QUALIFYING FACILITIES

Subpart 1. Qualifying facilities with less than 40-kilowatt capacity. For qualifying facilities with capacity of less than 40 kilowatts, standard purchase rates apply. The average retail utility energy rate will be credited to the electric customer/owner utility account at the time of the utility meter reading schedule. Qualifying facilities remain responsible for any monthly service charges and demand charges specified in the tariff under which they consume electricity from the Utility.

Subpart 2. Qualifying facilities with $\geq$ 40-kilowatt capacity. For qualifying facilities with capacity of $\geq$ 40 kilowatts, must negotiate a contract with the utility setting the applicable rates for payments to the customer of avoided capacity and energy costs.

Part M. AVERAGE RETAIL UTILITY ENERGY RATE

Subpart 1. Applicability. The average retail utility energy rate is available to customer-owned qualifying facilities with capacity of less than 40 kilowatts.

Subp. 2. Method of billing. The Utility shall bill the qualifying facility for the excess of energy supplied by the Utility above energy supplied by the qualifying facility during each billing period according to the Utility's applicable retail rate schedule.

Subp. 3. Additional calculations for billing. When the energy generated by the qualifying facility exceeds that supplied by the Utility to the customer at the same site during the same billing period, the Utility shall compensate the qualifying facility for the excess energy at the average retail utility energy rate.

Part N. NOTIFICATION TO CUSTOMERS

Subpart 1. Contents of notice. Following each annual review and approval by the Utility of the cogeneration rate

tariffs the Utility shall communicate to their customers that the Utility is obligated to interconnect with and purchase electricity from co-generators and small power producers. This may be done by newsletter, on City website, social media and/or public access channel.

Subp. 2. Availability of information. The Utility shall make available to all interested persons upon request, the interconnection process and requirements adopted by the Utility, pertinent rate schedules and sample contractual agreements.

Part O. DISPUTE RESOLUTION

In case of a dispute between a Utility and a qualifying facility or an impasse in the negotiations between them, either party may request the governing body to determine the issue.

Part P. INTERCONNECTION CONTRACTS

Subpart 1. Interconnection standards. The Utility shall provide a customer applying for interconnection with a copy of, or electronic link to, the Utility's adopted interconnection process and requirements.

Subp.2. Interconnection contracts. Any existing interconnection contract executed between the Utility and a QF with capacity of less than 40 kilowatts remains in force until terminated by mutual agreement of the parties or as otherwise specified in the contract.

Subp. 3. Existing contracts. Any existing interconnection contract(s) executed between the Utility and a qualifying facility remains in force until terminated by mutual agreement of the parties or as otherwise specified in the contract.

City of Waseca Interconnection Process
Inverter Connected Systems Rated 10kW or Less

To interconnect an Inverter Generation System with WASECA there are several steps that must be followed. This document outlines a streamlined version of those steps for an inverter connected system rated 10kW or less. At any point in the process if there are questions, please contact WASECA.

This streamlined version of the interconnection process has been prepared to explain the process to interconnect a specific type and size of a DER utilizing a Grid Tie Inverter and rated 10kW or less. If your system does not meet these qualifications, then this procedure is not applicable for interconnecting your system. Please refer to the full WASECA "Technical Specifications Manual for Interconnection of Distributed Generation Resources with Waseca Electric Utilities Power System".

This document does not discuss the associated interconnection Technical Requirements, which are covered in the "Technical Specifications for Distributed Generation Systems Rated 10kW or Less Using UL Labeled Grid Tie Inverter" document. Please refer to that document for Technical Requirements and additional explanation of the terms utilized herein.

General Information

A.) Definitions

1.) "Applicant" is defined as the person, customer or entity which is requesting the interconnection of a Generation System with the Area EPS and has overall responsibility for ensuring that the Generation System is designed, operated and maintained in compliance with the Technical Specifications.

2.) "Area EPS" is an electric power system (EPS) that serves Local EPSs. Typically, an Area EPS has primary access to public rights-of-way, priority crossing of property boundaries, etc. The City of Waseca (WASECA) is an Area EPS.

3.) "Area EPS Operator" is the entity who operates the Area EPS.

4.) "Dedicated Facilities" is the equipment that is installed due to the interconnection of the Generation System and not required to serve other Area EPS customers.

5.) "Distribution System" is the Area EPS facilities which are not part of the Area EPS Transmission System or any Generation System.

6.) "Extended Parallel" means the Generation System is designed to remain connected with Area EPS for an extended period of time.

7.) "Generation" means any device producing electrical energy i.e., rotating generators driven by wind, steam turbines, internal combustion engines, hydraulic turbines, solar, fuel cells, etc.; or any other electric producing device, including energy storage technologies.

8.) "Generation Interconnection Coordinator" is the person or persons designated by the Area EPS Operator to provide a single point of coordination with the Applicant for the generation interconnection process.

9.) "Generation System" is the interconnected generator(s), controls, relays, switches, breakers, transformers, inverters and associated wiring and cables, up to the Point of Common Coupling.

10.) "DER" means Distributed Energy Resource. A term used interchangeably with Generation System.

11.) "Grid Tie Inverter" is a device that converts DC electricity to AC electricity. While a Grid Tie Inverter usually has been specially designed and constructed to safely interconnect with an Area EPS, for the purposes of this interconnection process, an Inverter must also have been designed and tested to meet the requirements of IEEE 1547 and been certified with a UL 1741 label.

12.) "Interconnection Customer" is the party or parties who will own/operate the Generation System and are responsible for meeting the requirements of the agreements and Technical Requirements.

13.) "Local EPS" is an electric power system (EPS) contained entirely within a single premise.

14.) "Nameplate Capacity" is the total nameplate capacity rating of all the Generation included in the Generation System. For this definition, the "standby" and/or maximum rated kW capacity on the nameplate shall be used.

15.) "Point of Common Coupling" is the point where the generation customer connects to WASECA.

16.) "Technical Requirements" is the complete set of requirements outlined in the "Waseca Utilities Technical Specifications Manual for Interconnection of Distributed Energy Resources with Waseca Electric Utilities Power System." This also includes the more concise set of the technical requirements provided for smaller inverter interconnected generation systems.

B.) Area EPS Coordinator.

For questions regarding this Generation Interconnection Process or any other questions regarding generation installation in general, please contact Waseca Utilities at 507-835-9718.

WASECA Utilities personnel may not be able to directly answer or resolve all of the issues involved in the review and implementation of the interconnection process and standards but shall be available to provide coordination assistance with the Applicant.

C.) Insurance

The Interconnection Customer shall maintain, during the term of the Agreement,

general liability insurance from a qualified insurance company with a B+ or better rating by "Best" and with a combined single limit of not less than three hundred thousand dollars ($300,000) for each occurrence.

Certificate of liability insurance must include similar language as follows: “This general liability insurance includes coverage against claims for damages resulting from (i) bodily injury, including wrongful death; and (ii) property damage arising out of the Interconnection Customer’s ownership and/or operation of the DER under the agreement. The coverage provided is primary and is not excess to or contributing with any insurance or self-insurance maintained by the City of Waseca.”

Process for Interconnection

Step 1: Application (By Applicant)

Once a decision has been made by the Applicant that they would like to interconnect a Generation System with WASECA, the Applicant shall supply WASECA with the following information:

1) Completed Simplified Interconnection Application including:
    a) One-line diagram
    b) Site plan of the proposed installation
    c) Proposed schedule of the installation
    d) Detailed technical information on the equipment.
2) Payment of the application fee, as outlined in the approved City of Waseca Master Fee Schedule. This application fee is for the preliminary review of the proposed Generation System interconnection.

Step 2: Review of Application

Within thirty (30) business days of receipt of all information listed in Step 1, WASECA will respond to the Applicant with the information listed below. If the information in Step 1 is not complete, the Applicant will be notified of what is missing and no further review will take place until the missing information is submitted. The thirty (30) day clock will restart with the new submittal.

As a part of Step 2, the information will be screened to see if additional engineering studies are required. The base screening criteria is listed below.

1) A single point of contact with WASECA for this project.
2) Approval or rejection of the interconnection request. If rejected, the technical reasons will be provided to the applicant. If approved, the Approved Application is valid for six (6) months from the date of approval. WASECA may extend this time if requested by the applicant.
3) Comments on the schedule provided.

4) Interconnection Agreement.

5) Cost estimate and payment schedule required by WASECA for labor costs related to the final design of WASECA improvements, costs for attending meetings, costs for dedicated facilities required by WASECA for connecting the generation customer, preliminary and final testing.

Step 3: Final Go-No Go Decision (By Applicant)

In this step, the Applicant shall have the opportunity to indicate whether or not they want to proceed with the proposed generation interconnection. If the decision is NOT to proceed, the Applicant will notify WASECA so that other generation interconnections in the queue are not adversely impacted.

Should the Applicant decide to proceed, the following information is to be supplied to WASECA:

1) Applicable up-front payment required by WASECA per Payment Schedule, provided in Step 2.

2) Signed Interconnection Agreement

3) Final proposed schedule, incorporating WASECA's comments or requirements

4) Detailed information on the proposed equipment, if required by WASECA in Step 2, including wiring diagrams, models, and types

Step 4: Order Equipment and Construction (By WASECA/Applicant)

The following activities shall be completed during this step.

1) By Applicant:

Ordering generation equipment
Installing generation equipment
Obtain approved inspection permit from the Minnesota Electrical Inspector
Inspecting and functional testing of the generation system.

2) By WASECA:

Ordering equipment for WASECA system
Installing WASECA equipment
Observing and answering questions during applicant installation
Observing final testing

Step 5: Final Tests (By WASECA/Applicant)

Due to equipment lead times and construction, a significant amount of time may take place between the execution of Step 4 and Step 5. During this time the construction of the facilities are completed.

Final acceptance testing will commence when all equipment has been installed and applicant preliminary testing has been completed. Five (5) working days prior to the start of final testing, the generation applicant shall provide WASECA with a report stating:

- The DER system meets all interconnection requirements
- All contractor preliminary testing has been completed
- A proposed date that the DER will be ready to be energized and acceptance tested

Operation shall not commence until approved by WASECA in writing.

City of Waseca

Technical Specifications for Distributed Generation Systems Rated 10 kW or Less Using UL Labeled Grid Tie Inverter

TABLE OF CONTENTS

1. Introduction

This streamlined version of the Technical Specifications Manual has been written to cover only the technical interconnection requirements to interconnect a qualified generation system utilizing a Grid Tie Inverter rated 10kW or less to the WASECA system. This document is in addition to the "State of Minnesota Technical Interconnection and Interoperability Requirements" (TIIR). If the proposed system does not meet these abbreviated criteria, refer to the full TIIR and "Waseca Technical Specification Manual for Interconnection of Distributed Energy Resources with Waseca Electric Utilities Power System."

WASECA has the right to limit the maximum size of any generation system or number of generation systems. Obtain additional information from WASECA.

This Technical Specifications document is based on assumptions of a "typical", 10kW or less Inverter Generation System. There may be areas not covered within this document. In such cases, the "Waseca Utilities Technical Specifications Manual" will apply as determined by WASECA.

This document covers only the technical requirements and does not cover the interconnection process. Please read the companion document "City of Waseca Interconnection Process for Inverter Connected Systems Rated 10kW or Less" for the description of the process to follow for interconnection approval and construction.

A.) Definitions

The definitions defined in the "IEEE Standard for Interconnecting Distributed Resources with Electric Power Systems" (IEEE 1547) apply to this document. The following definitions are in addition to the ones defined in IEEE 1547 or are repeated from the IEEE 1547 standard.

i.) "Area EPS": an electric power system (EPS) that serves Local EPS. Typically, an Area EPS has primary access to public rights-of-way, priority crossing of property boundaries, etc. The City of Waseca (WASECA) is an Area EPS.

ii.) "Generation": any device producing electrical energy, i.e., rotating generators driven by wind, steam turbines, internal combustion engines, hydraulic turbines, solar, fuel cells, etc.; or any other electric producing device including energy storage technologies.

iii.) "Generation System": the interconnected distributed generation(s), controls, relays, switches, breakers, transformers, inverters and associated wiring and cables up to the Point of Common Coupling. Distributed Energy Resources (DER) is an interchangeable term with generation systems.

iv.) "Grid Tie Inverter": a device that converts DC electricity to AC electricity. A Grid Tie Inverter usually has been specially designed and constructed to safely interconnect with an Area EPS. For this document, a Grid Tie Inverter must have also been tested to meet the requirements of IEEE 1547 and been certified with a UL 1741 label.

v.) "Interconnection Customer": the party or parties who are responsible for meeting the requirements of this standard. This is the generation system owner.

vi.) "Local EPS": an electric power system (EPS) contained entirely within a single premises or group of premises.

vii.) "Point of Common Coupling": the point where the Local EPS is connected to an Area EPS.

viii.) "Transmission System": those facilities as defined by using the guidelines established by the Minnesota Public Utilities Commission.

ix.) "Type-Certified": generation paralleling equipment that is listed by a recognized national testing laboratory as having met the applicable type testing requirement of UL 1741. At the time of preparation of this document, this was the only national standard available for certification of inverter generation equipment. Other subsequent forms of type-certification are permitted if acceptable to the Area EPS.

B.) Interconnection Requirements Goals

This standard defines the minimum technical requirements for the implementation of the electrical interconnection between the DER and WASECA. It does not define the overall requirements for the generation system. The requirements in this standard are intended to achieve the following:

i. Ensure the safety of utility personnel and contractors working on the electrical power system.

ii. Ensure the safety of utility customers and the general public.

iii. Protect and minimize the possible damage to the electrical system and other customers' property.

iv. Ensure proper operation to minimize adverse operating conditions on the electrical power system.

C.) Area EPS Modifications

Depending on the size of the DER, the location on the distribution system and how the generation system is operated, certain modifications and/or additions may be required to the existing distribution system due to the addition of the generation system. If any special requirements are necessary that result in added costs, they will be identified during the engineering/application review process.

D.) Generation System Protection

The Interconnection Customer is solely responsible for providing protection for the generation system. Protection required in this standard is to protect the WASECA distribution system ONLY. WASECA does not assume responsibility for the configuration or protection of any generation system equipment for any reason.

E.) Electrical Code Compliance

The Customer shall be responsible for complying with all applicable local, independent, state, and federal codes such as building codes, National Electric Code (NEC), National Electrical

Safety Code (NESC) and noise and emissions standards. WASECA requires proof of compliance with the National Electrical Code before the interconnection is made through approval by an electrical inspector recognized by the State of Minnesota.

The Customer's Generation System and installation shall comply with the latest revisions of the ANSI/IEEE standards applicable to the installation, especially IEEE 1547; "Standard for Interconnecting Distributed Resources with Electric Power Systems". See the reference section of this document for a partial list of the standards which apply to the generation installations covered by this standard.

F.) References

The following standards shall be used in conjunction with this standard. When the stated version of the following standards is superseded by an approved revision, then that revision shall apply.

i.) IEEE Std 100, "IEEE Standard Dictionary of Electrical and Electronic Terms"

ii.) IEEE Std 519, "IEEE Recommended Practices and Requirements for Harmonic Control in Electric Power Systems"

iii.) IEEE Std 929, "IEEE Recommended Practice for Utility Interface of Photovoltaic (PV) Systems"

iv.) IEEE Std 1547, "IEEE Standard for Interconnection and Interoperability of Distributed Energy Resources with Associated Electric Power Systems Interfaces"

v.) IEEE Std C37.90.1, "IEEE Standard Surge Withstand Capability (SEC) Tests for Protective Relays and Relay Systems"

vi.) IEEE Std C37.90.2, "IEEE Standard Withstand Capability of Relay Systems to Radiated Electromagnetic Interference from Transceivers"

vii.) IEEE Std C62.41.2, "IEEE Recommended Practice on Characterization of Surges in Low Voltage (1000V and less) AC Power Circuits"

viii.) IEEE Std C62.42, "IEEE Recommended Practice on Surge Testing for Equipment Connected to Low Voltage (1000V and less) AC Power Circuits"

ix.) ANSI C84.1, "Electric Power Systems and Equipment - Voltage Ratings (60 Hertz)"

x.) ANSI/IEEE 446, "Recommended Practice for Emergency and Standby Power Systems for Industrial and Commercial Applications".

xi.) ANSI/IEEE Standard 142, "IEEE Recommended Practice for Grounding of Industrial and Commercial Power Systems - Green Book"

xii.) UL Std. 1741 "Standard for Safety for Inverters, Converters, Controllers and Interconnection System Equipment for Use with Distributed Energy Resources"

xiii.) NEC - "National Electrical Code", National Fire Protection Association (NFPA), NFPA-70.

xiv.) NESC - "National Electrical Safety Code". ANSI C2, Published by the Institute of Electrical and Electronics Engineers, Inc.

2. Interconnection Issues and Technical Requirements

A.) General Requirements - The following requirements apply to the interconnected generating equipment. The WASECA system shall be considered the “source side” and the customer's system shall be considered the “load side” in the following interconnection requirements.

i.) Certification - Inverter based systems shall be Type-Certified for interconnection to the electrical power system. Type certified shall be a UL 1741 labeled system or system approved by an industry recognized third party organization. The certification generally confirms anti-islanding protection and power quality related levels at the Point of Common Coupling.

ii.) Phase Detection - For three-phase operation, the inverter control must also be able to detect and separate for the loss of one phase. Sensing shall include three voltage transformers on 480/277 volt systems.

iii.) Multiple Inverter Banks - This standard generally allows a single 10 kW (maximum) inverter at one location. When banks of inverter systems are requested at one location a design review by WASECA will be performed to determine if any additional protection systems, metering, or other modifications are needed. The total capacity at any one location shall not exceed 10 kW. This review is at the applicant’s cost. The additional systems or modifications will be identified as part of the study.

iv.) Visible Disconnect - A separate visible disconnect is required. A disconnecting device shall be installed near the revenue metering equipment to electrically isolate the inverter from the WASECA system. The visible disconnect shall provide a visible air gap between Customer's Generation and WASECA's distribution system. This disconnecting device shall be readily accessible 24 hours per day by WASECA and shall be capable of being padlocked in the open position.

v.) Energization of Equipment by Generation System - The DER shall not energize any de-energized portion of the WASECA system.

vi.) Inverter grounding - Inverters must meet the IEEE standards for effectively grounded systems. If an inverter is not solidly grounded, then the inverter manufacturer or Generation Customer must provide a grounding transformer that meets the IEEE criteria.

vii.) Fault and Line Clearing - The Generation System shall be disconnected from the WASECA system for any faults or outages occurring on the electrical circuit serving the Generation System. The circuit shall not be reclosed until the fault is corrected.

viii.) Interference - WASECA will disconnect the Generation from the WASECA system if the distributed generation causes radio, television or electrical service interference to other customers or interferes with the operation of the WASECA system. The Interconnection Customer shall either effect repairs to the Generation System or reimburse WASECA for the cost of any required modifications to the WASECA system due to the interference as

determined by WASECA, prior to reconnection.

ix.) Unintended Islanding - Under certain conditions it is possible for a part of the WASECA system to become disconnected from the rest of the system and have the generation system continue to operate and provide power to a portion of the isolated circuit. This condition is called "islanding". The DER shall automatically disconnect from the WASECA system immediately whenever the WASECA system is de-energized. The DER must also be blocked from closing back into the WASECA system until the distribution system is reenergized and the WASECA system voltage is within Range B of ANSI C84.1 Table 1 for a minimum of ten (10) minutes. It may be necessary for the Customer at their expense to pay for a direct transfer trip system from the WASECA substation to the inverter location to remotely trip the inverter system to prevent islanding.

x.) Protective Systems - In general, a UL 1741 labeled Grid Tie Inverter is designed, constructed, and tested so that the necessary protective functions are built into the inverter, to ensure isolation of the generation system from the distribution system as required. In general, the functions required by IEEE 1547 include Over/Under Voltage, Over/Under Frequency, phase, and ground overcurrent. Additional protective equipment may not be necessary. For non-inverter systems a utility grade relay connected at the point of common coupling is required that shall trip the inverter for over/under voltage, over/under frequency, overcurrent, and directional current conditions. The proposed settings are the responsibility of the generator applicant and are to be reviewed and approved by WASECA before connecting to the WASECA system. The inverter equipment shall be UL labeled.

xi.) Disconnection - WASECA may refuse to connect or may disconnect without prior notice a Generation System from the WASECA system under the following conditions:

(1) Lack of approved Application Form and Interconnection Agreement.

(2) Termination of interconnection by mutual agreement.

(3) Non-Compliance with the technical or contractual requirements.

(4) System Emergency or for imminent danger to the public or WASECA personnel safety.

(5) Routine maintenance, repairs, and modifications to the WASECA system. WASECA will attempt to plan outages with the customer to the extent possible.

3. Generation Metering, Monitoring and Control

A.) Metering, Monitoring and Control - For distributed generation systems 10 kW or less, the following are the Metering, Monitoring and Control requirements.

i.) For single-phase generation systems, the applicant is required to provide and install a WASECA approved single phase meter socket. WASECA will supply a single-phase meter that will record power flow in both directions.

ii.) For three-phase DER systems, the applicant is required to provide a WASECA-approved commercial three phase meter socket. WASECA will supply the three-phase meter to record

power flow in both directions.

iii.) Customer shall pay WASECA for the meter.

B.) Monitoring and Control Requirements

For UL 1741 labeled inverter connected generation systems 10kW or less, generally there are no requirements for monitoring and remote control of the generation system. The above Metering, Monitoring and Control Requirements assume a typical installation. There could be alternate requirements for metering, monitoring or control that are required under special conditions.

4. Agreements

A.) City of Waseca Interconnection Agreement and City of Waseca Uniform Statewide Contract for Cogeneration and Small Power Production Facilities are examples of contracts between the Applicant and WASECA.

5. Testing Requirements

A.) Certification of equipment

The most important part of the process to interconnect generation with WASECA is safety. All electrical wiring is required by the State of Minnesota to be listed by a recognized testing and certification laboratory, for its intended purpose. Typically, this means "UL" listed. To be able to follow this version of the Technical Specifications, the Inverter used shall be listed by a nationally recognized testing laboratory as having met the applicable type-testing requirements of UL1741 and shall be acceptable for interconnection without additional protection system requirements.

B.) Commissioning Testing

The following tests shall be pre-scheduled with WASECA and shall be completed by the customer. WASECA reserves the right to witness all field testing and to review all records prior to allowing the system to be made ready for normal operation and connected to the WASECA system.

i.) Before testing - The Generation System shall be inspected and approved by a State of Minnesota electrical inspector prior to interconnecting the DER system with the electrical system.

ii.) Any pre-testing recommended by the equipment manufacturer and/or installer shall be completed prior to the On-line Commissioning test. Any testing that requires connection to the WASECA system shall be witnessed by WASECA personnel.

iii.) On-Line Commissioning Test - The DER system owner shall complete the following tests once the DER system has completed Pretesting and the results have been reviewed and approved by WASECA. Generation System functionally shall be verified for specific interconnections as follows:

(1) Anti-Islanding Test Steps

(a) The DER shall be started and operated in parallel with the WASECA system.

(b) The WASECA distribution system source shall be disconnected.

(c) Under the condition established in step (b), the Generation System shall stop generating.

(d) Under the condition established the Generation System shall not reenergize any part of the WASECA system.

(e) The device that was opened to disconnect the WASECA system will be re-energized and the Generation System shall not parallel/reconnect with the WASECA system.

(f) For three phase systems this test will be repeated for each phase of the system and for a complete three phase loss of Utility power.

C.) Periodic Testing and Record Keeping

i.) Any time the inverter hardware or software is replaced and/or modified, WASECA shall be notified. This notification shall be as soon as reasonably possible and shall be provided with sufficient warning so that WASECA personnel can witness the verification testing. Verification testing shall be completed on the replaced and/or modified equipment and systems. The involvement of WASECA personnel will depend upon the complexity of the Generation System and the component being replaced and/or modified. Since the generation system customer is now operating an interconnected system, it is required that the customer communicate changes in operation, procedures and/or equipment to ensure the safety and reliability of the WASECA system.

ii.) All interconnection-related protection systems shall be periodically tested and maintained by the customer at intervals specified by the manufacturer. These intervals shall not exceed five (5) years. Periodic test reports and a log of inspections shall be maintained by the customer and made available to WASECA upon request.

Waseca Utilities
TECHNICAL SPECIFICATIONS MANUAL

The Technical Specifications Manual for interconnection of Distributed Energy Resources with Waseca Electric Utilities Power System.

Contents

1. Introduction

1.1 General

The State of Minnesota has adopted technical interconnection and interoperability requirements for distributed energy resources interconnected to the distribution system. These overarching requirements are documented in what is commonly referred to as the State of Minnesota TIIR. This document, the Technical Specification Manual, also referred to as the TSM, is an accompanying document to the TIIR. The TSM will contain additional technical requirements specific to the Waseca EPS.

Both the TIIR and the TSM are to be used in the interconnection process.

The TSM is expected to be updated on a regular basis as DER technology and interconnection standards charge. Interconnection Customers should confirm they are using the latest TSM version when designing their DER system. This TSM version incorporates the interim technical guidance listed in Annex C of the TIIR.

Changes to existing DER systems, such as capacity additions or inverter changes, are required to be compliant with the latest version of the TIIR and TSM.

1.2 Applicability

The TSM document is designed to provide technical requirements for renewable, storage and fossil fuel DER systems specific to the Waseca EPS. The wide- ranging type of DER systems addressed in the TSM at times may be classified by their certification, or lack thereof, to IEEE 1547. In other locations in the TSM, the DER system may be classified as how the DER system operates with the Waseca EPS. The size of the DER system only will affect the type of metering, monitoring and control requirements that will be required by Waseca.

1.3 Solar Systems Less than 40 kW

While the entire TSM document applies to all DER systems, solar systems sized less than 40 kW should focus on meeting the requirements of the following sections:

- Section 4.1 – Constant Power Factor Mode

- Section 5.1 and 5.2 – Response to Abnormal Conditions
- Section 6.1, 6.2 and 6.3.6 – Protection Requirements
- Section 11 – Metering Requirements
- Section 12 – Signage and Labeling
- Section 13 – Test and Verification Requirement

These sections have been identified by a η (nue) at the section header. Please note these sections for application to small residential systems < 40 kW.

1.4 System Operation Type

The TSM addresses different types of DER systems by the way the DER system operates with the Waseca EPS. Additional information of the different types is available in the Appendix A.

1.5 Special Notations

Portions of this TSM are not currently enforced by Waseca unless mutual agreement between the DER owner and Waseca is reached. These sections are noted by the section title proceeded and followed by asterisks (**). These sections will not be enforced until the Minnesota Public Utilities Commission determines that certified equipment is readily available. The text under these sections will be grayed out.

Sections of the TSM that are *italicized* are noting the text is directly from the TIIR.

1.6 Convention for Word Usage

Throughout this document, the word *shall* is used to indicate a mandatory requirement. The word *should* is used is used to indicate a recommendation. The word *may* is used to indicate a permissible action. The word *can* is used for statements of capability and possibility.

2. Abbreviations & Common Terms

2.1 Abbreviations

AGIR	Authority Governing Interconnection Requirements
Area EPS Operator	The utility that operated the distribution system. In this document the Area EPS Operator is Waseca Utilities.
BPS	Bulk Power System
DER	Distributed Energy Resource
EPS	Electric Power System
ESS	Energy Storage System
PoC	Point of Distributed Energy Resource Connection

PCC	Point of Common Coupling
RPA	Reference Point of Applicability
RTO	Regional Transmission Operator
MN DER TIIR	Minnesota Distributed Energy Resource Technical Interconnection and Interoperability Requirements
TPS	Transmission Power System
TSM	Technical Specifications Manual

2.2 Key Terms

The terms used in this document are defined in the MN DER TIIR. For quick reference, the key terms are defined in this section.

Area Electric Power System (Area EPS): *The electric power distribution system connected at the Point of Common Coupling.*

Area Electric Power System Operator (Area EPS Operator): *An entity that owns, controls, or operates the electric power distribution system that are used for the provision of electric service. (Waseca Electric Utilities).*

Local Electric Power System (Local EPS): *An EPS contained entirely within a single premise or group of premises.*

Point of Common Coupling (PCC): *The point of connection between the Area EPS and the Local EPS.*

Point of Distributed Energy Resources Connection (PoC): *The point where a DER unit is electrically connected in a Local EPS and meets the requirement of the MN DER TIIR and this document exclusive of any load present in the respective part of the Local EPS.*

Power Control: *System that controls the output (production or discharging) and input (charging) of one or more DER in order to limit output, input, export and/or import.*

Reference Point of Applicability (RPA): *The location where the interconnection and interoperability performance requirements specified in the MN DER TIIR and this document apply.*

3. **Performance Categories**

Waseca has no further requirements for performance categories than that provided in the MN DER TIIR at this time. Performance Category Assignment is currently not enforced unless mutual agreement between Waseca and the Interconnection Customer is reached.

3.1 **Normal – Category A and B**

Waseca currently follows the TIIR for category assignment.

3.2 **Assignment of Abnormal Performance Category I, II or III**

Waseca currently follows the TIIR for abnormal performance categories.

4. Reactive Power Capability and Voltage/Power Control Performance

The DER shall be capable of providing the necessary power factor to help mitigate the impact of the DER on the grid. This section provides the default and expected capabilities of a DER system on the Waseca system.

4.1 Constant Power Factor Mode[η]

The voltage and reactive power control for a DER system will greatly depend on the size and location of the DER within the Waseca EPS. Waseca expects that the DER system shall maintain a steady PF at the PCC. Waseca's default settings for power factor control shall be as shown in Table 1.

Table 1 – Synchronous DER Response (shall trip) to Abnormal Voltages

DER System (kVA AC)	Power Factor	Reactive Power Control
< 40 kVA	0.98	Absorbing Reactive Power
40 kVA to < 250 kVA	0.98	Absorbing Reactive Power
250 kVA to < 5 MVA	0.98*	Absorbing Reactive Power
5 MVA to 10 MVA	0.98*	Absorbing/Providing Active Power

*Systems shall be capable of being adjusted within the range of 0.95 to 1.0 PF

During normal operation of the DER system the power factor shall never be below 0.90 at the RPA.

4.2 **Voltage and Active Power Mode**

The Area EPS Operator requires the settings for Voltage and Active Power control to be disabled.

4.3 **Voltage and Reactive Power Mode**

The Area EPS Operator requires the settings for Volt-Var control to be disabled.

5. Response to Abnormal Conditions Non-standard operations

At this time, all DER systems are required to disconnect from the Waseca EPS when Waseca experiences abnormal frequency or voltage to avoid unintentional islanding. All DER systems shall trip for any abnormal voltage or abnormal frequency with clearing times as stated in the following sections.

5.1 Voltage Ride-Through and Tripping[η]

The DER shall trip for any abnormal voltage. The Table 2 and Table 3 list the maximum clearing time for the DER system upon the occurrence of abnormal voltage levels.

Table 2 – Synchronous DER Response (shall trip) to Abnormal Voltages

Shall Trip – Synchronous DER		
Shall Trip Function	**Default Setting**	
	Clearing time (s)	**Voltage (per unit of nominal voltage)**
UV2	0.16	0.50
UV1	2.0	0.88
OV1	1.0	1.10
OV2	0.16	1.20

Table 3 – Inverter DER Response (shall trip) to Abnormal Voltages

Shall Trip – Inverter DER		
Shall Trip Function	**Default Setting**	
	Clearing time (s)	**Voltage (per unit of nominal voltage)**
UV2	0.16	0.50
UV1	2.0	0.88
OV1	1.0	1.10
OV2	0.16	1.20

No advanced voltage ride through is allowed. All DER systems shall be required to disconnect and reconnect for all abnormal voltage occurrences.

5.2 Frequency Ride-Through and Tripping[η]

The DER shall trip for any abnormal frequency. The following table lists the maximum clearing time for the DER system upon the occurrence of abnormal frequency.

Table 4 – DER Response (shall trip) to Abnormal Frequencies

Shall Trip Function	Default Setting	
	Clearing time (s)	Frequency (Hz)
UF1	0.16	59.3
OF1	0.16	60.5

No advanced frequency ride through is allowed. All DER systems shall be required to disconnect and reconnect for all abnormal frequency occurrences.

6. Protection Requirements

Protective devices are required to permit safe and proper operation of the Waseca EPS while interconnected with DER systems. Examples of the protection requirements for different types of DER interconnections are shown in Appendix A. The figures in Appendix A are for typical installations and may not fit all possible configurations. The specific protection requirements for interconnection will depend upon the DER's size and type; the number of units; Waseca's EPS configuration and characteristics; the operating modes of the DER; and the location of the proposed DER interconnection on the Waseca EPS.

An increased degree of protection is required for increased DER size. As DER capacity size increases the greater magnitude of short circuit currents and the potential impact to system stability can occur from the DER installations. Medium and large DER systems will require more sensitive and faster protection to minimize damage and ensure safety.

The interconnection of a new DER facility to the Waseca EPS shall not degrade any of the existing Waseca EPS protection and control schemes nor lower the existing levels of safety and reliability to other entities interconnected as loads to the Waseca EPS.

The Interconnection Customer shall provide protective devices and systems to detect the voltage, frequency and harmonic levels as defined in the IEEE 1547 during periods when the DER is operated in parallel with the Waseca EPS. The Interconnection Customer shall be responsible for the purchase, installation, and maintenance of these devices.

6.1 Requirement of Utility AC Disconnect[η]

A Utility AC Disconnect furnished by the Interconnection Customer is required on all DER systems to safely isolate the DER from the Waseca system. The disconnect shall:

- Provide a visible air-gap.
- Be an AC rated device, UL labeled.
- Be manually operable by one person.

- Be lockable in the open position.
- Be sized for adequate ampere capacity.
- Be continuously readily accessible, with unescorted access to Waseca's personnel.
- Does not require fasteners to be removed to access the disconnect handle.
- Be gang operated so that operation of one switch handle opens and closes all energized conductors simultaneously.
- Not interrupt neutral conductors.

The Utility AC Disconnect may be the same disconnecting means required by the NEC 690.13, 705.20 or 706.15, most current version, if the disconnect meets all the other Waseca requirements listed in this section.

6.1.1. Location of Utility AC Disconnection

The Utility AC disconnect used by Waseca to safely isolate the DER from the Waseca EPS shall be located within 10 feet of the revenue meter. If the Utility AC Disconnect is proposed to not to be located within 10 feet of the revenue meter, the proposed location will be identified on the site drawing submitted to Waseca with the Interconnection Application. Waseca reserves the right to withhold approval for the placement of the Utility AC Disconnect in a location which is not within 10 feet of the revenue meter. If approved location is not located within 10 feet of the revenue meter, a permanently affixed placard meeting NEC requirements, as discussed in Section 12, shall be located at the revenue meter indicating the Utility AC Disconnect location. The placard shall achieve this with a mapped representation of the property, with the location of the AC disconnect denoted. An example of the placard is shown in Appendix D.

6.2 Protection Coordination[η]

6.2.1. Secondary Services

In general, overcurrent protection requirements shall meet the requirements of the NEC for DER interconnection that occur behind Waseca's revenue meter. All electric services are required to have main service protection furnished by the customer immediately after the main service meter. Double-lugged meters shall have overcurrent interrupting protection on both sets of conductors immediately after the revenue meter.

6.2.2. Primary Services

The first protective device on the DER customer's side of the revenue meter shall coordinate with Waseca's protective device.

Protection coordination studies are required for interconnections to the primary system. The protection study shall be completed by the Interconnection Customer and reviewed and approved by Waseca prior to interconnection and energization.

6.2.3. Coordination with Waseca's Automatic Reclosing Schemes

Waseca may have automatic reclosing schemes designed into the Waseca EPS to attempt to prevent transient faults from becoming a long-term outage. The automatic reclosing scheme will de-energize a portion of the Waseca EPS and re-energize the same section of the Waseca EPS in a short period of time, less than one second, often clearing the fault on the Waseca system.

Automatic reclosing on the Waseca EPS can potentially damage rotating DER generation, both synchronous and induction DER generators, operating in parallel with the Waseca system. The addition of DER shall not alter the standard auto restoration schemes designed in the Waseca EPS. The Interconnection Customer is responsible for protecting the DER facility's equipment from damage due to the automatic or manual reclosing, faults or other disturbances on the Waseca system. Contact Waseca to identify reclosers and associated settings that may affect operation of the DER.

6.3 Grounded Wye-Wye Protection Requirements[η]

The following protection requirements are for grounded wye-wye DER system interconnections. Additional protection requirements may apply for DER systems which are not grounded wye-wye or do not utilize a grounded wye-wye transformer as part of the DER interconnection system design. Non-exporting DER systems that operate in parallel with the Waseca EPS have the same requirements as that of any other DER interconnection.

6.3.1. General Relay Information

For DER systems which are smaller than 250 kW and utilize a certified inverter(s) for interconnection, a Professional Electrical Engineer is not required to review, test and approve the protective functions or settings of the inverter. For all other DER systems to be interconnected with Waseca, the protective functions and relay setting shall be reviewed and approved by a Professional Electrical Engineer registered in the State of Minnesota.

Prior to energization or interconnection of the DER with the Waseca system, a copy of the proposed protective relay settings shall be supplied to Waseca for review and approval. Waseca will review the protective relay settings to ensure proper coordination between the DER and Waseca. The proposed protective relay settings shall be provided to Waseca with time allotted to

allow for review, coordination, implementation and functional testing of the protective system including any requested modifications.

6.3.2. Non-Certified Inverters

The use of inverters that have not been tested by a Nationally Recognized Testing Laboratory (NRTL) and certified to meet the UL 1741 performance requirements are not allowed by Waseca as an acceptable design of the DER system.

6.3.3. Relaying

All equipment providing relaying functions shall meet or exceed ANSI/IEEE Standards for protective relays, i.e., C37.90, C37.90.1 and C37.90.2, most current version.

Required relays that are not “draw-out” cased relays shall have test plugs or test switches installed to permit field testing and maintenance of the relay without unwiring or disassembling the equipment.

Three-phase interconnections shall utilize three-phase power relays, which monitor all three phases of voltage and current, unless so noted in the Appendix A diagrams.

All protective relays must have DC power supplies powered by station class batteries and charging system. The battery system shall be equipped with a DC-undervoltage detection alarm or be monitored by a continuous monitoring facility. For DERs larger than 250 kW, the DC voltage level must be provided to Waseca’s SCADA system. See Section 9 for further information.

All relays shall be equipped with setting limit ranges at least as wide as specified in IEEE 1547, and meet other requirements as specified in Waseca’s interconnect study. Setting limit ranges are not to be confused with the actual relay settings required for the proper operation of the installation. At a minimum, all protective systems shall meet the requirements established in IEEE 1547.

See Appendix B for specific information regarding the types of relaying.

6.3.4. DC Power for Protection Devices

All relays and other devices which require external power to operate must be supplied by a DC battery system that can maintain power to the protective device for a minimum of 8 hours during a complete power outage. The DC battery charger shall be able to be powered by the DER if power from Waseca is lost. The DER shall be blocked from reconnecting to Waseca’s EPS if the adequate DC power is not available to the protective devices.

The DC battery system shall be capable of monitoring and alarming for certain conditions related to voltage levels and charging ability. The DC battery system shall be monitored for DC voltage levels and have the capability of alarming if DC voltage reaches levels that cannot allow operation. The DC battery system shall also alarm if the battery charging system fails.

The alarms from the DC battery system shall be monitored by the Interconnection Customer. If the alarms are not monitored continuously, the alarm shall be audible or include a flashing light before complete loss of DC battery voltage.

6.3.5. Open Phase Detection

For non-inverter based DER, or inverter-based DER that opt not to use the onboard protective functions of the inverter for open-phase detection, either due to DER design configurations that render the detection method invalid or other reason, special consideration will need to be given to the methodology used to detect and trip for an open phase event.

Typical inverter-based configurations that require additional relaying include:

- Configurations with zig-zag or grounded wye-delta grounding banks.
- Configurations with delta windings on onsite transformers.

As required by IEEE 1547, all DER are must detect open phase conditions at their RPA when their output is as low as 5% of their rated output, or, if not capable of producing apparent power at 5% of its rated output, at the lowest output the DER can continue producing apparent power.

Waseca does not recommend a specific method for detecting an open phase condition, as there are many acceptable achievement methods. Positive-sequence phase balance, zero-sequence detection and undervoltage relaying are known to be deficient protective schemes and will not be accepted for the purpose of detecting and tripping of an open phase.

- Positive-sequence phase balance and zero-sequence detection must set their pickup levels above the inherent imbalance on the Waseca EPS to avoid nuisance tripping. This pickup level will often be too high to allow the protective system to identify an open phase condition when the DER is at 5% output.
- Loss of phase via undervoltage relaying detection is inadequate for identifying an open phase condition. Ground banks and delta winding, present on both the DER site and on the larger Waseca's EPS, may reconstruct voltage at the open point of the RPA.

6.3.6. Single-phase on Multiphase Services[η]

The total nameplate rating for an individual single-phase inverter on a multi-phase system cannot exceed 10% of the distribution transformer rating that is supplying the service.

Multiple single-phase DER systems which are connecting to a multi-phase service to form a three-phase generation source, must provide protection to allow sensing and tripping of the entire DER system upon loss of a single individual phase.

DER systems which are connecting to an existing two-phase Open Delta-Wye or Open Wye-Delta secondary must be single-phase or the voltage of the service shall be converted to 120/208 or 277/480 volts.

6.4 Interconnection Transformers Connections

Interconnection Customer-owned transformers that are part of the DER system shall fall under one of the following connections.

6.4.1 Wye-Wye Transformer Connections

A Wye-Wye transformer is the preferred transformer connection. Both the primary and secondary of the transformer must be grounded. Do note, this transformer connection is subjected to harmonics from Waseca EPS and the DER must be designed to limit the harmonic output from the DER system to below IEEE standard levels.

6.4.2 Wye-Delta Transformer Connections

The wye side of the transformation is required to be grounded.

High side voltage monitoring to sense single-phase faults on the primary side of the transformer is required.

All issues with zero sequence injections into the Waseca EPS from the Grounded Wye winding shall be addressed. Documentation is required to be provided to Waseca for review.

6.4.3 Delta-Wye Transformer Connections

This transformer configuration is not allowed for interconnection of a DER system.

6.5 Grounding

For Interconnection Customer provided transformers that are part of the DER system, the transformer grounding shall properly interconnect with the grounding of the Waseca EPS.

6.5.1 Requirement of Grounding Transformer

Grounding transformers may not be required by Waseca.

6.5.2 Wye-Wye Interconnection

For Wye-Wye transformer configurations both the primary and secondary side of the transformer shall be grounded. The DER must also include an appropriately sized ground bank or the generator's neutral must be adequately grounded.

6.5.3 Wye-Delta Interconnection

For Wye-Delta transformer configurations the wye side is required to be grounded.

6.5.4 Delta-Wye Interconnection

Delta-Wye transformer configurations are not allowed by Waseca for a DER system connected to Waseca.

7. Operations

7.1 Periodical Testing & Record Keeping

The Interconnection Customer shall notify Waseca prior to any of the following events occurring:

i. *Protection functions are being adjusted after the initial commissioning process.*
ii. *Functional software or firmware changes are being made on the DER.*
iii. *Any hardware component of the DER is being modified in the field or is being replaced or repaired with parts that are not substitutive components compliant with this standard.*
iv. *Protection settings are being changed after factory testing.*

Prior to modifications to the DER triggering reverification, the Interconnection Customer shall notify Waseca for the details about the proposed modification and the DER contact to communicate with for additional information, if needed. Waseca encourages using the DER Alteration Notification form shown in Appendix F to provide the necessary information. Any of the above events may be cause for requiring reverification of the interconnection and interoperability requirements as stated in the MN DER TIIR Section 14.5.

All interconnection-related protection and control systems shall be periodically tested and maintained, by the Interconnection Customer, at intervals specified by the

manufacturer or system integrator and shall not exceed five years. Periodic test reports and a log of inspections shall be maintained by the Interconnection Customer and made available to Waseca upon request. Waseca shall be notified prior to the testing of the protective and control systems to witness the testing if so desired. The testing procedure for re-test should be a functional test of the protection and control systems.

Waseca requires any system that depends upon a battery for trip/protection power shall be checked and logged once per month for proper voltage. For DER systems with nameplate rating of 1,000 kW or more, continuous monitoring of the DC battery voltage is required. Logging of all periodic inspection is recommended.

7.2 O&M Agreements

For DER systems that operate in parallel with a capacity of 40 kW or greater, the Operating and Maintenance Requirements[1] section of the Interconnection Agreement is established. The Operating and Maintenance Requirements section of the Interconnection Agreement covers items that are necessary for the reliable operation of the Local and Waseca EPS and are unique to each DER. The items included as Operating Requirements shall not be limited to the items shown on this list:

i. *Operational requirements, settings, and limits for DER when the* Waseca *EPS is in a normal condition*
ii. *Operational requirements, settings, and limits when the* Waseca *EPS is in an abnormal condition due to maintenance, contingencies, or other system issues*
iii. *Permitted and disallowed ESS Control Modes*
iv. *BPS or TPS limitations and arrangements that could impact DER operation*
v. *DER restoration of output or return to service settings and limitations*
vi. *Response to control or communication failures*
vii. *Performance category assignments (normal and abnormal)*
viii. *Dispatch characteristics of DER*
ix. *Notification process between Interconnection Customer and* Waseca
x. *Right of Access*

The following is a list of typical items that may be included as Maintenance Requirements. The items are not to be limited to the items included in this list:

i. *Routine maintenance requirements and definition of responsibilities*
ii. *Material modification of the DER that may impact the* Waseca *EPS*

[1] Attachment V of the Interconnection Agreement is the Operating and Maintenance Requirements for Waseca EPS Operator's Distribution System and Affected Systems Need to Support the Interconnection Customer's Need. This is referred to as the Operating and Maintenance Requirements in this document.

7.3 System Voltage

Operation of the DER shall not cause the voltage at the PCC to go outside of ANSI Range A under normal operations. Operation of the DER that causes voltages to go outside the ANSI Range A voltage values may be cause for disconnection until the reason can be identified and corrected.

Any sudden voltage changes caused by the DER which adversely affect other interconnected entities to the Waseca EPS shall not be allowed. It is the DERs responsibility to resolve adverse voltage changes caused by the operation of their DER. Waseca will work cooperatively with the DER to identify possible solutions.

7.4 Power Ramp Rates

7.4.1 Overview

The ability for the Waseca EPS to respond to large changes in increasing or decreasing demand for energy depend upon the PCC with the Waseca EPS. The ratio of generation to load on the Waseca EPS correlates with the potential of voltage disturbances on the Waseca EPS as generation is abruptly added or removed from extended parallel operation with the Waseca EPS. In some cases, if the step change is large enough, Waseca's EPS protection devices may operate under the assumption a fault has occurred with the abrupt change in voltage. The larger the amount of load or generation added or removed from the Waseca EPS, the greater the chance of creating operational problems for other entities interconnected to the Waseca system.

As part of the interconnection study, Waseca will review the potential for step changes of 3% or greater in load or energy production that can create operational problems on the Waseca EPS. It is the Interconnection Customer's responsibility to review for potential Local EPS issues which may result from block changes in load or generation from the DER.

7.4.2 Power Ramp Rates Requirements

DER systems shall not cause the Waseca EPS voltage to be outside of ANSI Range A voltage levels. Block loading or off-loading of the DER generation that causes voltage step changes of 3% or greater on the Waseca EPS is not allowed.

7.5 Enter Service

Enter Service is the period where the DER begins operation with an energized Waseca EPS. Enter Service may be part of daily operation of the DER or occur after a power outage on the Waseca system. The method the DER uses to Enter Service is important

to the reliability and performance of the Local EPS and the Waseca EPS. All DER systems shall not energize and parallel with Waseca unless applicable voltage and system frequency are within the ranges specified in Table 5.

Table 5 – DER Enter Service Criteria Ranges

Enter Service Criteria		Default settings
Applicable voltage within range	Minimum Value	≥ 0.917 p.u.
	Maximum Value	≤ 1.05 p.u.
Frequency within range	Minimum Value	≥ 59.3 Hz
	Maximum value	≤ 60.5 Hz

DER shall be capable of delaying enter service by an intentional adjustable minimum delay when the Waseca *steady-state voltage and frequency are within the ranges specified in Table 5. The adjustable range of the minimum intentional delay shall be 0 s to 300 s with a default minimum delay of 300 s. p.u. means per unit.*

7.5.1 DER without ESS

For DER that does not include ESS, possible methods which may be required include:

- The delay time for re-energization of the DER after an outage may be increased.
- The DER may be required to stagger the re-energization of inverters.
- Multiple transfer switches may be required to divide up the blocks of load transferred to the DER.

7.5.2 Energy Storage Systems

ESS shall be set to an intentional delay of a minimum of 300 s, (5 minutes), before initiating recharging of the ESS. Waseca would prefer the ESS ramp up the recharging level from 0 – 100% over the first ten-minute time period of initial recharging. ESS larger than 250 kW may be required to have a specific intentional delay prior to enter service. The specific delay will be documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

8. Power Control Systems

8.1 General

Power Control: *System that controls the output (production or discharging) and input (charging) of one or more DER in order to limit output, input, export and/or import.*

Power control systems are used to control the output from a DER system due to an external condition. For example, the output from a DER unit may be limited so that it

does not export energy back into the Waseca system at the PCC. To accomplish this the power control system would sense the flow of energy at the PCC and relay that information back to the DER to limit DER output if there was any reverse energy flow at the PCC.

8.2 Power Control System Requirements

The power control system must be NRTL certified control system that meets the following requirements.

- Able to halt or reduce energy production within two seconds after either the period of continuous export to Waseca exceeds 30 seconds or the level of export exceeds the lessor of 100 kW or 10% of the DER nameplate rating.
- Able to monitor the total energy exported.
- Able to self-monitor the Power Control System, such that failure of the ability to monitor the energy flow or failure of the ability to control the output of the DER, results in halting the production of energy by the DER or the separation of the DER system from parallel operation with the Waseca EPS.
- The configuration and settings governing the power control limiting functions shall be password protected, accessible only by qualified personnel.
- The power to the control system must be battery backed up and if the power to the control is not available the DER system must be blocked from operation.

8.3 Documentation

DER applications that include a power control system must also include additional information specific to the power control system. At minimum, the following information should be supplied to Waseca regarding the power control system.

- Make and model of the power control system.
- Electrical schematic of the monitoring for the power control system.
- User manual for the control of the power control system.
- Response time to modifying the output of the DER, in response to a large step change in the local electrical loads.
- Description of the operating reason and modes (shown in the user manual) which will be utilized.
- Description of how other operating modes (shown in the user manual) are being restricted so they are not able to be enabled.
- Other information which is useful to help Waseca understand the power control system.

Prior to final interconnection, the Interconnection Customer shall supply updated power control system documentation to Waseca.

8.4 Inadvertent Export

Inadvertent export is the flow of energy, in excess of a defined amount, through the PCC and back onto the Waseca system. Inadvertent export can have a detrimental effect on the Waseca EPS, damaging equipment or causing a power outage.

Inadvertent export shall be limited to 10% of the nameplate DER rating or 100 kW, whichever is less, for a maximum of 30 seconds. The cumulative amount of inadvertent exported energy from the Local EPS to the Waseca system, across the PCC, in any billing month shall be less than the on-site aggregated DER Nameplate Rating(s) multiplied by one hour. The power control system shall be designed to limit inadvertent export to these levels, unless mutually agreed to between the Interconnection Customer and Waseca and documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

Any amount of inadvertent export of real power across the PCC lasting longer than 30 seconds for any single event shall result in the disconnection of the DER system from Waseca within two seconds of exceeding the 30 second duration limit.

9. Interoperability

9.1 Overview

Depending on the method of interconnection and the size of the DER system, there are different interoperability requirements. Information from the DER is needed for Waseca to perform fault analysis, load flow and system reliability analysis. Remote monitoring and remote control may be required depending on the size of the DER, type of interconnection and the mode of operation. In general, Table 6 displays the need for remote monitoring and remote control of the DER by size. DERs with ESS that do not export may have different monitoring and control requirements. Specific remote monitoring and control requirements will be identified in the Operating and Maintenance Requirements of the Interconnection Agreement.

Table 6 – Monitoring and Control Requirements for DER Systems

Monitoring and Control Requirements for DER Systems		
DER System Nameplate Capacity	**DER Remote Monitoring**	**DER Remote Control**
0 – 60 kW	None Required	None Required
60 – 1,000 kW	SCADA Monitoring possible, pending review by EPS	Remote control via Waseca ’s SCADA possible, pending review by Waseca
> 1,000 kW	SCADA Monitoring Required	Remote control via Waseca’s SCADA likely, pending review by Waseca

9.2 Sales to Parties Other Than the Area EPS Operator

The TSM does not address the metering, monitoring and control requirements for DER system whose energy sales are to a party other than Waseca. For energy sales to a party other than Waseca, the monitoring and control requirement will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

9.3 Level of Communication Required

When SCADA monitor or SCADA monitoring and control is required, the DER Owner is responsible for the cost to provide the communications to the Waseca EPS's control center. For DER system larger than 1,000 kW requiring monitoring and control, Waseca may install the communication channel. The Interconnection Customer is responsible for Waseca's cost of the communication channel.

The communication channel shall meet the following requirements:

- Available via a VPN tunnel,
- Able to support a polling rate of once every 10 seconds, common practice today… may go to 2 seconds in future,
- Encrypted,
- Utilize DNP3.0 protocol, and
- Include a battery backup system that can last for a minimum of 8 hours during a Waseca EPS outage.

9.4 Level of Monitoring and Control Required

The actual list of status, control and analog points required to be monitored and controlled by Waseca are to be defined in the Operating and Maintenance Requirements section of the Interconnection Agreement.

In general, the minimum points that will be required for DER systems 1,000 kW and greater are:

- Status Points
    - Lockout relay status
    - High voltage alarm
    - Low voltage alarm
    - Relay failure alarm (for each protective relay)
    - Interconnection breaker(s) status (open/close)
    - DC battery charger alarm (if applicable)
    - General trouble alarm
- Control Points
    - Remote control of interconnection breaker(s)

- Ability to curtail the output of the DER to a specific level
- Ability to remotely change and/or monitor modes of operations that are active

- Analog Values
  - Phase voltage (phase to ground)
  - DER phase current (amp) output
  - Frequency
  - Power Factor (including leading/lagging)
  - DC voltage of backup battery system
  - Current Total Harmonic Distortion
  - Voltage Total Harmonic Distortion
  - Three-phase real (kW) and reactive (kVA) power flow of each DER unit

9.5 Security

In general, all physical, network and local DER communication interface security protections should be identified by the Interconnection Customer and approved by Waseca. Specific security requirements are listed in Sections 9.5.1, 9.5.2 and 9.5.3.

9.5.1 Physical and Front Panel

The Interconnection Customer shall maintain physical security for the DER equipment and all communication interfaces at the DER site. All configuration settings for the DER system shall be password protected to allow access only to qualified personnel. Other physical security protections shall be identified by the Interconnection Customer and approved by Waseca.

9.5.2 Network Security

Dependent on the DER interconnection, additional network security may apply. If needed, the additional requirements will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

9.5.3 Local DER Communication Interface Security

Dependent on the DER interconnection, additional local DER communication interface security may apply. If needed, the additional requirements will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

10. Energy Storage Systems

10.1 Grid Support Functions

The TSM will not address technical issues that may arise with grid support functions. Grid support functions, such as frequency and voltage support, are currently not addressed by Waseca's rate tariff. Until MISO rules and required associated Minnesota PUC dockets have been determined, the use of an ESS to provide grid support functions is not allowed.

10.2 Common Modes of Operation

Energy storage systems are still an evolving technology with different use cases and modes of operation. Multiple control modes may be utilized by the Interconnection Customer. When applying for interconnection with the Waseca EPS, the DER Applicant should indicate what control modes of operation are being utilized. The Interconnection Customer must not change the control mode of the ESS without notification to Waseca. Waseca will only study the ESS under the indicated operation mode(s) listed on the original interconnection application. Common modes of operations used in ESS are explained in Appendix C.

10.3 Enter Service

After any sustained electrical outage, the ESS shall be configured to not immediately initiate recharging of the ESS. Per the IEEE 1547 standards the ESS shall wait a minimum of 5 minutes after the Waseca EPS is reenergized and provides a stable voltage, before initiating recharging of the ESS.

It is preferable to delay any recharging of the ESS for a minimum of 10 minutes after reenergization of the Waseca, to allow the distribution system to fully stabilize and reduce the possibility of additional electrical demand caused by the recharging of the ESS to overload the distribution system.

To help reduce the possibility of step voltage issues and other distribution system issues, it is preferable to have the ESS control system ramp up the recharging level from 0-100% over a 5-minute time period upon entering service.

10.4 Modification of Control Modes

ESS Control Modes may not necessarily be considered a Material Modification, however the Interconnection Customer shall notify Waseca *of an unapproved ESS Control Mode prior to the change being implemented.* Waseca *will discuss with the Interconnection Customer the need, or lack thereof, to review the proposed ESS Control Mode for safety, power quality or reliability reasons.*

The Interconnection Customer can inform Waseca of a change in ESS control mode by emailing Waseca a DER Alteration notification indicating the

change in control mode. The DER Alteration Notification is shown in Appendix F. The DER Coordinator can be reached at Waseca Municipal Offices. The ESS should not be operated in the new control mode without approval from Waseca.

11. Metering Requirements[η]

The metering requirement for each DER system will depend on the DER size, location, interconnection type and application rate schedules. It is the Interconnection Customer's responsibility to provide metering sockets as applicable. Waseca will provide the meter(s), CTs and VTs, unless the DER sales are to a third party. For DER with sales to a third party, the Interconnection Customer shall be responsible for all metering costs incurred by Waseca.

11.1 DER Interconnection on Services with Subtractive Metering

Waseca will allow for DER systems of the extended parallel type to be on an electric service where subtractive metering already exists. Consult with Waseca for options.

11.2 Metering Required for DER Installation

The metering required for DER system depends on the size and type of DER, the method of interconnection and applicable rate programs the DER may take part in. There may be unique installations which may require deviations from requirements listed in this document. Deviations from this specification will be documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

11.2.1 Main Service Meter

The main service meter is located at the PCC, unless mutually agreed upon between Waseca and Interconnection Customer[2], and is the meter Waseca will use for billing purposes. This is commonly called a bidirectional meter.

11.2.2 Production Meter

A production meter may be required by Waseca and is located electrically at the PoC. This meter will monitor the power flow to and from the DER. The production meter may be used for incentive programs or standby calculations and provides Waseca with necessary information to properly engineer a safe and reliable grid. Waseca does require a production meter for specific DER installation as listed in Section 11.3.

[2] If the main meter is not be located at the PCC, the Interconnection Agreement shall document the agreed upon losses and billing will be adjusted accordingly.

11.3 Production Meter Requirement

11.3.1 DER Systems with ESS

There are multiple variations of DER systems that include ESS. Depending on the configuration, non-exporting DER systems that incorporate ESS may not need a production meter. Consult with Waseca to determine the proper metering needs.

11.3.2 Extended Parallel DER Interconnections < 40 kW

For extended parallel DER interconnection that are sized less than 40 kW, Waseca requires only the main meter at the PCC, and a separate production meter is not required. Waseca will reprogram or replace the main service meter to be able to measure and record power flow in both directions. DER systems that sell their output to a party other than Waseca will be required to meet the metering requirement of Section 11.3.4.

11.3.3 Extended Parallel DER Interconnections 40 kW and Larger

Waseca requires the main meter at the PCC and a production meter at the PoC. Waseca will reprogram or replace the main service meter to be able to measure and record power flow in both directions. It is the responsibility of the Interconnection Customer to install and provide the appropriate meter socket or setup at the PoC. Waseca will provide the meter to record production. Interconnection Customer shall pay Waseca for the meter prior to installation. For DER systems where the PCC and PoC are the same location a single meter can perform both types of metering.

11.3.4 Peak Shaving Generator Credit Rider Program

Waseca requires the main meter at the PCC and a production meter at the PoC. Waseca will reprogram or replace the main service meter to be able to measure and record power flow in both directions. It is the responsibility of the Interconnection Customer to install and provide the appropriate meter socket or setup at the PoC. Waseca will provide the meter to record production. Interconnection Customer shall pay Waseca for the meter prior to installation. For DER systems where the PCC and PoC are the same location a single meter can perform both types of metering.

11.3.5 All Other DER Interconnections

1) Contact Waseca for other DER interconnections that are not extended parallel or applicable to the Peak Shaving Generator Credit Rider Program for the appropriate metering needs.

2) See Appendix A for expected metering configurations

11.4 Acceptable Metering

A brief list of metering specifications is listed in the following subsections. A complete list of details and applicable references to acceptable metering voltages, metering sockets and configurations are listed below. Variation from the Waseca requirements will need to be mutually agreed to by Waseca and documented in the Operating and Maintenance Requirements section of the Interconnection Agreement. The specifications for meter socket location and accessibility shall be maintained for the life of the meter use. If changes cause the meter to no longer meet the stated specifications, the meter shall be moved to a new accessible location at the expense of the Interconnection Customer.

11.4.1 Meter Sockets

The interconnection owner is responsible for purchasing and installing a meter socket that meets the following requirements and is appropriate for the service connect.

1) Meter sockets must be UL (Underwriters Laboratories) of ARL (Applied Research Laboratories) approved.
2) All metering for a single service must be grouped in a 10-foot area.
3) All self-contained meter sockets must be a bypass type socket with a manually operated lever bypass.

11.4.2 Location and Accessibility

The meter socket shall be installed in a location that meets the following specifications:

1) The center of the meter socket shall be located at a height between 4 to 6 feet above the ground.
2) Location and path to the meter socket must be continuously clear and free of hazards for anyone accessing the meter.
3) Meter sockets must be a minimum of 3 feet away from a gas meter and 6 feet away from combustible storage.
4) Meter sockets shall have unobstructed space of at least 3 feet in front and 1 foot to each side.
5) Meter socket shall be installed within 10 feet of the service transformer. If not feasible, contact Waseca to discuss specific issues and determine location that is mutually agreed to.

12. Signage and Labeling[η]

12.1 General Requirements

All signage and labeling shall meet applicable NEC requirements including NEC 110.21 (B), 690.13 and 750.10, or most current NEC requirements.

12.2 Utility AC Disconnect

The Utility AC disconnect shall be labeled as "UTILITY AC DISCONNECT". The Utility AC Disconnect shall be located within 10 feet of the main service meter. Waseca and the Interconnection Customer may mutually agree to install the Utility AC Disconnect at a location greater than 10 feet from the main service meter.

12.2.1 Remotely Located Utility AC Disconnect

If the Utility AC Disconnect is not located within 10 feet of the main service meter, a permanently affixed waterproof placard shall be located within 10 feet of the main service meter. The placard shall include a mapped representation of the property with the location of the Utility AC Disconnect clearly denoted. A copy of the proposed placard shall be submitted to Waseca with the interconnection application.

12.2.2 Multiple AC Disconnects

If a single Utility AC Disconnect cannot be used to disconnect all DERs, all Utility AC disconnects should include numerical identification such as "UTILITY DER AC DISCONNECT 1 OF 2" or similar. The number of disconnects required to be operated to isolate the DER from the utility should be clear. A permanently affixed waterproof placard shall be located within 10 feet of the main service meter clearly indicating the number and locations of the multiple Utility AC Disconnects. A copy of the proposed placard shall be submitted to Waseca with the interconnection application.

12.3 Production Meter

The production meter shall be labeled as "DER PRODUCTION METER" or similar. If there are multiple DER types present at a location the production meter shall indicate the type of DER behind the meter.

13. Test and Verification Requirement[η]

13.1 Applicability

Testing and verifications of the Interconnection Customer's DER system to validate compliance with the interconnection agreement, TIIR and Waseca's TSM is

critical to maintaining the safe and reliable system. The testing and verifications requirements that follow will apply to the RPA and PCC unless mutually agreed upon between Waseca and the Interconnection Customer.

13.2 Certified DER Systems

It is understood that DER systems that are certified by UL 1741 / IEEE 1547 have already undergone scrutiny and testing. As such the testing required to commissioning these systems is designed to recognize the previous testing and focus on integration with the Waseca EPS and the final installed DER. The following testing requirements shall be met prior to parallel operation with the Waseca EPS:

1) Verification of certified equipment make and model.

2) Verification of system wiring.

3) For new installations, verification of meter with Waseca's metering system.

4) Verification of anti-islanding.

5) Verification of grounding.

13.3 Non-Certified DER Systems

For non-certified systems it is the Interconnection Customer's responsibility to provide a final design for approval at the time of application with conformed drawings at the end of the project, and to install the protective measures required by Waseca. Mutually agreed upon exception may at times be necessary and desirable. Prior to Commissioning of the DER the Interconnection customer shall provide the design with proof that it shall not connect or close into a de-energized Waseca EPS. The Interconnection Customer shall obtain written approval of the design as installed prior to completing the commissioning testing of the DER.

13.4 Pre-Energization Testing – Interconnection Customer

The following testing shall be performed by the Interconnection Customer. Waseca has the right to witness all field test and review all records prior to allowing the system to be made ready for normal operation.

1) Grounding shall be verified to ensure that it complies with this specification, the NESC and the NEC.

[3] C-MIP Simplified Process section 8.3, Fast Track Process section 9.4 and Study Process section 11.3

2) CT's (Current Transformers) and VT's (Voltage Transformers) used for monitoring and protection, shall be tested to ensure correct polarity, ratio and wiring.

3) CT's shall be visually inspected to ensure that all grounding and shorting connections have been removed where required.

4) Breaker / Switch tests – Verify that the breaker or switch cannot be operated with interlocks in place or that the breaker or switch cannot be automatically operated when in manual mode. (The intent of this test is to ensure that the breaker or switch controls are operating properly).

5) Relay Tests – All protective relays shall be calibrated and tested to ensure the correct operation of the protective element. Documentation of all relay calibration tests and settings shall be furnished to Waseca.

6) Trip checks – Protective relays shall be functionally tested to ensure the correct operation of the complete system. Functional testing requires that the complete system is operated by the injunction of currents and/or voltage to trigger the relay elements and prove that the relay element trips the required breaker, lockout or provides the correct signal to the next control element. Trip circuit shall be proven through the entire scheme (including breaker trip).

7) Remote Control, SCADA and Remote Monitoring tests – All remote-control functions and remote monitoring points shall be verified operational. For some monitoring points it may not be possible to verify analog values prior to energization. Where appropriate, those points may be verified during the energization process.

8) Phase Tests – the Interconnection Customer shall work with Waseca to complete the phase test to ensure proper phase rotation of the DER system and wiring.

9) Synchronizing test – The following tests shall be done across an open switch or racked out breaker. The switch or breaker shall be in a position that it is incapable of closing between the Generation System and the Waseca EPS for this test. This test shall demonstrate that at the moment of the paralleling-device closure, the frequency, voltage and phase angle are within the required ranges, stated in IEEE 1547. This test shall also demonstrate that if any of the parameters are outside of the ranges stated; the paralleling device shall not close. For inverter-based interconnected systems this test may not be required unless the inverter creates fundamental voltages before the paralleling device is closed.

13.5 Energization Testing Criteria

Some tests are unable to be performed prior to interconnection with Waseca. Once the pre-energization tests are completed, the DER shall be integrated and the energization tests shall be performed. For larger and more complex DER systems the Interconnection Customer and Waseca should work together to develop the required testing procedure. Final proposed testing procedure shall be submitted to Waseca prior to energization testing. The testing procedure should include the location, method of operation and verification for each step. At minimum, the testing procedure shall include the steps listed in Section 13.5.1 and 13.5.2.

13.5.1 Installation Verification

Prior to the anti-islanding testing, the DER system shall have the following verified:

1) That there is continuous, unescorted site access to Waseca's equipment and Utility DER AC Disconnect is available. Site access means drivable and keyless access.

2) The DER installation matches the submitted one-line diagram that was approved by Waseca.

3) There is proper labeling of disconnect switches, meters and placards, if necessary.

4) That the Interconnection Customer will verify the settings and firmware of the inverters, protective devices, power control systems and other hardware and software components comply with the TIIR, Waseca's TSM, operating agreements and match the previously approved settings.

13.5.2 Anti-Islanding Test

For DER systems that operate in parallel with the Waseca EPS, the anti-islanding test procedure shall, at minimum, contain the following steps:

1) The DER system shall be placed into normal operations.

2) The DER system shall be verified it is energized and generating.

3) The Waseca EPS source shall be removed from the DER system. For multi-phase systems, the Waseca EPS source shall be removed by one individual phase at a time.

4) The DER system shall be verified that it separates from the Waseca EPS together with the local load or the DER system shall stop operating.

5) The DER system shall be reconnected to the Waseca EPS. The DER generation shall not parallel with the Waseca EPS for a period less than 5 minutes.

For each step, the testing procedure shall identify which device shall be operated to complete the step. In verification step, the testing procedure shall identify the point of measurement.

13.5.3 Additional Onsite Testing

Depending on the complexity of the DER system, additional energization tests may be required. Examples of additional tests include phase testing, control mode verification, SCADA and communication verification. These additional tests shall be listed in the Interconnection Customer's submitted testing procedure as applicable.

13.6 Periodic Testing and Documentation

All interconnection-related protection systems shall be periodically tested and maintained, by the Interconnection Customer, at intervals specified by the manufacturer or system integrator. These intervals shall not exceed five years. Periodic test reports and a log of inspections shall be maintained, by the Interconnection Customer and made available to Waseca upon request. Waseca shall be notified prior to the period testing of the protective systems, so that Waseca personnel may witness the testing, if so desired.

13.6.1 Battery Documentation

Any system that depends upon a battery for trip/protection power shall be checked and logged once per month for proper voltage. Once every four years the battery(s) must be either replaced or a discharge test performed. Longer intervals are possible using the "station class batteries" and Waseca approval.

13.7 Failure Protocol

If the DER fails testing and verification, the Interconnection Customer shall address outstanding issues and provide updated documentation to Waseca regarding the changes made. The Interconnection Customer shall re-schedule the onsite testing with Waseca and provide a revised testing procedure, if necessary.

13.8 Modification to Existing DER

Any time the interface hardware or software, including protective relaying and generation control systems are replaced and/or modified, Waseca shall be notified. This notification shall, if possible, be with adequate written notice so Waseca personnel can be involved in the planning for the modification and/or witness the verification testing. Verification testing shall be completed on the replaced and/or modified equipment and systems. The involvement of Waseca EPS personnel will depend upon the complexity of the DER system and the component being replaced and/or modified.

14. Sample Documents for Simplified Process

14.1 Introduction

Interconnection Customer shall maintain a system one-line diagram, site diagram and testing procedure with latest results.

All documentation shall include the following:

- Interconnection Customer's Name
- Interconnection Agent's Name, Address, and Phone Number
- Date and revision

14.2 One-Line Diagram

The one-line diagram shall include, but not limited to, the following information:

- Applicant Name
- Application ID
- Installer name and contact information
- Address where DER system will be installed
- Correct electrical position of all equipment, including but not limited to: Panels, Inverter, DC and AC disconnects.
- Distance between equipment
- Labeling found on equipment
- Total Aggregated AC nameplate rating of DER
- DER protection elements

The one-line diagram shall be signed and stamped by a Minnesota Professional Engineer if the DER is larger than 20 kW and uncertified or larger than 250 kW and certified.

Key labels:

Utility AC Disconnect DER Production Meter

Multiple AC disconnects – need to be identified as 1 of 2 and 2 of 2

14.3 Site Diagram

Site Diagram shall include the following:

- Shall be to scale
- Location of DER
- Location of meter(s)
- Location of Utility AC disconnect
- Location of PCC/RPA/PoC
- Location of underground/overhead electrical wires
    - If underground, shall include any easements/right of ways

14.4 Testing Procedure

<u>General Process for Simplified Testing Procedures</u>

- Verify installation matches design evaluation
    - Verify inverter model matches application
    - Verify certified inverter
    - Verify electrical inspection sticker
    - Verify correct labeling / signage
    - Verify Utility DER AC Disconnect Switch is lockable and has visual open
    - Verify DER system installation matches application one-line
    - Verification of operational and protection settings
    - Verify metering and Utility DER AC Disconnect Switch are accessible by Waseca

- Field Testing
    - On-off test
    - Open phase testing (if applicable for multiphase systems)

Appendix A – Types of Interconnection

The way the DER system is connected to and disconnected from the Waseca EPS can vary. Most transfer systems normally operate using one of the following five methods of transferring the load from the Waseca EPS to the DER system.

If a transfer system is installed which has a user accessible selection of several transfer modes, the transfer mode that has the greatest protection requirements will establish the protection requirements for that transfer system.

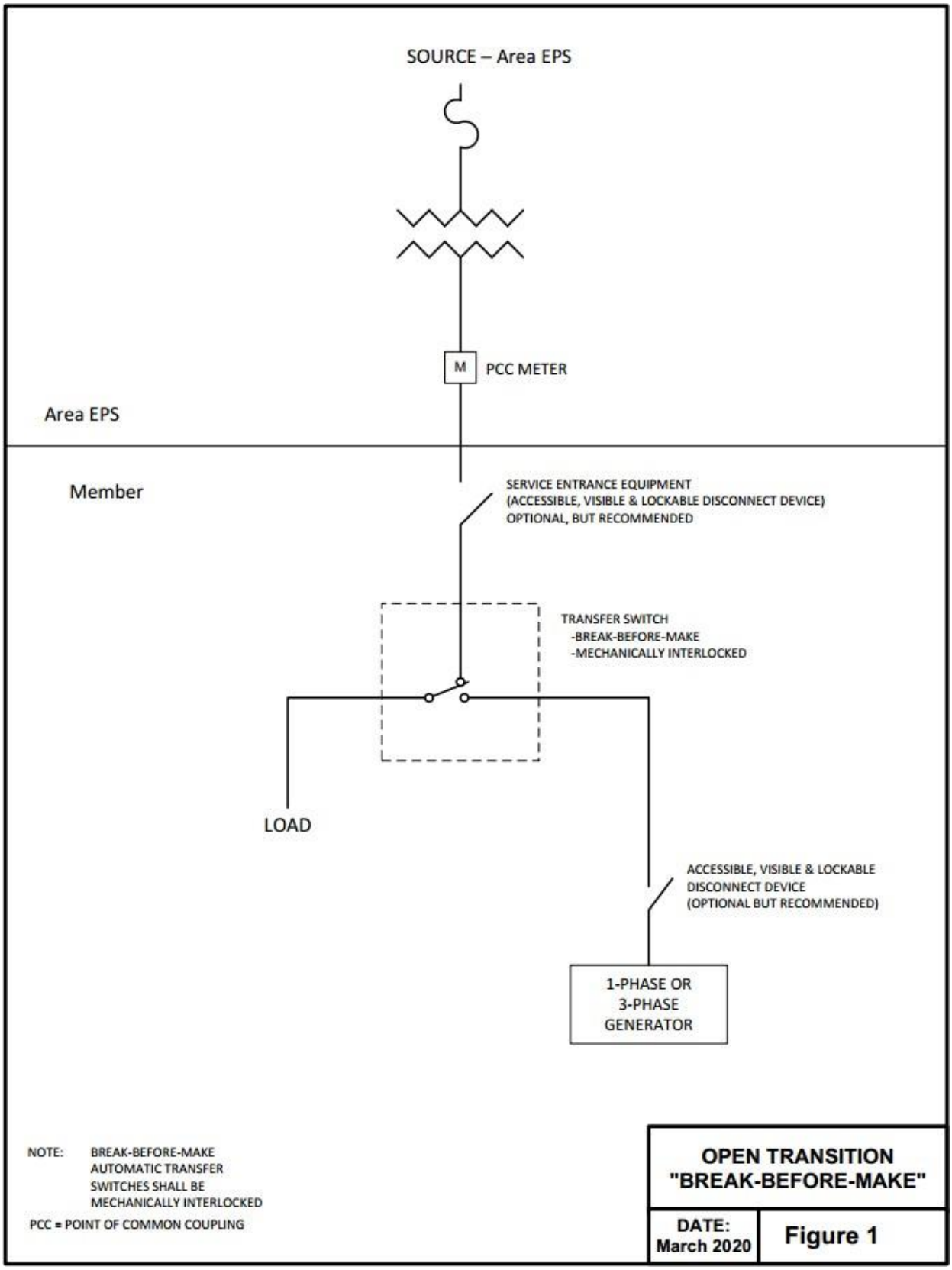
Open Transition (Break-Before-Make) Transfer Switch

With this transfer switch, the load to be supplied from the DER is first disconnected from the Waseca EPS and then connected to the DER. This transfer can be relatively quick, but voltage and frequency excursions are to be expected during transfer. Computer equipment and other sensitive equipment will shut down and reset. The transfer switch typically consists of a standard UL approved transfer switch with mechanical interlocks between the two source contactors that drop the Waseca source before the DER is connected to supply the load.

1) To qualify as an Open Transition switch and the limited protective requirements, mechanical interlocks are required between the two source contacts. This is required to ensure that one of the contacts is always open and the generating DER is never operated in parallel with Waseca. If the mechanical interlock is not present, the protection requirements are as if the switch is a closed transition switch.

2) As a practical point of application, this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Area EPS, when the load is removed from or returned to the Waseca source. Depending upon the Waseca EPS's stiffness, this level may be larger or smaller than the 500 kW level.

3) Figure 1 on the following page provides a typical one-line of this type of installation.


SOURCE – Area EPS
M
PCC METER
Area EPS
Member
SERVICE ENTRANCE EQUIPMENT
(ACCESSIBLE, VISIBLE & LOCKABLE DISCONNECT DEVICE)
OPTIONAL, BUT RECOMMENDED
TRANSFER SWITCH
-BREAK-BEFORE-MAKE
-MECHANICALLY INTERLOCKED
LOAD
ACCESSIBLE, VISIBLE & LOCKABLE
DISCONNECT DEVICE
(OPTIONAL BUT RECOMMENDED)
1-PHASE OR
3-PHASE
GENERATOR
NOTE: BREAK-BEFORE-MAKE
AUTOMATIC TRANSFER
SWITCHES SHALL BE
MECHANICALLY INTERLOCKED
PCC = POINT OF COMMON COUPLING
OPEN TRANSITION
"BREAK-BEFORE-MAKE"
DATE:
March 2020
Figure 1

Quick Open Transition (Break-Before-Make) Transfer Switch

For a Quick Open Transition, the load to be supplied from the DER is first disconnected from the Area EPS and then connected to the DER, similar to the open transition. However, this transition is typically much faster (under 500 ms) than the conventional open transition transfer operation. Voltage and frequency excursions will still occur, but some computer equipment and other sensitive equipment will typically not be affected with a properly designed system. The transfer switch consists of a standard UL approved transfer switch, with mechanical interlocks between the two source contacts that drop the Waseca source before the DER is connected to supply the load.

1) Mechanical interlocks are required between the two source contacts to ensure that one of the contacts is always open. If the mechanical interlock is not present, the protection requirements are as if the switch is a closed transition switch

2) As a practical point of application this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Waseca EPS, when the load is removed from or returned to the Waseca source. Depending upon the Waseca EPS's stiffness this level may be larger or smaller than the 500 kW level.

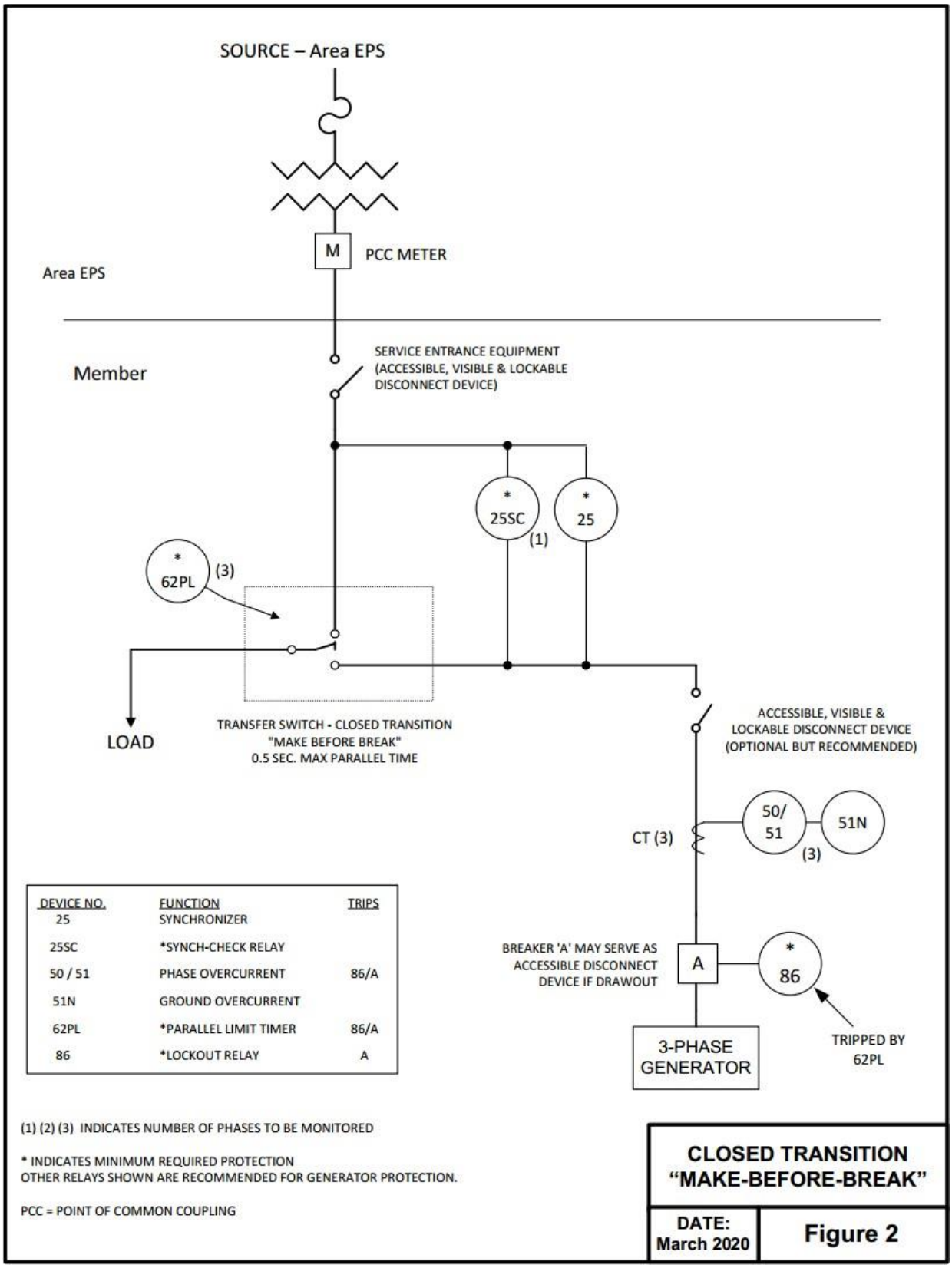
3) Figure 1 on the previous page provides a typical one-line of this type of installation and shows the required protective elements.

Closed Transition (Make-Before-Break) Transfer Switch

For Closed Transition, the DER is synchronized with the Waseca EPS prior to the transfer occurring. The transfer switch then parallels with the Waseca EPS for a short time (500 ms or less) and then the DER and load is disconnected from the Waseca EPS. This transfer is less disruptive than the Quick Open Transition because it allows the DER a brief time to pick up the load before the support of the Waseca EPS is lost. With this type of transfer, the load is always being supplied by the Waseca EPS or the DER.

1) As a practical point of application this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Waseca EPS, when the load is removed from or returned to the Waseca source. Depending upon the Waseca EPS's stiffness this level may be larger or smaller than the 500 kW level.

2) Figure 2 on the following page provides a typical one-line of this type of installation and shows the required protective elements. The closed transition switch must include a separate parallel time limit relay, which is not part of the generation control PLC and trips the generation from the system for a failure of the transfer switch and/or the transfer switch controls.


SOURCE – Area EPS
M
PCC METER
Area EPS
Member
SERVICE ENTRANCE EQUIPMENT
(ACCESSIBLE, VISIBLE & LOCKABLE
DISCONNECT DEVICE)
* 25SC
(1)
* 25
* 62PL
(3)
LOAD
TRANSFER SWITCH - CLOSED TRANSITION
"MAKE BEFORE BREAK"
0.5 SEC. MAX PARALLEL TIME
ACCESSIBLE, VISIBLE &
LOCKABLE DISCONNECT DEVICE
(OPTIONAL BUT RECOMMENDED)
CT (3)
50/ 51
51N
(3)
BREAKER 'A' MAY SERVE AS
ACCESSIBLE DISCONNECT
DEVICE IF DRAWOUT
A
* 86
TRIPPED BY
62PL
3-PHASE
GENERATOR
DEVICE NO. FUNCTION TRIPS
25 SYNCHRONIZER
25SC *SYNCH-CHECK RELAY
50 / 51 PHASE OVERCURRENT 86/A
51N GROUND OVERCURRENT
62PL *PARALLEL LIMIT TIMER 86/A
86 *LOCKOUT RELAY A
(1) (2) (3) INDICATES NUMBER OF PHASES TO BE MONITORED
* INDICATES MINIMUM REQUIRED PROTECTION
OTHER RELAYS SHOWN ARE RECOMMENDED FOR GENERATOR PROTECTION.
PCC = POINT OF COMMON COUPLING
CLOSED TRANSITION
"MAKE-BEFORE-BREAK"
DATE:
March 2020
Figure 2

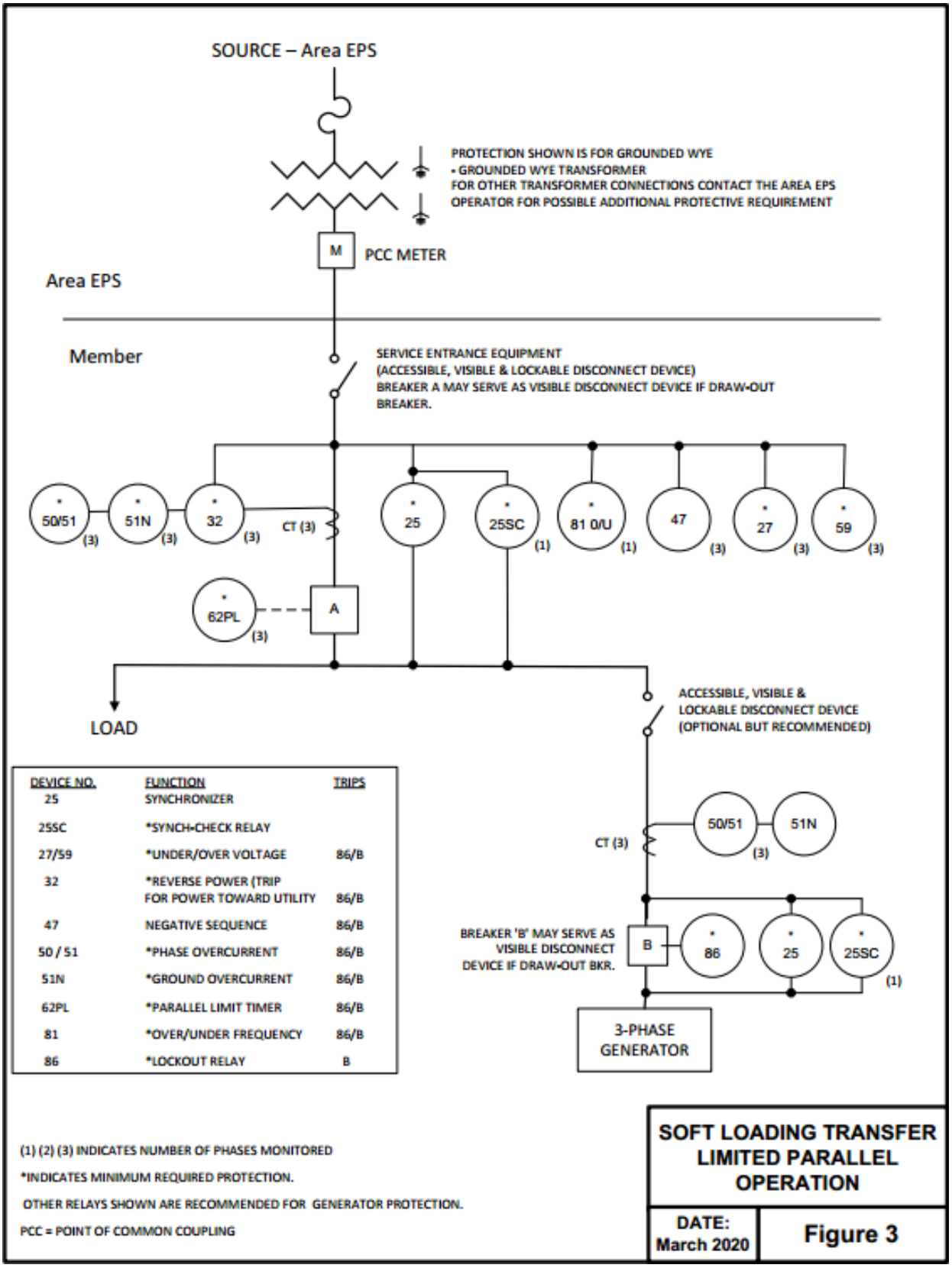
Soft Loading Transfer Switch – With Limited Parallel Operation

For this type of interconnection, the DER is paralleled with the Waseca EPS for a limited amount of time (generally less than 1-2 minutes) to gradually transfer the load from the Waseca EPS to the generating DER system. This minimizes the voltage and frequency problems, by softly loading and unloading the DER.

1) The maximum parallel operation shall be controlled, via a parallel timing limit relay (62PL). This parallel time limit relay shall be a separate relay and not part of the generation control PLC.

2) Protective Relaying is required as described in Section 6 of this document.

3) Figure 3 on the following page provides typical one-line diagrams of this type of installation and shows the required protective elements.


SOURCE – Area EPS
PROTECTION SHOWN IS FOR GROUNDED WYE
- GROUNDED WYE TRANSFORMER
FOR OTHER TRANSFORMER CONNECTIONS CONTACT THE AREA EPS
OPERATOR FOR POSSIBLE ADDITIONAL PROTECTIVE REQUIREMENT
M
PCC METER
Area EPS
Member
SERVICE ENTRANCE EQUIPMENT
(ACCESSIBLE, VISIBLE & LOCKABLE DISCONNECT DEVICE)
BREAKER A MAY SERVE AS VISIBLE DISCONNECT DEVICE IF DRAW-OUT BREAKER.
50/51 (3)
51N (3)
32 (3)
CT (3)
25
25SC (1)
81 O/U (1)
47 (3)
27 (3)
59 (3)
62PL (3)
A
LOAD
ACCESSIBLE, VISIBLE &
LOCKABLE DISCONNECT DEVICE
(OPTIONAL BUT RECOMMENDED)
CT (3)
50/51
51N
(3)
BREAKER 'B' MAY SERVE AS
VISIBLE DISCONNECT
DEVICE IF DRAW-OUT BKR.
B
86
25
25SC
(1)
3-PHASE
GENERATOR
DEVICE NO. FUNCTION TRIPS
25 SYNCHRONIZER
25SC *SYNCH-CHECK RELAY
27/59 *UNDER/OVER VOLTAGE 86/B
32 *REVERSE POWER (TRIP FOR POWER TOWARD UTILITY 86/B
47 NEGATIVE SEQUENCE 86/B
50 / 51 *PHASE OVERCURRENT 86/B
51N *GROUND OVERCURRENT 86/B
62PL *PARALLEL LIMIT TIMER 86/B
81 *OVER/UNDER FREQUENCY 86/B
86 *LOCKOUT RELAY B
(1) (2) (3) INDICATES NUMBER OF PHASES MONITORED
*INDICATES MINIMUM REQUIRED PROTECTION.
OTHER RELAYS SHOWN ARE RECOMMENDED FOR GENERATOR PROTECTION.
PCC = POINT OF COMMON COUPLING
SOFT LOADING TRANSFER
LIMITED PARALLEL
OPERATION
DATE:
March 2020
Figure 3

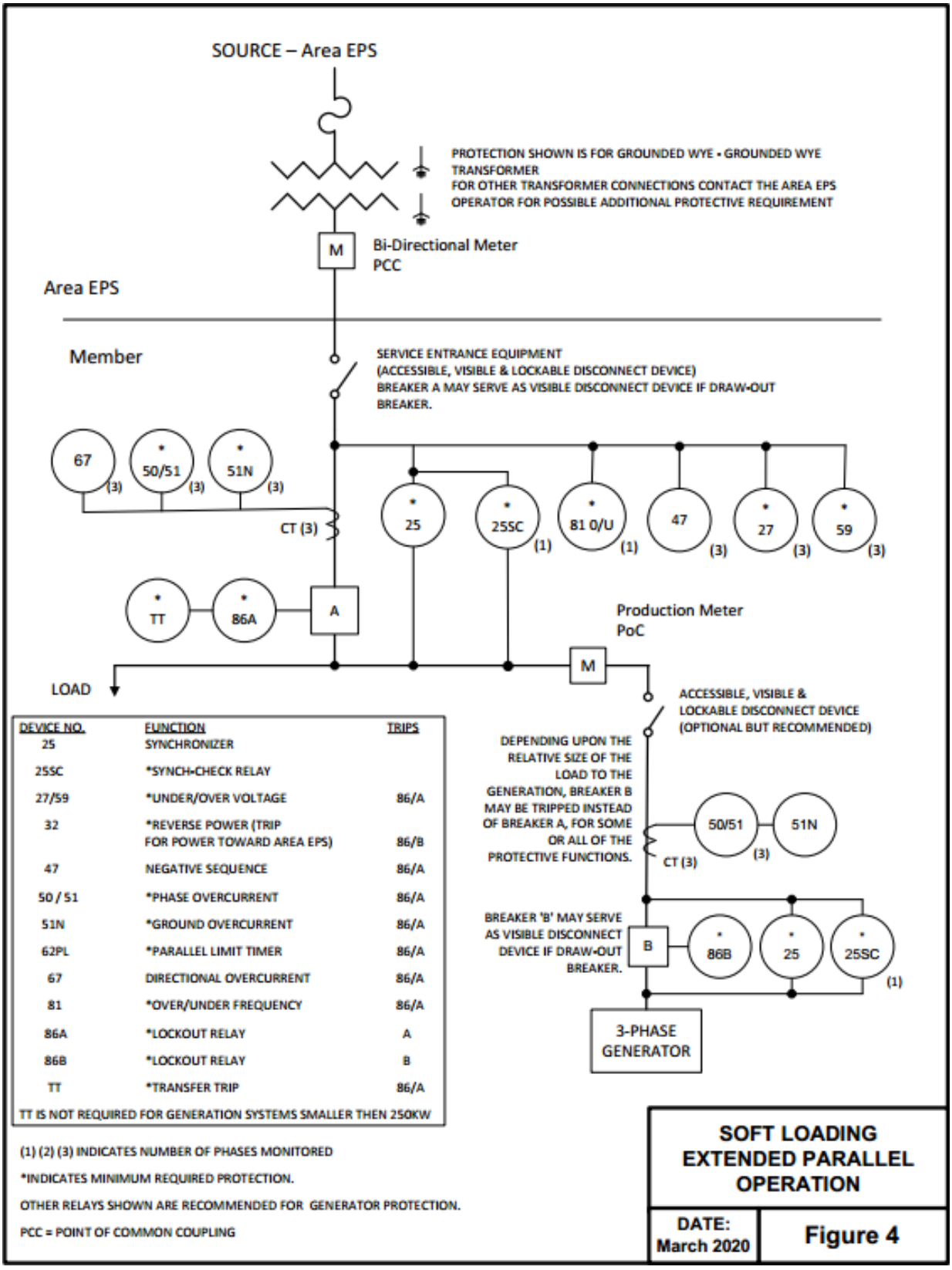
Soft Loading Transfer Switch – With Extended Parallel Operation

The DER is paralleled with the Waseca EPS in continuous operation. Special design, coordination and agreements are required before any extended parallel operation will be permitted. The Waseca interconnection study will identify the issues involved.

1) Any anticipated use in the extended parallel mode requires special agreements and special protection coordination.

2) Protective Relaying is required as described in Section 6 of this document.

3) Figure 4 on the following page provides a typical one-line for this type of interconnection. It must be emphasized that this is a typical installation only and final installations may vary from the examples shown due to transformer connections, breaker configuration, etc.



DEVICE NO.	FUNCTION	TRIPS
25	SYNCHRONIZER	
25SC	*SYNCH-CHECK RELAY	
27/59	*UNDER/OVER VOLTAGE	86/A
32	*REVERSE POWER (TRIP FOR POWER TOWARD AREA EPS)	86/B
47	NEGATIVE SEQUENCE	86/A
50 / 51	*PHASE OVERCURRENT	86/A
51N	*GROUND OVERCURRENT	86/A
62PL	*PARALLEL LIMIT TIMER	86/A
67	DIRECTIONAL OVERCURRENT	86/A
81	*OVER/UNDER FREQUENCY	86/A
86A	*LOCKOUT RELAY	A
86B	*LOCKOUT RELAY	B
TT	*TRANSFER TRIP	86/A

TT IS NOT REQUIRED FOR GENERATION SYSTEMS SMALLER THEN 250KW

(1) (2) (3) INDICATES NUMBER OF PHASES MONITORED

*INDICATES MINIMUM REQUIRED PROTECTION.

OTHER RELAYS SHOWN ARE RECOMMENDED FOR GENERATOR PROTECTION.

PCC = POINT OF COMMON COUPLING

SOFT LOADING EXTENDED PARALLEL OPERATION

DATE: March 2020

Figure 4

Inverter Connection

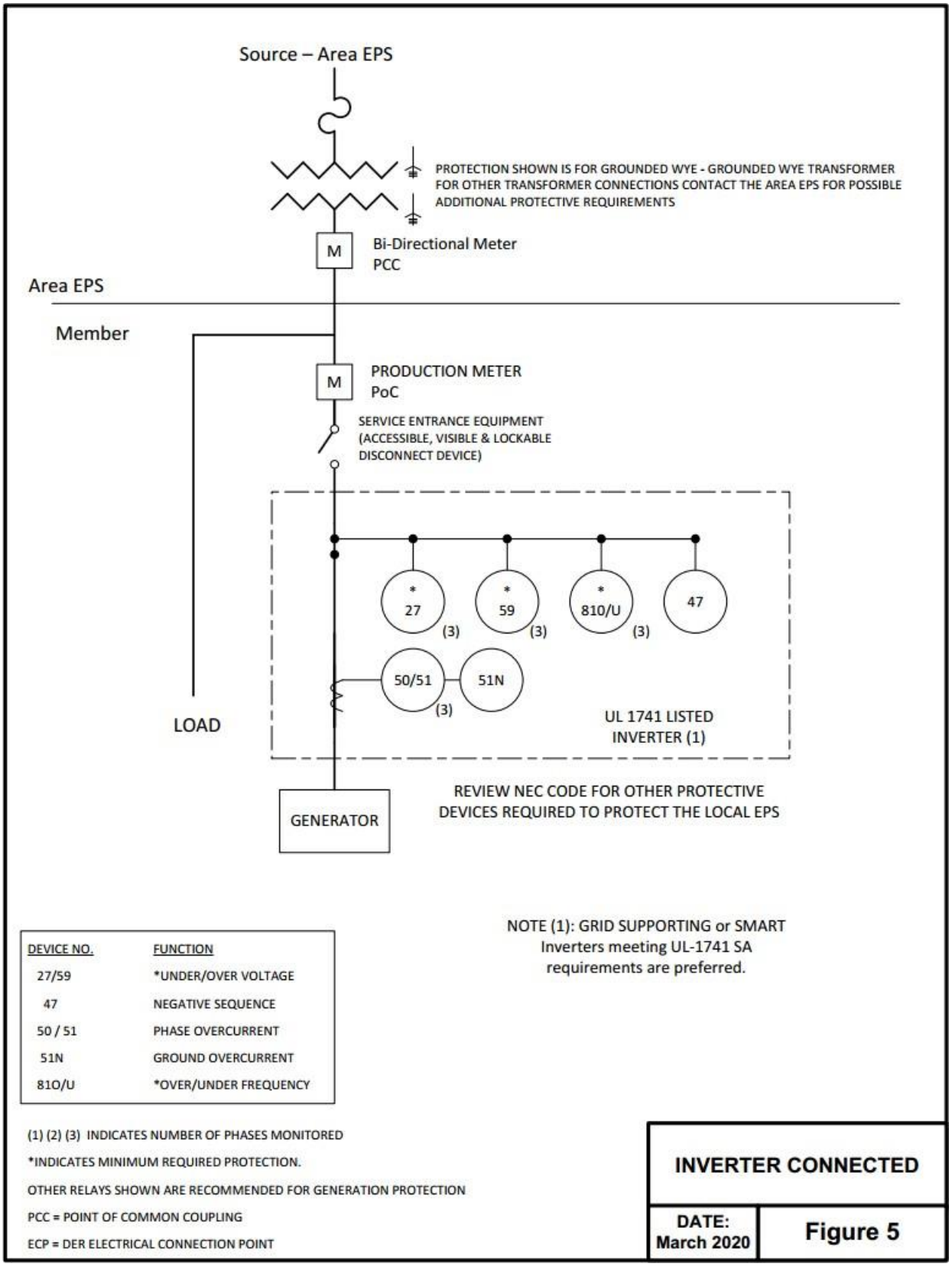
An inverter Connection is a continuous parallel connection between the DER and Waseca EPS. Small generating DER systems may utilize inverters to interface to the Waseca EPS. Solar, wind, and fuel cells are some examples of DER which typically use inverters to connect to the Waseca EPS. The design of such inverters shall either contain all necessary protection to prevent unintentional islanding, or the Interconnection Customer shall install conventional protection to affect the same protection. All required protective elements for a soft-loading transfer switch apply to an inverter connection. Figure 5 on the following page shows a typical inverter interconnection.

1) Inverter Certification – Prior to installation, the inverter shall be Type-Certified for interconnection to the electrical power system. The certification will confirm its anti-islanding protection and power quality related levels at the Point of Common Coupling. Also, utility compatibility, electric shock hazard and fire safetyare approved through UL listing of the model. Once this Type Certification is completed for that specific model, additional design review of the inverter should not be necessary by Waseca.

2) For three-phase operation, the inverter control must also be able to detect andseparate for the loss of one phase. Larger inverters will still require custom protection settings, which must be calculated and designed to be compatible with the Waseca EPS.

3) A visible disconnect is required for safely isolating the DER when connecting with an inverter. The inverter shall not be used as a safety isolation device.

4) When banks of inverter systems are installed at one location, a design review by Waseca must be performed to determine any additional protection systems, metering, or other needs. The issues will be identified by Waseca during the interconnection process.


Source – Area EPS
PROTECTION SHOWN IS FOR GROUNDED WYE - GROUNDED WYE TRANSFORMER
FOR OTHER TRANSFORMER CONNECTIONS CONTACT THE AREA EPS FOR POSSIBLE
ADDITIONAL PROTECTIVE REQUIREMENTS
M
Bi-Directional Meter
PCC
Area EPS
Member
M
PRODUCTION METER
PoC
SERVICE ENTRANCE EQUIPMENT
(ACCESSIBLE, VISIBLE & LOCKABLE
DISCONNECT DEVICE)
* 27
(3)
* 59
(3)
* 810/U
(3)
47
50/51
(3)
51N
LOAD
UL 1741 LISTED
INVERTER (1)
GENERATOR
REVIEW NEC CODE FOR OTHER PROTECTIVE
DEVICES REQUIRED TO PROTECT THE LOCAL EPS
NOTE (1): GRID SUPPORTING or SMART
Inverters meeting UL-1741 SA
requirements are preferred.
DEVICE NO. FUNCTION
27/59 *UNDER/OVER VOLTAGE
47 NEGATIVE SEQUENCE
50 / 51 PHASE OVERCURRENT
51N GROUND OVERCURRENT
81O/U *OVER/UNDER FREQUENCY
(1) (2) (3) INDICATES NUMBER OF PHASES MONITORED
*INDICATES MINIMUM REQUIRED PROTECTION.
OTHER RELAYS SHOWN ARE RECOMMENDED FOR GENERATION PROTECTION
PCC = POINT OF COMMON COUPLING
ECP = DER ELECTRICAL CONNECTION POINT
INVERTER CONNECTED
DATE:
March 2020
Figure 5

Appendix B – Relay Functions

Non-Certified installations, depending on the interconnection configuration, are required to provide the appropriate relay function listed in this section. The interconnection types in Appendix A will specify which relay function may be applicable.

Over-current relay (IEEE Device 50/51 or 50/51V) shall operate to trip the protecting breaker at a level to ensure protection of the equipment and at a speed to allow proper coordination with other protective devices. For example, the over-current relay monitoring the interconnection breaker shall operate fast enough for a fault on the customer's equipment, so that no protective devices will operate on the Waseca EPS. 51V is a voltage restrained or controlled over-current relay and may be required to provide proper coordination with Waseca.

Directional Over-Current Relay (IEEE Device 67) This element uses the phase relationship of the voltage and current to determine direction of the fault.

Over-Voltage Relay (IEEE Device 59) shall operate to trip the DER per the requirements of IEEE 1547. See table in Section 5.1.

Under-Voltage Relay (IEEE Device 27) shall operate to trip the DER per the requirements of IEEE 1547. See table in Section 5.1.

Over-Frequency Relay (IEEE Device 81O) shall operate to trip the DER off-line per the requirements of IEEE 1547. See table in Section 5.2.

Under-Frequency Relay (IEEE Device 81U) shall operate to trip the DER off-line per the requirements of IEEE 1547. See table in Section 5.2.

Synch Check Relay (IEEE Device 25 / 25SC) . Waseca will provide the reference frequency of 60 Hz. The DER control system must be used to match this reference. The protective relaying in the interconnection system will be expected to maintain the frequency of the output of the DER.

Phase Sequence or Phase Balance Detection (IEEE Device 47) Provides protection for rotating equipment from the damaging effects of excessive negative sequence voltage resulting from a phase failure, phase unbalance and reversed phase sequence. This element helps the DER sense loss of source issues on the Waseca EPS.

Reverse Power Relays (IEEE Device 32) (power flowing from the DER to the Waseca EPS) shall operate to trip the DER off-line for a power flow to the system with a maximum time delay of 2.0 seconds.

Lockout Relay (IEEE Device 86) is a mechanically locking device which is wired into the close circuit of a breaker or switch and when tripped will prevent any close signal from closing that

device. This relay requires that a person manually resets the lockout relay before that device can be reclosed. These relays are used to ensure that a de-energized system is not reenergized by automatic control action and prevents a failed control from auto-reclosing an open breaker or switch.

Transfer Trip – All DERs are required to disconnect from the Waseca EPS when the Waseca EPS is disconnected from its source, to avoid unintentional islanding. A transfer trip system may be required to sense the loss of the Waseca EPS source for larger DERs which remain in parallel with the Waseca EPS. When the Waseca source is lost, a signal is sent to the DER to separate the DER from the Waseca EPS. The size and type of the DER and the capacity and minimum loading on the Waseca EPS circuit will dictate the need for transfer trip installation. Waseca's interconnection process will identify the specific requirements for the proposed DER system.

If multiple Waseca sources are available, or multiple points of sectionalizing exist on the Waseca EPS, more than one transfer trip system may be required. The Waseca interconnection process will identify the specific requirements for the proposed DER system in this situation. For some installations, the alternate Waseca source(s) may not be utilized except in rare occasions. In this situation, the Interconnection Customer may elect to have the DER locked out when the alternate source(s) are utilized, if pre-approved by Waseca.

Parallel Limit Timing Relay (IEEE Device 62PL) set at a maximum of 120 seconds for soft transfer installations and set no longer than 500 ms for closed transfer installations, shall trip the DER circuit breaker on limited parallel interconnection systems. Power for the 62 PL relay must be independent of the transfer switch control power.

Minimum Input Relay (IEEE Device 37) is a setting within a digital relay that will trip the DER if the level of energy flow from Waseca goes below a set value. This protection system may be used by the DER to detect faults on the Waseca EPS. Minimum input relaying schemes must be set to trip immediately upon sensing under power levels and must coordinate with Waseca. Minimum input relaying is not allowed for DER systems which have the potential for inadvertent energy flow onto the Waseca EPS.

Table 7 – Summary of Relaying Requirements

Summary of Relaying Requirements								
Type of Interconnection	**Over Current (50/51)**	**Voltage (27/59)**	**Frequency (81 O/U)**	**Reverse Power (32)**	**Lockout (86)**	**Parallel Limit Timer (62)**	**Synch Check (25)**	**Transfer Trip**
Certified Inverter Connected < 250 kW	(1)	(1)	(1)	--	--	--	(1)	--
Certified Inverter Connected > 250 kW	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (3)
Limited Parallel Quick Open Transition Mechanically Interlocked	--	--	--	--	Yes	Yes	Yes	--
Limited Parallel Closed Transition	--	--	--	--	Yes	Yes	Yes	--
Soft Loading Limited Parallel Operations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--
Soft Loaded Extended Parallel < 250 kW	Yes	Yes	Yes	--	Yes	--	Yes	--
Soft Loaded Extended Parallel > 250 kW	Yes	Yes	Yes	--	Yes	--	Yes	Yes (3)
Extended Parallel > 250 kW	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes (3)

Note (1): Function is part of a certified inverter.

Note (2): For inverter based DER that is 250 kW or larger, a breaker and relaying is required for interconnection with Waseca.

Note (3): Direct Transfer-Trip is required if Waseca determines the proposed DER cannot detect and trip for a Waseca fault or loss of source supply to the Waseca EPS within an acceptable timeframe.

Appendix C – Types of ESS Control Modes

Common types of ESS control modes are listed in this section. Not all possible control modes are identified and many ESS vendors have different names for similar control modes. For clarity between Waseca and the Interconnection Customer, it is helpful to identify which control modes the ESS is capable of and is using on the Storage Application using one of the control modes terms below.

Emergency Power

The emergency power control mode has the ESS only providing energy to the Waseca EPS during a power outage and not providing energy to the Local EPS in any other situation. This control mode would have the ESS remaining in a charged state until Waseca EPS was de-energized. Once the Waseca EPS was not the source of the local EPS, a switch opens isolating the backed-up load form of the Waseca EPS and the ESS would release energy. Upon reenergization of the Waseca EPS the switch closes the load so it is sourced from Waseca. The ESS would cease in all operation for five minutes prior to moving to a state of charging. (See Section 10.3 Enter Service).

Demand Reduction Management

The demand reduction management operating mode has the ESS releasing stored power to reduce the peak demand of the Local EPS. This control mode would have the ESS providing energy to the Local EPS while the Local EPS is also receiving energy from the Waseca EPS. The ESS would incorporate an energy management system that monitors the load of the Local EPS. When the Local EPS reaches a set demand point, the ESS would release stored power in specified amount. The result is the demand required from the Waseca EPS would stay at a levelized amount. This type of control mode can be used with electrical services that are billed retail with a volumetric energy component and a demand component.

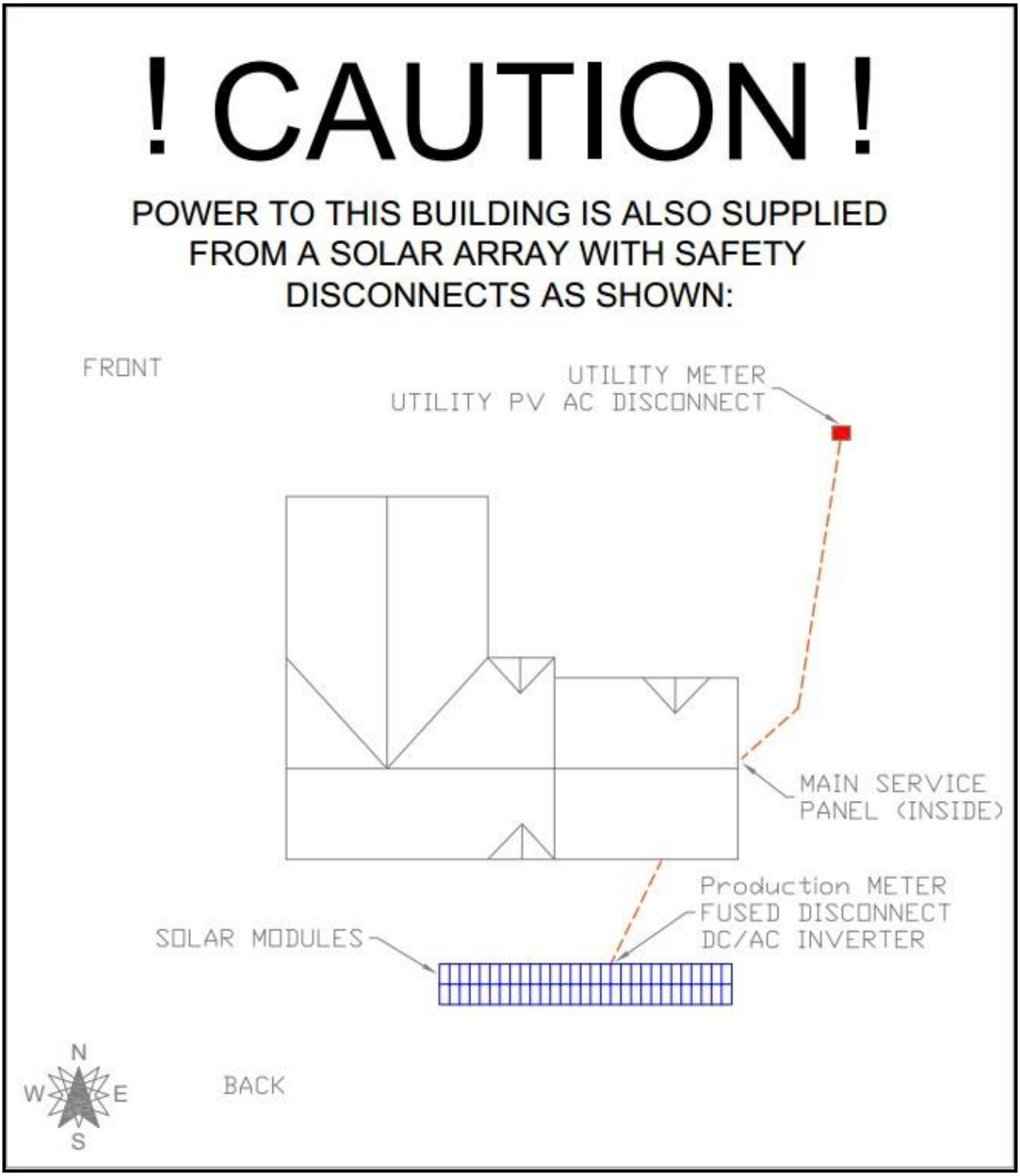
Non-Exporting, Self-Consumption

The non-exporting or self-consumption mode incorporates a generating DER, such as a solar system, that would charge the ESS. As the generation exceeds the load, the ESS is charged. When the load exceeds the generation, the ESS can release energy to maintain the power needs of the load covered, but neither the ESS nor the generating DER (solar) will send power to the Waseca EPS. This control mode normally includes information from an energy management system.

Time-Of-Use Management

The time-of-use management control mode has the ESS charging when retail energy prices are low and releasing energy when energy prices are high, offsetting the need for the load to use energy from the Waseca EPS. This control mode is only beneficial to the interconnection customer if the electric service is on a retail time-of-use rate schedule.

Appendix D


! CAUTION !
POWER TO THIS BUILDING IS ALSO SUPPLIED FROM A SOLAR ARRAY WITH SAFETY DISCONNECTS AS SHOWN:
FRONT
UTILITY METER
UTILITY PV AC DISCONNECT
MAIN SERVICE PANEL (INSIDE)
Production METER
FUSED DISCONNECT
DC/AC INVERTER
SOLAR MODULES
N
W
E
S
BACK

Appendix E – Example Simplified Process DER Testing Procedure

DER TESTING PROCEDURE

Application ID		**DER System Size (kW AC)**	
Interconnection Customer Name		**DER System Type**	
Area EPS Operator		**Testing Date**	

Visual Verifications

YES	NO	
		Verify inverter model matches application
		Verify inverter is certified (UL 1741)
		Verify electrical inspection (yellow sticker)
		Verify correct labeling/signage
		Verify the Utility DER AC Disconnect Switch is lockable and has visual open
		Verify DER system installation matches submitted one-line drawing
		Verification of operational and protection settings
		(Operating Mode set to Constant Power Factor - PF set to 0.98 Absorbing)
		(Frequency Abnormal Response set to IEEE 1547-2003)
		(Voltage Abnormal Response set to IEEE 1547-2003)
		(Confirm Dynamic Voltage Support and Volt-Watt is turned off)
		Verify metering and Utility DER AC Disconnect Switch are accessible by Area EPS Operator

Anti-Island Field Test

Step 1. The DER system shall be started in parallel with the distribution system.

Step 2. Disconnect the DER from Area EPS by opening the Utility DER AC Disconnect Switch.

YES	NO	
		Production from DER system ceased to operate (no current flowing towards the Area EPS)
		or
		DER system separated from the local load. (A turbine may still spin but no power is being produced to the load.)

Step 3. Reconnect the DER system to the Area EPS by closing the Utility DER AC Disconnect Switch.

YES	NO	
		The DER system did not parallel with Area EPS or begin to serve to local EPS load for at least 5 minutes once Utility DER AC Disconnect Switch was closed.

Step 4. Disconnect the DER from Area EPS by requesting Area EPS Operator to disconnect the Area EPS at PCC.

YES	NO	
		Production from DER system ceased to operate (no current flowing towards the Area EPS)
		or
		DER system separated from the local load. (A turbine may still spin but no power is being produced to the load.)

Energization Testing Procedure 1

Open Phase Testing: Multi-phase DER Systems Only

Step 5. Disconnect the DER from Area EPS by requesting Area EPS Operator to disconnect the Area EPS at PCC one phase at a time. (If possible, this test can be performed by the Interconnection Customer on the Local EPS at the PoC if only one DER unit.)

YES	NO	
		Phase A: Production from DER system ceased to operate (no current flowing towards the Area EPS)
		Phase B: Production from DER system ceased to operate (no current flowing towards the Area EPS)
		Phase C: Production from DER system ceased to operate (no current flowing towards the Area EPS)

Energization Test Result:	**PASS FAIL**
Notes:	
Documented by:	
Testing Attendees:	

IEEE 1547-2003 Voltage Abnormal Response

Shall Trip Function	Default Setting	
	Clearing time (s)	Voltage (per unit of nominal voltage)
UV2	0.16	0.50
UV1	2.0	0.88
OV1	1.0	1.10
OV2	0.16	1.20

IEEE 1547-2003 Frequency Abnormal Response

Shall Trip Function	Default Setting	
	Clearing time (s)	Frequency (Hz)
UF1	0.16	59.3
OF1	0.16	60.5

Appendix F – DER Alteration Notification

This form is only applicable for installed DER systems that have prior approval from Waseca to operate in extended parallel. **Changes to capacity size, type, technology, or location should be applied as a new application using either the Simplified or Standard application forms.** This form is to inform the Area EPS Operator of changes in inverter, control system and protective device settings or the exchange of “like-for-like” DER equipment. Waseca may determine the proposed change requires additional review to ensure the operation of the Waseca EPS is not detrimentally affected. Waseca will notify the listed contact if additional details or steps are required. Contact the DER Coordinator for further information.

DER Alteration Notification Form

General Information		
Original Application ID (If known):		
Customer Account Number:		
Address of Generating Facility:		
City:	State:	Zip Code:
Existing DER System		
Current DER Type *(Check all that apply)*:		
☐ Solar Photovoltaic	☐ Wind	☐ Energy Storage
☐ Combined Heat and Power	☐ Solar Thermal	☐ Other (please specify)
Aggregate DER Capacity (the sum of nameplate capacity of all generation and storage devices at the PCC):		
kW_{ac}	kVA_{ac}	
Please, in detail, explain the proposed alteration to the DER system: *(Example: Existing inverter was replaced with 9.8 kW AC inverter, Solar Edge Model SE-9800-US. Settings remained the same in the inverter.) (Example: Plan to utilize Time-of-Use control mode of ESS. Also updated to firmware v2.3)*		
Contact for Additional Questions		
Name:		
Company Name:		
Email:	Phone:	

CITY OF WASECA - FEE SCHEDULE	
DISTRIBUTED ENERGY RESOURCE INTERCONNECTION FEES	
Pre-application report request	$ 300.00
Simplified interconnection application	$ 100.00
Fast Track interconnection application (certified systems)	$100.00 + $1.00/kW
Fast Track interconnection application (non-certified systems)	$100.00 + $2.00/kW
Interconnection application study process (additional fees may apply)	$1,000.00 + $2.00/kW
All applications for systems to be located on a Waseca radial feeder will be subject to engineering review prior to rate determination. Additional fees, including but not limited to, study fees, engineering review, building permits, and metering costs will be based on actual project costs.	TBD

CITY OF WASECA

Request for City Council Action

Title:	Public Works Shop Building Membrane Roof Quotes		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**6D**
Action:	☒MOTION ☐REQUESTS/PRESENTATIONS ☐RESOLUTION ☐ORDINANCE ☐DISCUSSION	**Supporting Documents:**	Quote/bid tabulation
Originating Department:	Public Works	**Presented By:**	City Manager
Approved By City Manager: ☒			
How does this item pertain to Vision 2030 goals?	High quality assets are maintained with timely maintenance		

BACKGROUND: During the past few years, membrane roofs have been replaced at the Parks Shop and City Hall. The Public Works Shop Building membrane roof dates to 1992. The City Facility Condition Assessment completed from 2018-2020 recommends membrane roof replacement at this time as having reached the end of its expected life. There have been minor leaks during heavy rains. This means that insulation replacement will be as needed to achieve R-30, which has been recommended by the City Building Official. In future years, there are additional membrane roofs on City Hall and the Library that will need to be replaced.

BUDGET IMPACT: The 2022 budget for this membrane roof replacement is $100,000. The 2020 estimated price and initial budget was $125,000. $100,000 was budgeted due to the favorable pricing received the past few years. With the current economic situation, the low bid from Malo Roofing, Inc. is $117,000. The Capital Improvement Plan budget for 2022 includes $85,000 for repairs to the east side of City Hall. The extent of any project to the east side of City Hall has been pared back to not exceed $20,000 in 2022. This means that up to $65,000 is available as an offset for other projects in 2022, which may include this roof project.

ALTERNATIVES CONSIDERED: Specifications were updated to include 5% retainage until the manufacturer's warranty is received, which occurs after the manufacturer's representative inspects the workmanship. We are requiring an extended 15–20-year manufacturer's warranty. The membrane will be 60 mil EPDM fully adhered.

RECOMMENDATION: Staff recommends the City Council authorizes the City Manager to execute the low quote to Malo Roofing, Inc. in the amount of $117,000.

BID TABULATION

DESCRIPTION City of Waseca - Public Work Shop Roof
DATE/TIME 3-8-22 10:00 Am

BIDDER NAME/ADDRESS	BID AMOUNT	SECURITY	
Schwickert's Tecta America, LLC	$137,915.00		
Malo Roofing Inc.	$117,000.00		
Sheet Metal, Inc.	$162,850.00		

Opened by Tim Roessler

Witness

Witness

CITY OF WASECA

Request for City Council Action

Title:	PUBLIC HEARING FOR RIGHT-OF-WAY MANAGEMENT CODE REVISIONS		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**7A**
Action:	☒MOTION ☐REQUESTS/PRESENTATIONS ☐RESOLUTION ☐ORDINANCE ☐DISCUSSION	**Supporting Documents:**	Ordinance 1100
Originating Department:	Engineering	**Presented By:**	City Engineer
Approved By City Manager: ☒	**Proposed Actions:** Hold a Public Hearing on right-of-way management code revisions and make a motion to adopt Ordinance 1100.		
How does this item pertain to Vision 2030 goals?	Creating High Quality Community Assets		

BACKGROUND: On February 1, 2022, City Council held a work session to discuss right-of-way (ROW) management. At that meeting, staff presented options for limiting seasonal (winter) work within City rights-of-way in order to ensure that work did not remain incomplete over the winter season. Those options included revisions to the City Code. After some discussion, the City Council directed staff to prepare code revisions to limit seasonal ROW work and establish penalties (see attached Ordinance 1100).

Revisions to the City Code require a public hearing before they can be accepted and adopted by Council.

BUDGET IMPACT: None

RECOMMENDATION: Staff recommends the City Council hold a public hearing on the right-of-way management code revisions and make a motion to adopt Ordinance 1100.

ORDINANCE NO. 1100

AN ORDINANCE AMENDING CHAPTER 94 OF THE CITY CODE RIGHT-OF-WAY MANAGEMENT FOR THE CITY OF WASECA, MINNESOTA

The City Council of the City of Waseca, Minnesota does hereby ordain (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title)**:**

Section 1. Waseca Code Section 94.20 – Definitions is hereby amended to add the following definition as follows:

RIGHT-OF-WAY USER.

{1) A telecommunications right-of-way user as defined by M.S.§ 237.162 {4), as it may be amended from time to time; or

{2) A person or entity, other than the city, owning or controlling a facility in the public right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise or ordinance to use the public right-of-way.

SEASONAL RESTRICTION. A limitation on the approval of non-emergency excavation permits during the winter season as established in Section 94.27.

Section 2. Waseca Code Section 94.27 – Issuance of Permit; Conditions is hereby amended as follows:

(A) If the applicant has satisfied the requirements of this subchapter, the Director shall issue a permit.

(B) Excavation permits shall be subject to a seasonal restriction. Beginning November 1st and ending April 1st, only excavation permits for emergency situations will be considered.

~~(B)~~(C) The Director may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare or when necessary to protect the right-of-way and its current use.

Section 3. Waseca Code Section 94.29 – Right-of-Way Patching and Restoration is hereby amended as follows:

(A) *Timing.* The work to be done under the excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit~~, increased by as many days as work could not be done because of extraordinary circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable~~. New permits or permit extensions shall only be granted if work could not reasonably be completed due to extraordinary circumstances beyond the control of the permittee.

(C) *Standards.*

* * * *

(2) The right-of-way user is responsible for all of its work done in the public right-of-way, whether by employees, agents or independent contractors.

* * * *

(c) At any time when the seasonal restriction is in effect, a right-of-way user shall be permitted to complete temporary patching and restoration in accordance with the city's specifications and subject to Director approval which shall not be unreasonably withheld. When the seasonal restriction is no longer in effect, that user shall be required to obtain a new permit prior to completing permanent patching and restoration. Permits for new or additional excavations will not be issued to a right-of-way user until the previous season's work has been permanently patched and restored to specified standards.

~~(c)~~(d) A right-of-way user may elect to pay a degradation fee in lieu of restoration. However, the right-of-way user shall remain responsible for replacing and compacting the subgrade and aggregate base material in the excavation to the degree of a temporary patch, as defined elsewhere in this chapter, and the degradation fee will not include any costs required to bring the excavation to the point of permanent restoration.

Section 4. Waseca Code Section 94.31 – Supplementary Applications is hereby amended by adding a new subparagraph (C) as follows:

* * * *

(C) New permits or permit extensions will not be granted beyond or within the seasonal restriction unless otherwise approved by the Director. Work that extends beyond the seasonal restriction or permit end date shall be subject to a fee penalty of $50.00 per day. The Director reserves the right to waive all, or a portion of, this penalty if work could not be completed due to extraordinary circumstances beyond the control of the permittee.

Section 5. Chapter 94 of the Waseca Municipal Code is hereby amended by adding a new Section 94.48 as follows:

§ 94.48 PENALTY.

(A) Any person, firm, or corporation who violates any provision of this Chapter, shall, upon conviction, be guilty of a misdemeanor and subject to punishment in accordance with Minn. Stat. § 609.03, as may be amended from time to time.
(B) The costs of prosecution may be added.
(C) A separate offense shall be deemed committed upon each day during which a violation occurs or continues.

Section 6. This Ordinance shall take effect ____ days after its passage and publication.

Adopted this ____ day of _____, 2022.

_____
ROY SRP
MAYOR

Attest:

_____
JULIA HALL
ADMINISTRATIVE CLERK

Introduced: _____
Adopted: _____
Published: _____
Effective: _____

CITY OF WASECA

Request for City Council Action

Title:	RESOLUTION NO. 22-14: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 8TH STREET SE RECONSTRUCTION & REHABILITATION PROJECT (CITY PROJECT NO. 2022-01)		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**7B**
Action:	☐ MOTION ☐ REQUESTS/PRESENTATIONS ☒ RESOLUTION ☐ ORDINANCE ☐ DISCUSSION	**Supporting Documents:**	Resolution 22-14 Bid Tabulation
Originating Department:	Engineering	**Presented By:**	City Engineer
Approved By City Manager: ☒	**Proposed Action:** Approve Resolution No. 22-14 awarding the contract for the 8th Street SE Reconstruction & Rehabilitation Project to Heselton Construction LLC.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets		

BACKGROUND: On March 10, 2022, a total of four (4) bids were received for the 8th Street SE Reconstruction & Rehabilitation Project with the lowest responsible bid from Heselton Construction LLC in the amount of $1,436,538.73.

BUDGET IMPACT: The low bid is $507,194.27 below the assessment summary estimate of $1,943,733.00. This project is part of the current capital improvement plan and will be funded through a $1,250,000.00 Local Road Improvement Program (LRIP) grant, street capital improvement funds, sanitary sewer utility funds, storm sewer utility funds, water utility funds, and special assessments. A total of $2,070,000 was budgeted in 2022 for this project.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 22-14 reporting the bids and authorizing the City Manager, or his designee, to award the contract for the 8th Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01) to Heselton Construction LLC in the amount of $1,436,538.73.

RESOLUTION NO. 22-14

REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 8TH STREET SE RECONSTRUCTION & REHABILITATION PROJECT SAP 172-101-006 (CITY PROJECT NO. 2022-01)

WHEREAS, bids for construction of the 8th Street SE Reconstruction & Rehabilitation Project were received and tabulated, and;

WHEREAS, the lowest responsible bid was from Heselton Construction LLC of Faribault, MN in the amount of $1,436,538.73.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager, or his designee, is hereby authorized and directed to enter into a contract with said bidder for construction of the 8th Street SE Reconstruction & Rehabilitation Project.

Adopted this 15th day of March 2022.

_____

R.D. SRP
MAYOR

ATTEST:

_____

JULIA HALL
ADMINISTRATIVE CLERK

Stantec

Project Name: **8th Street SE Reconstruction and Rehabilitation Improvements**

City Project No.: 2022-01

Stantec Project No.: 193805360

Bid Opening: Thursday, March 10, 2022 at 10:00 AM CDT

Owner: **Waseca, Minnesota**

I hereby certify that this is an exact reproduction of bids received.

Joseph C. Palen, P.E.
License No. 41627

BID TABULATION

Item Num	Item	Units	Qty	Bidder No. 1 Heselton Construction, LLC		Bidder No. 2 Ulland Brothers, Inc.		Bidder No. 3 R.A.W. Construction		Bidder No. 4 Wencl Construction, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
	BASE BID:										
1	MOBILIZATION	LUMP SUM	1	$38,000.00	$38,000.00	$90,000.00	$90,000.00	$55,000.00	$55,000.00	$22,777.00	$22,777.00
2	CLEARING	EACH	6	$830.00	$4,980.00	$832.00	$4,992.00	$880.00	$5,280.00	$1,000.00	$6,000.00
3	GRUBBING	EACH	6	$205.00	$1,230.00	$208.00	$1,248.00	$220.00	$1,320.00	$1,000.00	$6,000.00
4	GRUBBING SPECIAL	EACH	1	$205.00	$205.00	$208.00	$208.00	$220.00	$220.00	$1,000.00	$1,000.00
5	REMOVE MANHOLE OR CATCH BASIN	EACH	21	$400.00	$8,400.00	$676.00	$14,196.00	$190.00	$3,990.00	$500.00	$10,500.00
6	SALVAGE SIGN	EACH	28	$52.00	$1,456.00	$52.00	$1,456.00	$55.00	$1,540.00	$200.00	$5,600.00
7	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	389	$2.50	$972.50	$5.20	$2,022.80	$5.50	$2,139.50	$3.00	$1,167.00
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1996	$2.00	$3,992.00	$1.92	$3,832.32	$2.00	$3,992.00	$2.00	$3,992.00
9	REMOVE PIPE DRAIN	LIN FT	2273	$2.25	$5,114.25	$3.12	$7,091.76	$1.00	$2,273.00	$1.00	$2,273.00
10	REMOVE SEWER PIPE (STORM)	LIN FT	383	$12.50	$4,787.50	$10.40	$3,983.20	$7.40	$2,834.20	$2.00	$766.00
11	REMOVE SEWER PIPE (SANITARY)	LIN FT	46	$2.00	$92.00	$7.28	$334.88	$12.35	$568.10	$2.00	$92.00
12	REMOVE CURB AND GUTTER	LIN FT	3543	$3.95	$13,994.85	$3.10	$10,983.30	$3.85	$13,640.55	$3.00	$10,629.00
13	REMOVE SIDEWALK	SQ YD	1258	$8.50	$10,693.00	$6.20	$7,799.60	$7.70	$9,686.60	$5.00	$6,290.00
14	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	358	$8.90	$3,186.20	$6.80	$2,434.40	$7.75	$2,774.50	$10.00	$3,580.00
15	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	34	$9.00	$306.00	$10.30	$350.20	$7.75	$263.50	$10.00	$340.00
16	REMOVE BITUMINOUS PAVEMENT	SQ YD	5952	$3.25	$19,344.00	$3.20	$19,046.40	$4.10	$24,403.20	$5.00	$29,760.00
17	ABANDON PIPE SEWER	LIN FT	1457.00	$3.00	$4,371.00	$8.32	$12,122.24	$3.00	$4,371.00	$2.00	$2,914.00
18	SALVAGE BRICK PAVERS	SQ FT	142	$4.00	$568.00	$5.50	$781.00	$1.00	$142.00	$4.00	$568.00
19	SELECT GRANULAR BORROW MOD (CV)	CU YD	3219	$24.85	$79,992.15	$23.50	$75,646.50	$25.00	$80,475.00	$36.00	$115,884.00
20	EXCAVATION - COMMON	CU YD	5274	$11.30	$59,596.20	$16.20	$85,438.80	$14.00	$73,836.00	$18.00	$94,932.00
21	GEOTEXTILE FABRIC TYPE 5	SQ YD	6197	$1.60	$9,915.20	$1.75	$10,844.75	$3.25	$20,140.25	$1.00	$6,197.00
22	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	15	$150.00	$2,250.00	$170.00	$2,550.00	$155.00	$2,325.00	$100.00	$1,500.00
23	AGGREGATE BASE (CV) CLASS 5	CU YD	2100	$32.75	$68,775.00	$39.00	$81,900.00	$29.00	$60,900.00	$46.00	$96,600.00
24	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	11807	$2.25	$26,565.75	$2.25	$26,565.75	$2.45	$28,927.15	$3.00	$35,421.00
25	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1290	$3.00	$3,870.00	$2.00	$2,580.00	$3.25	$4,192.50	$2.60	$3,354.00
26	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) 1.5" THICK	SQ YD	20577	$7.50	$154,327.50	$7.60	$156,385.20	$8.00	$164,616.00	$8.00	$164,616.00
27	TYPE SP 12.5 WEARING COURSE MIXTURE (3;B) 2.0" THICK	SQ YD	5225	$9.75	$50,943.75	$9.35	$48,853.75	$10.35	$54,078.75	$10.00	$52,250.00
28	TYPE SP 12.5 WEARING COURSE MIXTURE (3;C) 1.5" THICK	SQ YD	20577	$7.50	$154,327.50	$7.60	$156,385.20	$8.00	$164,616.00	$8.00	$164,616.00
29	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3;B)	TON	113.3	$108.00	$12,236.40	$125.00	$14,162.50	$115.00	$13,029.50	$230.00	$26,059.00
30	6" PERF PVC PIPE DRAIN	LIN FT	2657	$25.00	$66,425.00	$26.00	$69,082.00	$27.00	$71,739.00	$35.00	$92,995.00
31	6" PVC PIPE DRAIN CLEANOUT	EACH	6	$330.00	$1,980.00	$208.00	$1,248.00	$225.00	$1,350.00	$300.00	$1,800.00
32	8" PVC PIPE SEWER	LIN FT	1235	$52.00	$64,220.00	$48.88	$60,366.80	$51.35	$63,417.25	$90.00	$111,150.00
33	12" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	21	$74.00	$1,554.00	$67.60	$1,419.60	$63.75	$1,338.75	$120.00	$2,520.00

BID TABULATION				Bidder No. 1 Heselton Construction, LLC		Bidder No. 2 Ulland Brothers, Inc.		Bidder No. 3 R.A.W. Construction		Bidder No. 4 Wencl Construction, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
34	15" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	439	$77.00	$33,803.00	$60.32	$26,480.48	$71.75	$31,498.25	$150.00	$65,850.00
35	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	83	$98.00	$8,134.00	$74.88	$6,215.04	$88.00	$7,304.00	$200.00	$16,600.00
36	SANITARY SEWER BYPASS PUMPING	LUMP SUM	1	$2,700.00	$2,700.00	$7,800.00	$7,800.00	$1,285.00	$1,285.00	$5,000.00	$5,000.00
37	DRAIN PIPE CONNECTION (SUMP PUMPS)	EACH	19	$330.00	$6,270.00	$156.00	$2,964.00	$1,150.00	$21,850.00	$300.00	$5,700.00
38	CONNECT TO EXISTING SANITARY SEWER	EACH	6	$800.00	$4,800.00	$780.00	$4,680.00	$450.00	$2,700.00	$400.00	$2,400.00
39	CONNECT TO EXISTING MANHOLES (SAN)	EACH	1	$2,350.00	$2,350.00	$780.00	$780.00	$750.00	$750.00	$500.00	$500.00
40	CONNECT TO EXISTING STORM SEWER	EACH	6	$1,000.00	$6,000.00	$884.00	$5,304.00	$750.00	$4,500.00	$500.00	$3,000.00
41	CONNECT TO EXISTING MANHOLES	EACH	4	$1,050.00	$4,200.00	$1,144.00	$4,576.00	$750.00	$3,000.00	$500.00	$2,000.00
42	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	9	$150.00	$1,350.00	$260.00	$2,340.00	$425.00	$3,825.00	$500.00	$4,500.00
43	8"X4" PVC WYE	EACH	6	$370.00	$2,220.00	$234.00	$1,404.00	$550.00	$3,300.00	$400.00	$2,400.00
44	8"X6" PVC WYE	EACH	3	$470.00	$1,410.00	$312.00	$936.00	$650.00	$1,950.00	$400.00	$1,200.00
45	TELEVISE SANITARY SEWER	LIN FT	1235	$2.25	$2,778.75	$5.20	$6,422.00	$2.25	$2,778.75	$3.00	$3,705.00
46	TELEVISE SANITARY SEWER SERVICES	LIN FT	516	$7.00	$3,612.00	$5.20	$2,683.20	$7.50	$3,870.00	$7.00	$3,612.00
47	PLUG FILL AND ABANDON PIPE SEWER	LIN FT	38	$47.00	$1,786.00	$52.00	$1,976.00	$6.40	$243.20	$20.00	$760.00
48	4" PVC SANITARY SERVICE PIPE	LIN FT	175	$65.00	$11,375.00	$31.20	$5,460.00	$66.00	$11,550.00	$50.00	$8,750.00
49	6" PVC SANITARY SERVICE PIPE	LIN FT	100	$72.00	$7,200.00	$36.40	$3,640.00	$73.00	$7,300.00	$60.00	$6,000.00
50	ADJUST HYDRANT	EACH	4	$935.00	$3,740.00	$2,080.00	$8,320.00	$1,500.00	$6,000.00	$1,000.00	$4,000.00
51	ADJUST VALVE BOX-WATER	EACH	30	$210.00	$6,300.00	$230.70	$6,921.00	$185.00	$5,550.00	$400.00	$12,000.00
52	ADJUST CURB BOX	EACH	4	$150.00	$600.00	$130.00	$520.00	$110.00	$440.00	$400.00	$1,600.00
53	4" POLYSTYRENE INSULATION	SQ YD	4	$48.00	$192.00	$52.00	$208.00	$90.00	$360.00	$50.00	$200.00
54	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	20	$2,185.00	$43,700.00	$2,392.00	$47,840.00	$2,250.00	$45,000.00	$2,500.00	$50,000.00
55	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	3	$1,400.00	$4,200.00	$3,224.00	$9,672.00	$3,275.00	$9,825.00	$3,000.00	$9,000.00
56	CASTING ASSEMBLY	EACH	10	$1,120.00	$11,200.00	$650.00	$6,500.00	$1,030.00	$10,300.00	$1,800.00	$18,000.00
57	ADJUST FRAME AND RING CASTING	EACH	27	$650.00	$17,550.00	$481.33	$12,995.91	$730.00	$19,710.00	$1,500.00	$40,500.00
58	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	LIN FT	54	$415.00	$22,410.00	$442.00	$23,868.00	$390.00	$21,060.00	$600.00	$32,400.00
59	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	LIN FT	10	$777.00	$7,770.00	$728.00	$7,280.00	$990.00	$9,900.00	$800.00	$8,000.00
60	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	LIN FT	6	$505.00	$3,030.00	$546.00	$3,276.00	$585.00	$3,510.00	$500.00	$3,000.00
61	CONNECT TO EXISTING STRUCTURE	EACH	2	$725.00	$1,450.00	$1,144.00	$2,288.00	$750.00	$1,500.00	$1,000.00	$2,000.00
62	CASTING ASSEMBLY SPECIAL	EACH	20	$1,095.00	$21,900.00	$806.00	$16,120.00	$1,325.00	$26,500.00	$2,000.00	$40,000.00
63	CASTING ASSEMBLY SPECIAL 1	EACH	8	$660.00	$5,280.00	$676.00	$5,408.00	$425.00	$3,400.00	$1,000.00	$8,000.00
64	CONCRETE COLLAR	EACH	8	$215.00	$1,720.00	$156.00	$1,248.00	$330.00	$2,640.00	$500.00	$4,000.00
65	4" CONCRETE WALK	SQ FT	10878	$6.00	$65,268.00	$5.03	$54,716.34	$9.30	$101,165.40	$6.00	$65,268.00
66	6" CONCRETE WALK	SQ FT	852	$19.00	$16,188.00	$17.64	$15,029.28	$22.60	$19,255.20	$18.00	$15,336.00
67	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	1005	$19.25	$19,346.25	$19.24	$19,336.20	$19.30	$19,396.50	$18.00	$18,090.00
68	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	1188	$31.50	$37,422.00	$28.34	$33,667.92	$30.00	$35,640.00	$28.00	$33,264.00
69	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	1362	$21.50	$29,283.00	$21.71	$29,569.02	$22.00	$29,964.00	$21.00	$28,602.00
70	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	584.1	$78.50	$45,851.85	$63.43	$37,049.46	$73.00	$42,639.30	$70.00	$40,887.00
71	CONCRETE CURB DESIGN V	LIN FT	18	$21.50	$387.00	$20.93	$376.74	$22.00	$396.00	$21.00	$378.00
72	6" CONCRETE VALLEY GUTTER	SQ YD	55	$83.00	$4,565.00	$77.20	$4,246.00	$81.00	$4,455.00	$75.00	$4,125.00
73	TRUNCATED DOMES	SQ FT	310	$39.25	$12,167.50	$39.31	$12,186.10	$41.00	$12,710.00	$40.00	$12,400.00
74	TRAFFIC CONTROL	LUMP SUM	1	$8,600.00	$8,600.00	$8,632.00	$8,632.00	$13,000.00	$13,000.00	$40,000.00	$40,000.00

	BID TABULATION			Bidder No. 1 Heselton Construction, LLC		Bidder No. 2 Ulland Brothers, Inc.		Bidder No. 3 R.A.W. Construction		Bidder No. 4 Wencl Construction, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
75	INSTALL SIGN	EACH	28	$335.00	$9,380.00	$338.00	$9,464.00	$357.00	$9,996.00	$500.00	$14,000.00
76	DECIDUOUS TREE 1" CAL CONT	EACH	20	$715.00	$14,300.00	$716.56	$14,331.20	$750.00	$15,000.00	$1,200.00	$24,000.00
77	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$1,250.00	$1,250.00	$2,500.00	$2,500.00	$2,000.00	$2,000.00	$300.00	$300.00
78	STORM DRAIN INLET PROTECTION	EACH	46	$245.00	$11,270.00	$156.00	$7,176.00	$210.00	$9,660.00	$100.00	$4,600.00
79	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	2926	$2.05	$5,998.30	$2.96	$8,660.96	$2.20	$6,437.20	$2.00	$5,852.00
80	FERTILIZER TYPE 3	POUND	202	$0.65	$131.30	$1.04	$210.08	$0.65	$131.30	$1.00	$202.00
81	SEED MIXTURE 25-151	POUND	116	$5.20	$603.20	$10.92	$1,266.72	$5.50	$638.00	$5.00	$580.00
82	HYDRAULIC BONDED FIBER MATRIX	POUND	2024	$2.60	$5,262.40	$1.30	$2,631.20	$2.75	$5,566.00	$2.50	$5,060.00
83	WATER	M GALLON	75	$41.50	$3,112.50	$52.00	$3,900.00	$44.00	$3,300.00	$40.00	$3,000.00
84	RAPID STABILIZATION METHOD 3	M GALLON	0.86	$1,038.00	$892.68	$468.00	$402.48	$1,100.00	$946.00	$1,000.00	$860.00
85	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	11024	$0.90	$9,921.60	$0.92	$10,142.08	$1.00	$11,024.00	$1.10	$12,126.40
86	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	85	$13.50	$1,147.50	$13.52	$1,149.20	$14.30	$1,215.50	$21.00	$1,785.00
87	4" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	877	$0.90	$789.30	$0.92	$806.84	$1.00	$877.00	$1.10	$964.70
88	4" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	57	$2.60	$148.20	$2.60	$148.20	$2.75	$156.75	$1.10	$62.70
89	PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	SQ FT	251	$14.15	$3,551.65	$14.21	$3,566.71	$15.00	$3,765.00	$32.00	$8,032.00
	TOTAL BASE BID				**$1,436,538.73**		**$1,493,601.31**		**$1,562,152.65**		**$1,788,593.80**
	Contractor Name and Address:			Heselton Construction, LLC 680 24th Street NW Faribault, MN 55021		Ulland Brothers, Inc. 2501 E. Main St. Albert Lea, MN 56007		R.A.W. Construction 17272 Echo Ave. Faribault, MN 55021		Wencl Construction, Inc. 2800 Park Drive Owatonna, MN 55060	
	Phone:			(507) 334-3901		(507) 373-1960		(507) 334-2870		(507) 455-8562	
	Email:			mike@heseltonconstruciton.com		aerichson@ulland.com		Jon@rawconstructionmn.com		bryant@wenclconstruction.com	
	Signed By:			Michael E. Heselton		Andy Erichson		Jon Winjum		Paul Wencl	
	Title:			Vice President		Vice President		Individual		President	
	Bid Security:			Bid Bond		Bid Bond		Bid Bond		Bid Bond	
	Addenda Acknowledged:			1		1		1		1	

CITY OF WASECA

Request for City Council Action

Title:	RESOLUTION NO. 22-15: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE NORTH STATE STREET TRUNK WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2022-06)		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**7C**
Action:	☐ MOTION ☐ REQUESTS/PRESENTATIONS ☒ RESOLUTION ☐ ORDINANCE ☐ DISCUSSION	**Supporting Documents:**	Resolution 22-15 Bid Tabulation
Originating Department:	Engineering	**Presented By:**	City Engineer
Approved By City Manager: ☒	**Proposed Action:** Approve Resolution No. 22-15 awarding the contract for the North State Street Trunk Water Main Improvements Project to Wencl Construction.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets		

BACKGROUND: On March 10, 2022, a total of two (2) bids were received for the North State Street Trunk Water Main Improvements Project with the lowest responsible bid from Wencl Construction Inc. in the amount of $1,162,791.95.

BUDGET IMPACT: The low bid is $200,668.30 above the engineer's estimate of $962,123.65. This project is part of the current capital improvement plan and will be funded with water utility funds. A total of $1,725,000 was budgeted in 2022 for this project.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 22-15 reporting the bids and authorizing the City Manager, or his designee, to award the contract for the North State Street Trunk Water Main Improvements Project (City Project No. 2022-06) to Wencl Construction Inc. in the amount of $1,162,791.95.

RESOLUTION NO. 22-15

REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE NORTH STATE STREET TRUNK WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2022-06)

WHEREAS, bids for construction of the North State Street Trunk Water Main Improvements Project were received and tabulated, and;

WHEREAS, the lowest responsible bid was from Wencl Construction Inc. of Owatonna, MN in the amount of $1,162,791.95.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager, or his designee, is hereby authorized and directed to enter into a contract with said bidder for construction of the North State Street Trunk Water Main Improvements Project.

Adopted this 15th day of March 2022.

_____

R.D. SRP
MAYOR

ATTEST:

_____

JULIA HALL
ADMINISTRATIVE CLERK

Project Name: **North State Street Trunk Watermain Improvements**

City Project No.: 2022-06

Stantec Project No.: 193805374

Bid Opening: Thursday, March 10, 2022 at 2:00 PM CDT

Owner: **Waseca, Minnesota**

I hereby certify that this is an exact reproduction of bids received.

Joseph C. Palen, P.E.
License No. 41627

BID TABULATION

Item Num	Item	Units	Qty	Bidder No. 1 Wencl Construction, Inc. Unit Price	Total	Bidder No. 2 G M Contracting, Inc. Unit Price	Total
	BASE BID:						
	PART 1: WATERMAIN IMPROVEMENTS						
1	MOBILIZATION	LS	1	$15,000.00	$15,000.00	$27,982.21	$27,982.21
2	TRAFFIC CONTROL	LS	1	$12,000.00	$12,000.00	$7,754.98	$7,754.98
3	4" C900 DR18 PVC WATERMAIN, INCL. TRACER WIRE	LF	100	$30.00	$3,000.00	$41.41	$4,141.00
4	6" C900 DR18 PVC WATERMAIN, INCL. TRACER WIRE	LF	143	$40.00	$5,720.00	$115.02	$16,447.86
5	6" C900 DR18 PVC WATERMAIN WITHIN EXISTING CASING	LF	60	$200.00	$12,000.00	$81.08	$4,864.80
6	8" C900 DR18 PVC WATERMAIN, INCL. TRACER WIRE	LF	45	$50.00	$2,250.00	$205.81	$9,261.45
7	12" C900 DR18 PVC WATERMAIN, INCL. TRACER WIRE	LF	5	$60.00	$300.00	$291.17	$1,455.85
8	16" FUSIBLE C905 DR18 PVC WATERMAIN, DIRECTIONALLY DRILLED, INCL. TRACER WIRE	LF	2925	$220.00	$643,500.00	$196.77	$575,552.25
9	4" GATE VALVE AND BOX	EA	2	$2,200.00	$4,400.00	$2,351.12	$4,702.24
10	6" GATE VALVE AND BOX	EA	11	$3,000.00	$33,000.00	$2,662.43	$29,286.73
11	8" GATE VALVE AND BOX	EA	1	$3,500.00	$3,500.00	$3,244.49	$3,244.49
12	16" GATE VALVE AND BOX	EA	9	$5,500.00	$49,500.00	$5,445.03	$49,005.27
13	CONNECT TO EXISTING (WATERMAIN)	EA	11	$1,500.00	$16,500.00	$6,173.18	$67,904.98
14	HYDRANT	EA	10	$10,000.00	$100,000.00	$6,108.34	$61,083.40
15	DUCTILE IRON FITTINGS	LB	4500	$8.00	$36,000.00	$8.00	$36,000.00
16	1" CURB STOP AND BOX	EA	5.00	$700.00	$3,500.00	$719.17	$3,595.85
17	1 1/2" CURB STOP AND BOX	EA	6	$1,000.00	$6,000.00	$940.39	$5,642.34
18	1" CORPORATION STOP WITH SADDLE	EA	5	$800.00	$4,000.00	$1,348.22	$6,741.10
19	1 1/2" CORPORATION STOP WITH SADDLE	EA	6	$1,000.00	$6,000.00	$1,531.33	$9,187.98
20	1" DR 11, HDPE WATER SERVICE PIPE (OPEN TRENCH)	LF	135	$30.00	$4,050.00	$124.55	$16,814.25
21	1" DR 11, HDPE WATER SERVICE PIPE (DIRECTIONAL DRILL)	LF	110	$30.00	$3,300.00	$24.66	$2,712.60
22	1 1/2" DR 11, HDPE WATER SERVICE PIPE (OPEN TRENCH)	LF	35	$30.00	$1,050.00	$134.28	$4,699.80
23	1 1/2" DR 11, HDPE WATER SERVICE PIPE (DIRECTIONAL DRILL)	LF	490	$30.00	$14,700.00	$49.15	$24,083.50
24	ABANDON WATER MAIN (SAND FILL AND BULKHEAD)	LF	2588	$5.00	$12,940.00	$10.97	$28,390.36
25	REMOVE HYDRANT	EA	8	$500.00	$4,000.00	$379.26	$3,034.08
26	TEMPORARY WATER SERVICE	LS	1	$4,500.00	$4,500.00	$5,000.00	$5,000.00
27	CONNECT TO EXISTING (SERVICE)	EA	10	$6,000.00	$60,000.00	$3,708.36	$37,083.60
28	REMOVE WATERMAIN PIPE FROM EXISTING CASING	LS	1	$2,000.00	$2,000.00	$8,090.68	$8,090.68
	TOTAL PART 1: WATERMAIN IMPROVEMENTS				$1,062,710.00		$1,053,763.65

	BID TABULATION			Bidder No. 1 Wencl Construction, Inc.		Bidder No. 2 G M Contracting, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
	PART 2: SURFACE IMPROVEMENTS						
29	REMOVE BITUMINOUS PAVEMENT	SY	675	$5.00	$3,375.00	$20.97	$14,154.75
30	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	25	$20.00	$500.00	$57.85	$1,446.25
31	REMOVE CONCRETE SIDEWALK	SY	50	$10.00	$500.00	$20.19	$1,009.50
32	REMOVE CONCRETE CURB AND GUTTER	LF	105	$4.00	$420.00	$10.66	$1,119.30
33	TYPE SP 9.5 WEARING COURSE (3,C)	TON	90	$110.00	$9,900.00	$139.59	$12,563.10
34	TYPE SP 12.5 NON-WEARING COURSE (3,B)	TON	150	$170.00	$25,500.00	$128.86	$19,329.00
35	BITUMINOUS MATERIAL FOR TACK COAT	GAL	60	$10.00	$600.00	$4.35	$261.00
36	COMMON EXCAVATION	CY	210	$30.00	$6,300.00	$36.28	$7,618.80
37	SELECT GRANULAR BACKFILL (CV) (P)	CY	370	$50.00	$18,500.00	$36.72	$13,586.40
38	AGGREGATE BASE, CLASS 5	TON	379.8	$40.00	$15,192.00	$29.04	$11,029.39
39	6" CONCRETE DRIVEWAY PAVEMENT (RESIDENTAL)	SY	9.733	$150.00	$1,459.95	$107.35	$1,044.84
40	7" CONCRETE DRIVEWAY PAVEMENT (COMMERCIAL)	SY	15	$150.00	$2,250.00	$107.38	$1,610.70
41	4" CONCRETE SIDEWALK	SY	50	$20.00	$1,000.00	$75.17	$3,758.50
42	B618 CONCRETE CURB AND GUTTER	LF	100	$35.00	$3,500.00	$54.23	$5,423.00
43	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	110	$5.00	$550.00	$5.26	$578.60
44	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	845	$3.00	$2,535.00	$1.93	$1,630.85
45	EROSION CONTROL/ INLET PROTECTION	LS	1	$3,000.00	$3,000.00	$1,300.35	$1,300.35
46	HYDROLIC BONDED FIBER MATIRX, INCL. SEED MIX 25-131 AND FERT.	LS	1	$5,000.00	$5,000.00	$23,349.18	$23,349.18
	TOTAL PART 2: SURFACE IMPROVEMENTS				$100,081.95		$120,813.51
	TOTAL PART 1: WATERMAIN IMPROVEMENTS				$1,062,710.00		$1,053,763.65
	TOTAL PART 2: SURFACE IMPROVEMENTS				$100,081.95		$120,813.51
	TOTAL BASE BID				**$1,162,791.95**		**$1,174,577.16**
	Contractor Name and Address:			Wencl Construction, Inc. 2800 Park Drive Owatonna, MN 55060		GM Contracting, Inc. 19810 515th Ave. Lake Crystal, MN 56055	
	Phone:			(507) 455-8562		(507) 726-6433	
	Email:			bryant@wenclconstruction.com		alex@gmcontractinginc.com	
	Signed By:			Paul Wencl		Sue Harazin	
	Title:			President		President	
	Bid Security:			Bid Bond		Bid Bond	
	Addenda Acknowledged:			1		1	

CITY OF WASECA

Request for City Council Action

Title:	Redistricting: Re-Establishing Wards and Precinct Boundaries and Designating Polling Places		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**7D**
Action:	☐MOTION ☐REQUESTS/PRESENTATIONS ☒RESOLUTION ☐ORDINANCE ☐DISCUSSION	**Supporting Documents:**	Resolution 22-13; Exhibit A: Map
Originating Department:	Administration/Elections	**Presented By:**	City Manager
Approved By City Manager: ☒			
How does this item pertain to Vision 2030 goals?	Good Governance		

BACKGROUND: Following the 2020 Census, the City is required by Minnesota State Statutes to reconfirm or establish new ward and precinct boundaries. In January, the City Council appointed a joint City and County committee on redistricting. The population within the council wards remains balanced; the population within the wards varied less than one percent. There will only be one minor change noted, a small portion of Ward 1A will be moved into Ward1B. So, the Wards do not change, but a slight change for some residents in voting locations is being completed to adjust to the County Commissioner districts, as they did need to be adjusted due to population. Information will be mailed to the effected people in the near future in collaboration with the County.

BUDGET IMPACT: $0

ALTERNATIVES CONSIDERED: NA

RECOMMENDATION: Staff recommends adoption of Resolution 21-13 Establishing Ward and Precinct Boundaries and designating Polling Places.

RESOLUTION NO. 22-13

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

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

WHEREAS, the City is required to designate new or re-establish existing polling places and Wards following changes in precinct boundaries.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the polling places for City precincts and Wards are hereby established and re-established based on Exhibit A:

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

WARD 1, PRECINCT B - Treanor Campion Center
111 4th Street NW
(Includes 329 new voters previously from 1A and redistricted to 1B)

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Minnesota, that the City designates polling places and Wards as illustrated in Exhibit A.

Adopted this 15th day of March, 2022.

_____
R. D. SRP
MAYOR

ATTEST:

_____
JULIA HALL
ADMINISTRATIVE CLERK

CURRENT MAP

Ward 1 Precinct A

Ward 1 Precinct B

Ward 2 Precinct A

Ward 2 Precinct B

Ward 3 Precinct A

Ward 3 Precinct B

Clear Lake

Loon Lake

Gaiter Lake

DISCOVER waseca

CITY OF WASECA
WASECA PRECINCTS

Ward/Precinct	Representative	Office	Term Expires
City-wide	Roy Srp	Mayor	2022
Ward 1	Jeremy Conrath	Council Member	2022
Ward 1	Ted Conrath	Council Member	2024
Ward 2	John Mansfield	Council Member	2024
Ward 2	Alan Rose	Council Member	2022
Ward 3	Daren Arndt	Council Member	2022
Ward 3	Mark Christansen	Council Member	2024

- Precinct 1A — 1501 2nd St NW, Waseca Community Arena
- Precinct 1B — 111 4th St NW, Sacred Heart TC Center
- Precinct 2A — 801 4th Ave NE, Faith United Methodist Church
- Precinct 2B — 401 3rd Ave NE, St. John Lutheran Church
- Precinct 3A — 508 State St S, Waseca City Hall
- Precinct 3B — 1495 5th St SE, Waseca County Highway Shop
- Ward Boundary

Administrative Features

- City Boundary
- Railroads
- Roads
- Lakes

N W E S

0 0.25 0.5 1 Miles

0 0.25 0.5 1 1.5 2 Kilometers

Map # C1003-2 | Date Printed: 3/7/2022

PROPOSED MAP

Ward 1
Precinct A

Ward 1
Precinct B

Ward 2
Precinct A

Ward 2
Precinct B

Ward 3
Precinct A

Ward 3
Precinct B

Loon Lake

Clear Lake

Gaiter Lake

DISCOVER waseca

CITY OF WASECA

WASECA PRECINCTS

Ward/Precinct	Representative	Office	Term Expires
City-wide	Roy Srp	Mayor	2022
Ward 1	Jeremy Conrath	Council Member	2022
Ward 1	Ted Conrath	Council Member	2024
Ward 2	John Mansfield	Council Member	2024
Ward 2	Alan Rose	Council Member	2022
Ward 3	Daren Arndt	Council Member	2022
Ward 3	Mark Christansen	Council Member	2024

- Precinct 1A — 1501 2nd St NW, Waseca Community Arena
- Precinct 1B — 111 4th St NW, Sacred Heart TC Center
- Precinct 2A — 801 4th Ave NE, Faith United Methodist Church
- Precinct 2B — 401 3rd Ave NE, St. John Lutheran Church
- Precinct 3A — 508 State St S, Waseca City Hall
- Precinct 3B — 1495 5th St SE, Waseca County Highway Shop
- Ward Boundary

Administrative Features

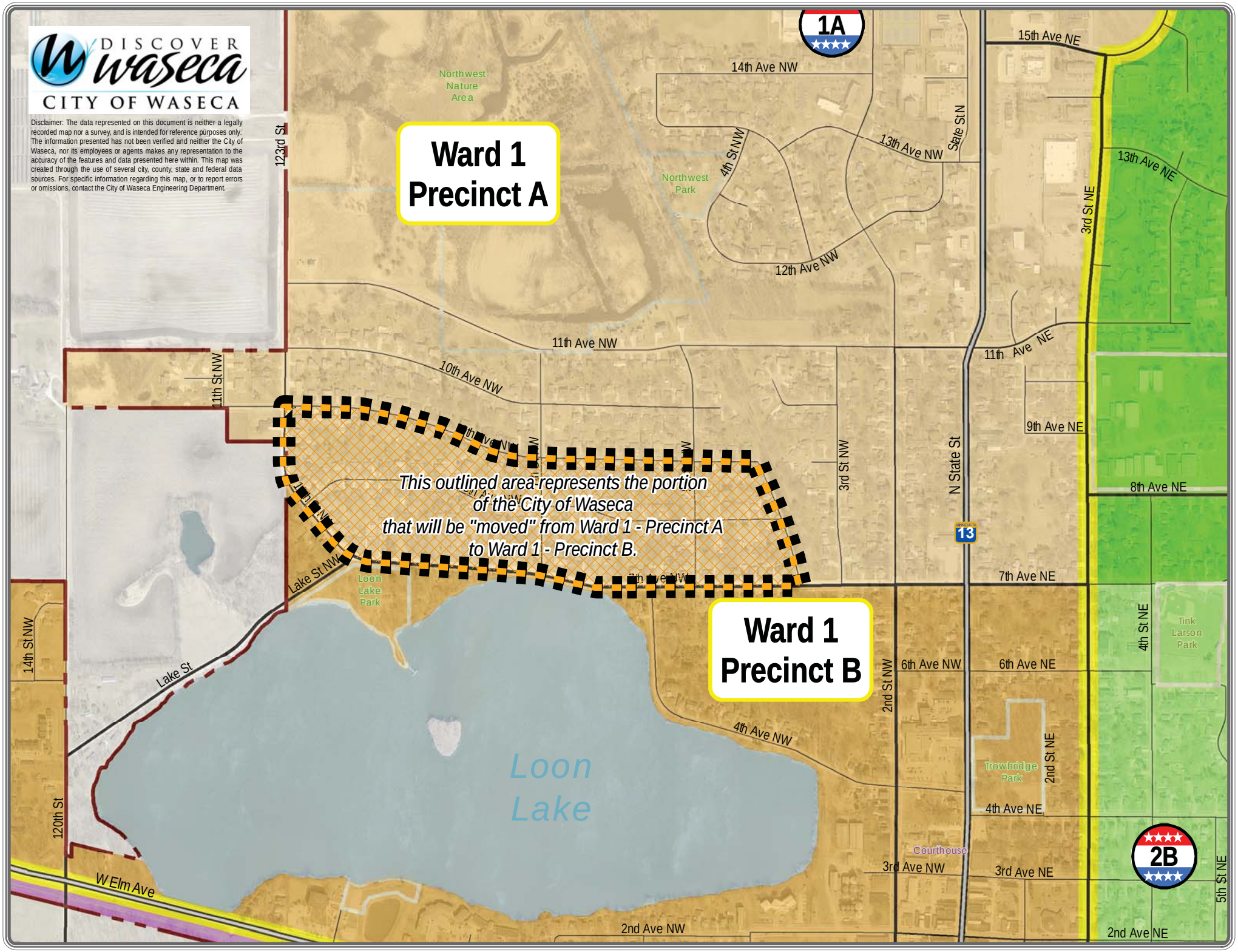
- City Boundary
- Railroads
- Roads
- Lakes

N
W E
S

0 0.25 0.5 1
Miles

0 0.25 0.5 1 1.5 2
Kilometers

Map # C1003-2 | Date Printed: 3/7/2022


DISCOVER waseca
CITY OF WASECA
Disclaimer: The data represented on this document is neither a legally recorded map nor a survey, and is intended for reference purposes only. The information presented has not been verified and neither the City of Waseca, nor its employees or agents makes any representation to the accuracy of the features and data presented here within. This map was created through the use of several city, county, state and federal data sources. For specific information regarding this map, or to report errors or omissions, contact the City of Waseca Engineering Department.
Ward 1 Precinct A
Ward 1 Precinct B
This outlined area represents the portion of the City of Waseca that will be "moved" from Ward 1 - Precinct A to Ward 1 - Precinct B.
Northwest Nature Area
Northwest Park
Loon Lake Park
Loon Lake
Tink Larson Park
Trowbridge Park
Courthouse
1A
2B
13
14th Ave NW
13th Ave NW
12th Ave NW
11th Ave NW
10th Ave NW
7th Ave NW
6th Ave NW
4th Ave NW
3rd Ave NW
2nd Ave NW
15th Ave NE
13th Ave NE
11th Ave NE
9th Ave NE
8th Ave NE
7th Ave NE
6th Ave NE
4th Ave NE
3rd Ave NE
2nd Ave NE
123rd St
11th St NW
4th St NW
3rd St NW
2nd St NW
14th St NW
120th St
Lake St NW
Lake St
W Elm Ave
State St N
N State St
3rd St NE
4th St NE
2nd St NE
5th St NE

CITY OF WASECA

Request for City Council Action

Title:	KAMP Automation Consent to Assistance Request		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	**7E**
Action:	☒MOTION ☐REQUESTS/PRESENTATIONS ☐RESOLUTION ☐ORDINANCE ☐DISCUSSION	**Supporting Documents:**	KAMP Letter Draft Letter to DEED
Originating Department:	Administration	**Presented By:**	City Manager
Approved By City Manager: ☒			
How does this item pertain to Vision 2030 goals?			

BACKGROUND: KAMP Automation has asked that the City inform the state that we have no objection to their receiving state assistance in the event that KAMP relocates/expands their operation to Owatonna. KAMP's cover letter indicates that there is a strong likelihood that this will occur. Without Waseca's consent, it will be much more difficult for KAMP to obtain state assistance for their proposed course of action.

BUDGET IMPACT: None

ALTERNATIVES CONSIDERED: The City could refuse to issue the letter, complicating a potential relocation. KAMP could also choose to relocate to the Twin Cities, making it more difficult for current Waseca residents to continue to live in Waseca and work for KAMP and likely limiting the City's ability to attract future KAMP employees to Waseca.

RECOMMENDATION: If the Council wishes to grant KAMP's request, a motion should be made authorizing the Mayor to sign the attached letter granting the City's consent to the use of state incentives/assistance should KAMP relocate to Owatonna.

KAMP
Automation LLC
280 University Drive SW
Waseca, MN 56093

DATE March 7, 2022

TO:

Lee Mattson
City Manager
City of Waseca
508 South State Street
Waseca, MN 56093
LeeM@ci.waseca.mn.us

Dear Lee,

I am writing on the behalf of Kamp Automation to thank the City and County of Waseca for their support of our business from inception to the company we are growing into today, as well as for your willingness to support our pursuit of state incentives for potential expansion into Owatonna.

Choosing a potential location for expansion is not something we have taken lightly and while no formal or final decision has been made, we do believe expanding into Owatonna would be the best long-term option for the company.

In addition to local communities, we also have looked at the south metro which offered several facility options and a larger pool of potential labor to pull from matching our growth. We really want to stay committed to our local roots and to the people who have gotten us to where we are today, however. Thus, while we may expand operations into Owatonna, we have every intention to maintain our Waseca workforce long term and create future employment opportunities for Waseca residents, which would be nearly impossible by expanding into the metro.

Thank you for your willingness to support us in this.

Respectfully,

Kent E Patterson
President / CEO
KAMP Automation

CITY OF WASECA
508 State Street S * Waseca, MN 56093
(507)835-9718 * FAX (507)835-7368 * www.ci.waseca.mn.us

March 15, 2022

Minnesota Department of Employment and Economic Development
332 Minnesota Street
Suite E200
Saint Paul, MN 55101

Re: KAMP Automation Expansion

To Whom it May Concern:

The City of Waseca has no objection to KAMP Automation utilizing DEED business finance programs should they pursue relocation and expansion of operations to Owatonna, MN.

Sincerely,

Roy Srp
Mayor

CITY OF WASECA

Request for City Council Action

Title:	MAY 24, 2022, SPECIAL ELECTION		
Meeting Date:	March 15, 2022	**Agenda Item Number:**	
Action:	☐MOTION ☐REQUESTS/PRESENTATIONS ☒RESOLUTION ☐ORDINANCE ☐DISCUSSION	**Supporting Documents:**	Writ of Special Election
Originating Department:	Administration	**Presented By:**	City Manager
Approved By City Manager: ☒			
How does this item pertain to Vision 2030 goals?			

BACKGROUND: The State will be holding a Special Primary Election on Tuesday May 24, 2022, to fill the seat in Congressional District 1of the late Representative Jim Hagedorn.

BUDGET IMPACT: $3500 estimated expenditures for Election Judge pay that was not budgeted for in 2022

ALTERNATIVES CONSIDERED: None as this is a directive from Minnesota Governor Tim Walz**.**

RECOMMENDATION: Staff recommends the Council approve the use of the established poling locations to hold this Special Election.

STATE OF MINNESOTA
Executive Department

Governor Tim Walz

Writ of Special Election

Writ of Special Election to fill a vacancy in the office of Congressional Representative for Congressional District 1 and of a special primary to nominate candidates for the special election

To the People of the State of Minnesota and particularly those residing in Congressional District 1; to the Secretary of State of Minnesota; to all election officials in Congressional District 1; and to all others who may be concerned.

There is a vacancy in the office of Congressional Representative for Congressional District 1 of the State of Minnesota, caused by the unfortunate and untimely passing of Representative Jim Hagedorn on February 18, 2022. A special election is necessary to fill this vacancy to ensure representation for the citizens of Congressional District 1.

I, Tim Walz, as Governor of the State of Minnesota, acting under the authority and direction vested in me by Minnesota Statutes 2021, section 204D.29, and other relevant statutes, direct that:

1. A special election to fill the vacancy will be held in Congressional District 1 on Tuesday, August 9, 2022.

2. A special primary, if necessary, for nomination of candidates for the office of Congressional Representative for Congressional District 1 will be held on Tuesday, May 24, 2022.

3. Affidavits of candidacy and nominating petitions for Congressional District 1 must be filed with the Secretary of State from Tuesday, March 1, 2022 until 5:00 p.m. on Tuesday, March 15, 2022.

4. Pursuant to Minnesota Statutes 2021, section 204D.29, subdivision 3, affidavits of withdrawal for Congressional District 1 may be filed with the Secretary of State until 5:00 p.m. on Wednesday, March 16, 2022.

5. Candidates for this special election are not subject to the prohibition in Minnesota Statutes 2021, section 204B.06, against having more than one affidavit of candidacy on file for the same election.

6. Notices of this special election and special primary must be given, the nomination and election of candidates must be conducted, and all related actions must be done as provided by Minnesota Statutes 2021, section 204D.29 and other applicable laws.

Signed on February 22, 2022.

Tim Walz
Governor

Filed According to Law:

Steve Simon
Secretary of State

Filed February 22, 2022
Office of the Minnesota
Secretary of State
Steve Simon

Theresa Sunde
Senior Manager, Government Relations

Sent via USPS

March 2, 2022

Dear Waseca Community Official:

The purpose of this letter is to inform you that, on or about April 7, 2022, Mediacom will be implementing the following programming changes and rate adjustments:[1]

Product:	Old Rate:	New Rate:	Net Change:
Local Broadcast Station Surcharge[2]	$23.73	24.59	$0.86

The change in the Local Broadcast Station Surcharge is the result of a true up of the costs we estimated Mediacom would pay to retransmit local broadcast stations like ABC, CBS, FOX and NBC.

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs. If you have any questions, please contact me via email at tsunde@mediacomcc.com.

Sincerely

Theresa Sunde

Co: 1602

[1] Depending on the terms of each customer's promotional package, these rate changes may not impact a customer until their current promotional package expires.

[2] Mediacom bills monthly in advance. As a result, the changes for the Local Broadcast Surcharge are based on our best estimate of the cost increases our company will incur for broadcast programming. Mediacom will "true up" customer bills in a subsequent month if it turns out that our estimate was too high or too low.