

WORK SESSION 6 P.M. RE: COUNCIL SALARIES/LAW ENFORCEMENT MUTUAL AID

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, JANUARY 19, 2021 7 p.m.

AGENDA

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3 APPROVAL OF AGENDA
- 4 PUBLIC COMMENT

PUBLIC ACCESS INSTRUCTIONS

Dial: 1-929-436-2866

Meeting I.D: 951 1437 5546

Passcode: 954377

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

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
 - A. Minutes –Regular City Council Meeting & Work Session January 5, 2021
 - B. Payroll & Expenditures
 - C. RCCA: Electric Territory Acquisition
 - D. RCCA: BDPI Waiver
 - E. RCCA: Annual Solar Report
 - F. RCCA: Cogeneration & Small Power Production
- 7 ACTION AGENDA
 - A. RCCA: Rental Inspection Procedures
- 8 REPORTS
 - A. City Manager’s Report
- Council Meeting Format Update
 - B. Commission Reports
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

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

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

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

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

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

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

Dated: April 2, 2020


Lee Mattson, Waseca City Manager

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 5, 2021

6A

CALL TO ORDER/ROLL CALL

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m. The meeting was held virtually, due to COVID-19.

Councilmembers Present: Mayor Roy Srp Ted Conrath
Daren Arndt John Mansfield
Jeremy Conrath Mark Christiansen
Allan Rose

Councilmembers Absent: None

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

Others Present: Jamie Nace, Property owner
Dave Peterson, Nace relative
Benya Kraus, Lead for MN
Jim Boerboom, President, Vision 2030

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Arndt, seconded by Conrath to approve the agenda as presented. Roll call 7-0. Motion carried.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 Jamie Nace and Dave Peterson presented information to the Council regarding splitting their property on the north end of town (house and photo studio). Splitting the lot would require them to add an additional sewer service line and pump per City Code. They have asked Council to waive the code requirement. Council made no decision and asked them to continue working with City Staff.

CONSENT AGENDA

- 6 It was moved by Arndt, seconded by Rose, to approve the Consent Agenda as presented. Roll call 7-0. The motion carried.
- A. Minutes – Regular City Council Meeting & Work Session December 15, 2020
 - B. Payroll & Expenditures
 - C. Resolution 21-01: Not Waiving Tort Liability Limits
 - D. Resolution 21-02: Designating Authorized Signers

ACTION AGENDA

7 **A. RCCA: Boards and Commission Assignments**

All assignments remained the same except Mayor Srp was added to the HRC and Region 9, Ted Conrath to the HPC, John Mansfield to the EDA, and Mark Christiansen to the Community Ed Board.

Motion was made by Rose, seconded by Srp to approve the assignments. Roll call 7-0, motion passed.

B. Appointing Mayor Pro Tem 2021

Motion was made by Christiansen, seconded by Jeremy Conrath to approve Al Rose as Mayor Pro Tem. Roll call 7-0, motion carried.

C. RCCA: Gaiter Lake Request for Proposals

The City has been contacted by some developers informing them they have proposals for submission. For this to happen, the City must go through the RFP process again. Staff is asking for Council approval of the updated RFP to move forward with the process.

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

D. Council Meeting Format – Discussion

After a lengthy discussion on meeting in person vs. virtually, Staff was asked to prepare a plan to conduct in-person meetings with an implementation goal of the Regular Meeting of February 16, 2021.

E. LEAD for MN Lease Agreement – Discussion

Council discussed whether or not it was appropriate to have LEAD for MN in the basement of City Hall. After discussions took place, no motion or action was taken.

REPORTS

- 8 A. City Manager's Report
- BDPI agreement is close to being executed.
 - Jeremy Conrath has taken the training for the Board of Equalization and Appeal.

ANNOUNCEMENTS

- 9 Jeremy Conrath – Kudos to the Electric Department for their prompt response to an outage.
Mansfield – The downtown Holiday lights look good.
Christiansen – Thanks Parks Department for clearing the trails.
Srp – Things are looking good for the future, people need to listen to each other.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt seconded by Jeremy Conrath, to adjourn the meeting at 9:03 p.m.; Roll call, 7-0. Motion carried.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, JANUARY 5, 2021

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

Councilmembers present: Roy Srp Ted Conrath
Mark Christiansen John Mansfield
Jeremy Conrath Allan Rose
Daren Arndt

Staff present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager
Alicia Fischer, Finance Director
Nate Willey, City Engineer
Carl Sonnenberg, Utilities and PW Director
Bill Green, Planning & Zoning Coordinator

Snow Fence Work Session

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

The City Manager gave some background information on the situation of snow fences and explained the Ordinance. He then asked for City Council discussion.

The discussion included possible time frame for allowed snow fences, what type of materials and set back requirements.

Staff recommended possibly adding the time frame to the City Ordinance. After further discussion, the Council decided to re-evaluate snow fences after the season is over.

There being no further discussion and no action taken, the work session ended at 6:25 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Micah Fischer

6B

LIST OF EXPENDITURES

January 19, 2021

Lee A. Miller

City Council	0.00
Streets	26,206.63
Parks	10,436.36
Wastewater	9,003.28
Utility Administration	4,850.92
Utility Billing	7,989.63
Electric	14,915.15
Water	6,964.91
Building and Code Compliance	2,753.73
Police	62,509.58
Administration	7,506.73
Community Aides	107.50
Fire	10,457.33
Paid On Call Fire Department	3,568.13
Election Judges	0.00
PEG	0.00
Finance	8,150.95
Connections	2,351.77
Community Development	5,520.93
Engineering	15,475.71
Recreation	2,112.24
Econ Development	<u>6,202.19</u>

Total Gross Payroll 207,083.67

*Less- Payroll Deductions (71,346.45)

Net Payroll Cost \$ 135,737.22

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

January 1, 2021-January 14, 2021

Includes check #'s 156217-156311

Bank ACH Withdrawals..... 799,657.05

GRAND TOTAL EXPENDITURES \$ 935,394.27

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
01/14/2021	12108	Quadient Finance	Postage	101-15510-0000	1,000.00	M
Total 101155100000:					1,000.00	
01/13/2021	12113	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 1/10/2021	101-21701-0000	17,453.25	M
Total 101217010000:					17,453.25	
01/13/2021	12109	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 1/10/2021	101-21702-0000	8,563.99	M
Total 101217020000:					8,563.99	
01/13/2021	12113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/10/2021	101-21703-0000	8,163.02	M
01/13/2021	12113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/10/2021	101-21703-0000	8,163.02	M
Total 101217030000:					16,326.04	
01/13/2021	12110	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 1/10/2021	101-21704-0000	1,347.02	M
01/13/2021	12110	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 1/10/2021	101-21704-0000	8,755.73	M
01/13/2021	12110	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 1/10/2021	101-21704-0000	7,952.49	M
01/13/2021	12110	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 1/10/2021	101-21704-0000	8,755.73	M
01/13/2021	12110	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 1/10/2021	101-21704-0000	11,928.71	M
Total 101217040000:					38,739.68	
01/14/2021	156249	IBEW	IBEW UNION DUES Pay Period: 1/10/2021	101-21707-0000	342.73	
01/14/2021	156250	IUOE Local #70	FIRE UNION DUES Pay Period: 1/10/2021	101-21707-0000	133.78	
01/14/2021	156250	IUOE Local #70	IUOE UNION DUES Pay Period: 1/10/2021	101-21707-0000	549.10	
01/14/2021	156251	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 1/10/2021	101-21707-0000	762.00	
Total 101217070000:					1,787.61	
01/14/2021	156252	MN Life	LIFE INSURANCE MN Pay Period: 1/10/2021	101-21710-0000	708.85	
01/14/2021	156252	MN Life	LIFE INSURANCE MN Pay Period: 1/10/2021	101-21710-0000	1,221.00	
Total 101217100000:					1,929.85	
01/13/2021	12113	ACH Internal Revenue Service	MEDICARE Pay Period: 1/10/2021	101-21712-0000	2,751.09	M
01/13/2021	12113	ACH Internal Revenue Service	MEDICARE Pay Period: 1/10/2021	101-21712-0000	2,751.09	M
Total 101217120000:					5,502.18	
01/13/2021	12115	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 1/10/2021	101-21713-0000	1,115.00	M
01/13/2021	12115	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 1/10/2021	101-21713-0000	669.00	M
Total 101217130000:					1,784.00	
01/13/2021	12112	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 1/10/2021	101-21714-0000	150.00	M
01/13/2021	12112	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 1/10/2021	101-21714-0000	2,384.00	M
Total 101217140000:					2,534.00	
01/14/2021	12104	Further	Flex/HSA Reimbursement	101-21716-0000	12.69	M
01/14/2021	12104	Further	Flex/HSA Reimbursement	101-21716-0000	2,824.09	M
01/13/2021	12103	Further	VEBA Contributions Pay Period: 1/10/2021	101-21716-0000	21,201.97	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2021	12116	Further	HSA Contribution Pay Period: 1/10/2021	101-21716-0000	525.32 M
01/13/2021	12103	Further	HSA Contribution Pay Period: 1/10/2021	101-21716-0000	6,689.60 M
01/13/2021	12103	Further	Timlin Jan VEBA	101-21716-0000	513.17 M
Total 101217160000:					31,766.84
01/13/2021	12111	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 1/10/2021	101-21717-0000	880.47 M
Total 101217170000:					880.47
01/13/2021	12114	Delta Dental	McKay Jan Cobra	101-21719-0000	59.45 M
01/13/2021	12114	Delta Dental	DENTAL EE + CHLDRN Pay Period: 1/10/2021	101-21719-0000	78.70 M
01/13/2021	12114	Delta Dental	Rugger Jan Cobra	101-21719-0000	114.00 M
01/13/2021	12114	Delta Dental	DENTAL SINGLE Employee Pay Period: 1/10/2021	101-21719-0000	551.00 M
01/13/2021	12114	Delta Dental	Ziemke Jan Cobra	101-21719-0000	29.00 M
01/13/2021	12114	Delta Dental	DENTAL FAMILY Employee Pay Period: 1/10/2021	101-21719-0000	1,368.00 M
01/13/2021	12114	Delta Dental	DENTAL EE + SPOUSE Pay Period: 1/10/2021	101-21719-0000	297.25 M
01/13/2021	12114	Delta Dental	Snook Adj	101-21719-0000	114.00 M
Total 101217190000:					2,611.40
01/13/2021	12117	VSP	VISION FAMILY Employee Pay Period: 1/10/2021	101-21722-0000	148.33 M
01/13/2021	12117	VSP	VISION SINGLE Employee Pay Period: 1/10/2021	101-21722-0000	60.93 M
01/13/2021	12117	VSP	VISION + ONE Employee Pay Period: 1/10/2021	101-21722-0000	73.38 M
01/13/2021	12117	VSP	Rugger Jan Cobra	101-21722-0000	12.23 M
01/13/2021	12117	VSP	Ziemke Jan Cobra	101-21722-0000	6.77 M
01/13/2021	12117	VSP	Snook Adj	101-21722-0000	21.19 M
Total 101217220000:					322.83
01/14/2021	156284	MN Department of Labor & Industry	4th qtr bldg permit surcharge to state	101-32280-0000	2,463.16
Total 101322800000:					2,463.16
01/04/2021	156225	League of MN Cities	2021 Elected Leaders Program - Ted Conrath	101-41110-3300	175.00
Total 101411103300:					175.00
01/04/2021	156221	Coalition of Greater MN Cities	2021 General Dues Assessment	101-41110-4330	14,950.00
01/04/2021	156225	League of MN Cities	2021 Membership Dues	101-41110-4330	9,044.00
Total 101411104330:					23,994.00
01/14/2021	20210011	Discover Waseca Tourism	November lodging tax	101-41110-4440	1,498.91
Total 101411104440:					1,498.91
01/14/2021	156256	B.E.S.T. of Waseca	Vision 2030 IDM	101-41110-4450	3,539.00
01/14/2021	156289	Quality Print of Waseca Inc.	Vision 2030 Reports	101-41110-4450	950.00
01/14/2021	156309	Waseca Public Schools	Vision 2030 Ad	101-41110-4450	180.00
Total 101411104450:					4,669.00
01/14/2021	20210035	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101411104455:					1,125.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-41320-1340	52.19 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-41320-1340	12.74 M
Total 101413201340:					64.93
01/14/2021	20210034	U.S. Bank - CC	Certified Mailing	101-41320-3200	7.80
Total 101413203200:					7.80
01/04/2021	156224	Leadership Growth Groups LLC	2021 Growth Series	101-41320-3300	600.00
Total 101413203300:					600.00
01/14/2021	20210030	Sandholm, Gary	Mileage Reimbursement	101-41320-3350	184.29
Total 101413203350:					184.29
01/14/2021	20210034	U.S. Bank - CC	IPMA-HR Membership	101-41320-4330	114.00
Total 101413204330:					114.00
01/14/2021	156293	South Central College	Safety Program	101-41320-4940	1,300.00
Total 101413204940:					1,300.00
01/14/2021	20210001	A. H. Hermel Company	Pop for vending machine	101-41320-4945	89.43
Total 101413204945:					89.43
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-41500-1340	72.41 M
Total 101415001340:					72.41
01/14/2021	20210018	Innovative Office Supply	budget book paper	101-41500-2000	22.22
01/14/2021	20210018	Innovative Office Supply	Correct budget paper	101-41500-2000	10.63
Total 101415002000:					32.85
01/14/2021	20210034	U.S. Bank - CC	Dumbbell for work out room	101-41500-2200	125.00
01/14/2021	20210034	U.S. Bank - CC	Dumbbell for work out room	101-41500-2200	125.00
01/14/2021	20210034	U.S. Bank - CC	Curl Barbell Curl Bar	101-41500-2200	105.00
Total 101415002200:					355.00
01/14/2021	20210002	Abdo Eick & Meyers LLP	2020 Audit Services	101-41500-3000	8,000.00
Total 101415003000:					8,000.00
01/14/2021	156272	Government Finance Officers Associatio	2021 Membership	101-41500-4330	170.00
Total 101415004330:					170.00
01/14/2021	20210014	Flaherty & Hood PA	December Legal Fees	101-41600-3000	2,863.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/14/2021	20210021	Kennedy & Kennedy Law Office	December Legal Fees	101-41600-3000	684.00
01/14/2021	156308	Waseca County Treasurer	Legal Services Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					8,918.08
01/04/2021	156217	American Legal Publishing Corporation	2021 Code Renewal	101-41600-3100	495.00
Total 101416003100:					495.00
01/14/2021	20210028	Pantheon Computer Systems Inc.	Internet repair	101-41920-2050	1,944.00
01/14/2021	156290	RadioShack	Headphones-Schult	101-41920-2050	31.64
01/14/2021	20210034	U.S. Bank - CC	Mouse	101-41920-2050	23.59
01/14/2021	20210034	U.S. Bank - CC	Mouse for use with new laptop	101-41920-2050	15.98
Total 101419202050:					2,015.21
01/04/2021	156235	Pantheon Computer Systems Inc.	2021 Maintenance Agreement	101-41920-3100	6,542.58
Total 101419203100:					6,542.58
01/04/2021	156220	Civic Systems LLC	Connect Upgrade	101-41920-4950	9,570.00
01/04/2021	156222	DLT Solutions LLC	2021 Auto Cad Subscript. Renewal	101-41920-4950	2,346.30
Total 101419204950:					11,916.30
01/14/2021	20210018	Innovative Office Supply	Office Supplies	101-41940-2000	81.74
01/04/2021	12102	Quadient Leasing	2021 Lease Agreement	101-41940-2000	435.00 M
Total 101419402000:					516.74
01/14/2021	12108	Quadient Finance	Postage Labels	101-41940-2170	139.73 M
01/14/2021	156291	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	85.71
Total 101419402170:					225.44
01/14/2021	20210020	JT Services of MN	Lighting	101-41940-2230	382.01
Total 101419402230:					382.01
01/14/2021	156306	Waseca County Recorder	Copies for research on 8th St SE	101-41940-3000	25.00
Total 101419403000:					25.00
01/14/2021	156257	Bizzy Bee Cleaning LLC	City Hall Bathrooms	101-41940-3100	475.00
01/04/2021	156218	Cady Business Technologies Inc	2021 monthly phone support	101-41940-3100	262.62
01/14/2021	156262	Cintas Corporation	Floor mat service	101-41940-3100	45.05
01/14/2021	20210009	Culligan	RO lease	101-41940-3100	28.95
01/14/2021	156288	Orkin Pest Control	City Hall Pest Control	101-41940-3100	93.29
01/14/2021	20210037	Waste Management of Southern MN	December Service	101-41940-3100	254.92
01/14/2021	20210038	Ziegler Inc	2021 maint. contract zig	101-41940-3100	3,729.55
01/14/2021	20210038	Ziegler Inc	maint contract zieglers	101-41940-3100	331.34
Total 101419403100:					5,220.72
01/14/2021	12106	City of Waseca	December Utilities	101-41940-3800	1,919.84 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419403800:					1,919.84
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-41950-1340	56.33 M
Total 101419501340:					56.33
01/14/2021	20210030	Sandholm, Gary	Coffee-conagra	101-41950-2170	68.20
Total 101419502170:					68.20
01/14/2021	20210034	U.S. Bank - CC	Class about hoarding	101-41950-3300	70.59
Total 101419503300:					70.59
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-42100-1340	518.03 M
Total 101421001340:					518.03
01/14/2021	20210018	Innovative Office Supply	office supplies-police	101-42100-2000	79.75
Total 101421002000:					79.75
01/14/2021	156304	Waseca County Highway Department	Monthly billing	101-42100-2120	1,562.40
Total 101421002120:					1,562.40
01/14/2021	20210034	U.S. Bank - CC	Vacuum, broom and toilet bowl cleaner for PD	101-42100-2170	95.89
01/14/2021	20210034	U.S. Bank - CC	Evidence bags	101-42100-2170	133.78
01/14/2021	20210034	U.S. Bank - CC	Cleaning supplies for PD bathrooms	101-42100-2170	15.40
01/14/2021	20210034	U.S. Bank - CC	Clorox wipes	101-42100-2170	4.48
01/14/2021	20210034	U.S. Bank - CC	Cleaning supplies	101-42100-2170	25.48
Total 101421002170:					275.03
01/14/2021	20210024	Maziarka, Chris	Uniform Allowance	101-42100-2180	54.34
01/14/2021	20210032	Streicher's	Uniform - Jess	101-42100-2180	194.99
Total 101421002180:					249.33
01/14/2021	20210034	U.S. Bank - CC	Dog catch pole	101-42100-2190	134.49
Total 101421002190:					134.49
01/14/2021	156305	Waseca County License Bureau	Registration Police	101-42100-2220	14.25
01/14/2021	156305	Waseca County License Bureau	vehicle registration police	101-42100-2220	14.25
Total 101421002220:					28.50
01/14/2021	156265	Community Growth Solutions Inc	Mental Health Services - PD	101-42100-3000	240.00
Total 101421003000:					240.00
01/14/2021	156257	Bizzy Bee Cleaning LLC	PSB public bathrooms	101-42100-3100	237.50
01/14/2021	20210005	Blue Earth County	4th qtr MDt's	101-42100-3100	540.00
01/14/2021	156258	Bock's Service Inc.	tow expense	101-42100-3100	130.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/14/2021	156258	Bock's Service Inc.	tow expense	101-42100-3100	190.00
01/14/2021	156260	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
01/14/2021	20210009	Culligan	Culligan	101-42100-3100	29.95
01/04/2021	156226	Lexipol LLC	2021 Subscription	101-42100-3100	5,933.00
01/14/2021	156294	South Central Drug Investigative Unit	2021 SCDIU dues	101-42100-3100	10,000.00
01/14/2021	20210037	Waste Management of Southern MN	December Service	101-42100-3100	88.73
Total 101421003100:					17,419.18
01/14/2021	20210034	U.S. Bank - CC	Shipping to BCA	101-42100-3200	11.00
01/14/2021	12107	Verizon Wireless	Monthly Billing	101-42100-3200	901.84 M
01/14/2021	12107	Verizon Wireless	Monthly Billing	101-42100-3200	41.45 M
Total 101421003200:					954.29
01/04/2021	156228	MN Chiefs of Police Association	2021 membership expense	101-42100-3300	386.00
01/04/2021	156237	Storm Training Group	F.I.T Training Course	101-42100-3300	799.00
01/14/2021	156297	Sunset Law Enforcement	Swat Sniper Ammo	101-42100-3300	760.50
Total 101421003300:					1,945.50
01/14/2021	12106	City of Waseca	December Utilities	101-42100-3800	764.49 M
Total 101421003800:					764.49
01/14/2021	20210004	APG Media of So MN LLC	news paper subscription	101-42100-4330	60.95
01/14/2021	156283	Mid-States Organized Crime Info Center	MOCIC 2021 membership dues	101-42100-4330	150.00
Total 101421004330:					210.95
01/14/2021	156294	South Central Drug Investigative Unit	2021 SWAT dues	101-42100-4370	1,500.00
Total 101421004370:					1,500.00
01/14/2021	20210034	U.S. Bank - CC	Shop with a hero gift cards	101-42100-4640	1,000.00
01/14/2021	20210034	U.S. Bank - CC	Shop with a hero gift cards	101-42100-4640	750.00
Total 101421004640:					1,750.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-42200-1340	59.10 M
Total 101422001340:					59.10
01/14/2021	156304	Waseca County Highway Department	Monthly billing	101-42200-2120	129.02
Total 101422002120:					129.02
01/14/2021	156270	Gall's LLC	Uniform allowance	101-42200-2180	83.30
Total 101422002180:					83.30
01/14/2021	156280	MacQueen Equipment Inc.	Hose 1 3/4 Inch	101-42200-2210	1,130.16
Total 101422002210:					1,130.16
01/14/2021	156286	MN DNR License Center	DNR Permit	101-42200-2220	66.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002220:					66.00
01/14/2021	156257	Bizzy Bee Cleaning LLC	PSB public bathrooms	101-42200-3100	237.50
01/14/2021	20210037	Waste Management of Southern MN	December Service	101-42200-3100	88.74
Total 101422003100:					326.24
01/14/2021	12107	Verizon Wireless	Monthly Billing	101-42200-3200	46.45 M
Total 101422003200:					46.45
01/14/2021	156261	Centerpoint Energy	December Service	101-42200-3800	121.21
01/14/2021	12106	City of Waseca	December Utilities	101-42200-3800	764.49 M
01/14/2021	12106	City of Waseca	December Utilities	101-42200-3800	40.43 M
Total 101422003800:					926.13
01/04/2021	156226	Lexipol LLC	2021 Fire Policy Annual Subsc.	101-42200-4330	4,686.00
01/04/2021	156232	MN State Fire Department Association	2021 MSFDA Membership Dues	101-42200-4330	375.00
01/04/2021	156233	MN Valley Regional Firefighters Assn	2021 Dues	101-42200-4330	100.00
01/14/2021	156298	The Free Press	Newspaper subscription	101-42200-4330	317.88
Total 101422004330:					5,478.88
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-42400-1340	24.46 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-42400-1340	7.28 M
Total 101424001340:					31.74
01/14/2021	20210007	City Building Inspection Services LLC	building inpsctions	101-42400-3000	4,520.50
Total 101424003000:					4,520.50
01/14/2021	12107	Verizon Wireless	Monthly Billing	101-42400-3200	24.36 M
Total 101424003200:					24.36
01/04/2021	156227	MN Association of Housing Code Official	MAHCO 2021 Membership	101-42400-3300	50.00
Total 101424003300:					50.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43000-1340	7.50 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43000-1340	102.10 M
Total 101430001340:					109.60
01/14/2021	20210018	Innovative Office Supply	2021 Calendar	101-43000-2000	8.77
Total 101430002000:					8.77
01/04/2021	156229	MN Department of Health	2021 Annual Renewal Fee	101-43000-3100	2,000.00
Total 101430003100:					2,000.00
01/14/2021	12107	Verizon Wireless	Monthly Billing	101-43000-3200	41.45 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430003200:					41.45
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43100-1340	100.31 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43100-1340	2.23 M
Total 101431001340:					102.54
01/14/2021	156304	Waseca County Highway Department	Monthly billing	101-43100-2120	2,094.32
01/14/2021	156304	Waseca County Highway Department	Monthly billing	101-43100-2120	261.63
Total 101431002120:					2,355.95
01/14/2021	20210009	Culligan	Culligan Water	101-43100-2170	18.75
01/14/2021	20210022	KTee Safety Gear Inc.	Gloves	101-43100-2170	399.18
01/14/2021	20210025	Napa Auto Parts	Parts	101-43100-2170	23.58
01/14/2021	20210034	U.S. Bank - CC	Replacement Coffeee Maker	101-43100-2170	79.00
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	24.73
Total 101431002170:					545.24
01/14/2021	20210003	AmeriPride Services Inc	uniform-service	101-43100-2180	186.71
Total 101431002180:					186.71
01/14/2021	20210034	U.S. Bank - CC	Door Opener Parts	101-43100-2230	18.59
Total 101431002230:					18.59
01/14/2021	20210025	Napa Auto Parts	Parts	101-43100-2400	8.43
Total 101431002400:					8.43
01/14/2021	156269	First Source Solutions	Drug Screen	101-43100-3100	112.76
01/14/2021	20210037	Waste Management of Southern MN	December Service	101-43100-3100	178.37
Total 101431003100:					291.13
01/14/2021	156261	Centerpoint Energy	December Service	101-43100-3800	121.20
01/14/2021	12106	City of Waseca	December Utilities	101-43100-3800	40.43 M
01/14/2021	12106	City of Waseca	December Utilities	101-43100-3800	735.87 M
Total 101431003800:					897.50
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43125-1340	26.01 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43125-1340	2.23 M
Total 101431251340:					28.24
01/14/2021	156268	DTN LLC	Weather access	101-43125-3100	1,800.00
Total 101431253100:					1,800.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43170-1340	5.57 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431701340:					5.57
01/14/2021	12106	City of Waseca	December Utilities	101-43170-3800	204.85 M
Total 101431703800:					204.85
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-43220-1340	9.29 M
Total 101432201340:					9.29
01/14/2021	20210017	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-45130-1340	15.01 M
Total 101451301340:					15.01
01/14/2021	156299	Tri M Graphics	Punch Cards	101-45130-2000	206.91
01/14/2021	20210034	U.S. Bank - CC	2 pack refrigerator thermometers	101-45130-2000	21.98
Total 101451302000:					228.89
01/14/2021	12106	City of Waseca	December Utilities	101-45130-3800	594.19 M
Total 101451303800:					594.19
01/14/2021	20210010	Dave's Body Shop	Water Features Repairs	101-45130-4000	1,700.00
Total 101451304000:					1,700.00
01/14/2021	156255	ASCAP	2021 license renewal	101-45130-4330	183.50
Total 101451304330:					183.50
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	101-45180-2230	13.58
Total 101451802230:					13.58
01/14/2021	156255	ASCAP	2021 license renewal	101-45180-4330	183.50
Total 101451804330:					183.50
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-45200-1340	92.71 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	101-45200-1340	3.75 M
Total 101452001340:					96.46
01/14/2021	20210018	Innovative Office Supply	2021 Calendar	101-45200-2000	8.77
Total 101452002000:					8.77
01/14/2021	20210016	H & J Fuel Inc	Fuel	101-45200-2120	1,598.85
01/14/2021	156304	Waseca County Highway Department	Monthly billing	101-45200-2120	231.19

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002120:					1,830.04
01/14/2021	156259	Bryan Rock Products Inc.	3/8" with fines	101-45200-2170	883.96
01/14/2021	156266	Dahle Sod Farm	Sod	101-45200-2170	24.00
Total 101452002170:					907.96
01/14/2021	20210025	Napa Auto Parts	Parts	101-45200-2230	110.59
01/14/2021	20210034	U.S. Bank - CC	Paper towels and clocks for park shop	101-45200-2230	175.96
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	527.70
Total 101452002230:					814.25
01/14/2021	156269	First Source Solutions	Drug Screen	101-45200-3100	162.17
01/14/2021	156281	McClune's Tree Service	Tree removal Southview Park	101-45200-3100	700.00
01/14/2021	20210037	Waste Management of Southern MN	December Service	101-45200-3100	27.85
Total 101452003100:					890.02
01/14/2021	12106	City of Waseca	December Utilities	101-45200-3800	380.60 M
Total 101452003800:					380.60
01/04/2021	156230	MN Recreation & Park Association	2021 MN Rec & Park Assoc Dues	101-45200-4330	300.00
01/04/2021	156234	Owatonna Park and Recreation	2021 So. MN Rec & Park Assoc. Dues	101-45200-4330	30.00
Total 101452004330:					330.00
01/14/2021	156288	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
01/14/2021	156292	ServiceMaster by Ayotte	Library- monthly service	101-45500-3100	790.00
01/14/2021	20210037	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					915.73
01/14/2021	12106	City of Waseca	December Utilities	101-45500-3800	640.37 M
Total 101455003800:					640.37
Total General Fund:					281,673.84
Airport					
01/14/2021	156295	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
01/14/2021	12106	City of Waseca	December Utilities	230-49810-3800	80.35 M
01/14/2021	12101	Xcel Energy	November Service	230-49810-3800	147.55 M
Total 230498103800:					227.90
Total Airport:					2,527.90
Recovery Coordinator Grant					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	256-46500-1340	59.22 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 256465001340:					59.22
Total Recovery Coordinator Grant:					59.22
Economic Development-General f					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	261-46700-1340	12.75 M
Total 261467001340:					12.75
01/14/2021	20210014	Flaherty & Hood PA	December Legal Fees	261-46700-3000	725.00
Total 261467003000:					725.00
01/14/2021	20210030	Sandholm, Gary	Mileage Reimbursement	261-46700-3300	184.29
Total 261467003300:					184.29
01/04/2021	156223	Greater Minnesota Partnership	2021 EDA Membership	261-46700-4330	1,000.00
01/14/2021	156273	Greenseam LLC	2021 Pledge	261-46700-4330	7,500.00
01/04/2021	156238	Waseca Area Chamber of Commerce	Chamber membership Investment	261-46700-4330	525.00
Total 261467004330:					9,025.00
Total Economic Development-General f:					9,947.04
Safe Haven Grant					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	279-46350-1340	17.43 M
Total 279463501340:					17.43
01/14/2021	20210034	U.S. Bank - CC	Winter crafts for connections	279-46350-2170	142.27
Total 279463502170:					142.27
01/14/2021	12107	Verizon Wireless	Monthly Billing	279-46350-3200	41.45 M
Total 279463503200:					41.45
Total Safe Haven Grant:					201.15
2014A GO Bonds					
01/14/2021	156301	U.S. Bank	Fiscal Agent Fee 2014A	390-47000-6200	500.00
Total 390470006200:					500.00
Total 2014A GO Bonds:					500.00
Capital Improvement					
01/14/2021	20210014	Flaherty & Hood PA	December Legal Fees	430-43010-3000	36.25
Total 430430103000:					36.25
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	430-43010-5320	7.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 430430105320:					7.99
Total Capital Improvement:					44.24
Water					
01/14/2021	156274	Hawkins Inc	Chemical parts	601-49401-2230	274.09
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	2.75
Total 601494012230:					276.84
01/14/2021	20210034	U.S. Bank - CC	Insulation for wall on well #4	601-49401-3100	64.23
Total 601494013100:					64.23
01/14/2021	12106	City of Waseca	December Utilities	601-49401-3800	7,169.94 M
01/14/2021	156311	Xcel Energy	December Service	601-49401-3800	197.89
Total 601494013800:					7,367.83
01/14/2021	156274	Hawkins Inc	Chlorine equipment batteries	601-49401-4000	786.33
01/14/2021	156302	USA Blue Book	Water level meter	601-49401-4000	527.17
Total 601494014000:					1,313.50
01/14/2021	156285	MN Department of Natural Resources-O	Water appropriation Fee-2020	601-49401-4500	6,180.47
Total 601494014500:					6,180.47
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	601-49430-1340	22.87 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	601-49430-1340	27.31 M
Total 601494301340:					50.18
01/14/2021	156304	Waseca County Highway Department	Monthly billing	601-49430-2120	208.33
Total 601494302120:					208.33
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	53.50
Total 601494302170:					53.50
01/14/2021	20210031	Sportsmans Stop Inc.	Shipping for meter calibrations	601-49430-2215	29.13
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	601-49430-2215	18.58
Total 601494302215:					47.71
01/14/2021	156263	City of Saint Paul	Asphalt	601-49430-2230	1,003.95
01/14/2021	20210008	Core & Main LP	Main Repair	601-49430-2230	325.21
Total 601494302230:					1,329.16
01/14/2021	20210003	AmeriPride Services Inc	uniform service	601-49430-3100	17.51
01/14/2021	20210003	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
01/14/2021	20210015	Gopher State One-Call Inc	Location calls - December	601-49430-3100	22.05
01/14/2021	20210038	Ziegler Inc	Generator Service Agreement	601-49430-3100	5,210.32

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494303100:					5,267.13
01/14/2021	12107	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
01/14/2021	20210018	Innovative Office Supply	Folder tab labels	601-49585-2000	.97
Total 601495852000:					.97
01/04/2021	12102	Quadient Leasing	2021 Lease Agreement	601-49585-3100	575.00 M
Total 601495853100:					575.00
01/14/2021	20210004	APG Media of So MN LLC	WCN Subscription	601-49585-3200	21.08
01/14/2021	20210023	MAS Communications Inc.	Answering service - January	601-49585-3200	55.32
Total 601495853200:					76.40
01/14/2021	20210026	On Target Inc.	CASS address certification-quarterly	601-49585-3500	42.81
Total 601495853500:					42.81
01/14/2021	156264	City of Waseca	Summit AR customer accounts	601-49585-4320	5.83
Total 601495854320:					5.83
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	601-49586-1340	5.16 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	601-49586-1340	2.83 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	601-49586-1340	14.09 M
Total 601495861340:					22.08
01/14/2021	20210014	Flaherty & Hood PA	December Legal Fees	601-49586-3000	652.50
Total 601495863000:					652.50
01/14/2021	156254	American Water Works Association	2021 Membership	601-49586-4330	850.00
01/04/2021	156231	MN Rural Water Association	2021 Membership Renewal	601-49586-4330	300.00
Total 601495864330:					1,150.00
01/04/2021	156235	Pantheon Computer Systems Inc.	2021 Maintenance Agreement	601-49586-4950	934.65
Total 601495864950:					934.65
01/14/2021	156301	U.S. Bank	Fiscal Agent Fee 2014B	601-49980-6200	250.00
Total 601499806200:					250.00
Total Water:					25,909.13
Sanitary Sewer					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49470-1340	33.44 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49470-1340	2.23 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494701340:					35.67
01/14/2021	20210015	Gopher State One-Call Inc	Location calls - December	602-49470-3100	22.05
01/14/2021	20210038	Ziegler Inc	maint contract zieglers	602-49470-3100	4,175.29
01/14/2021	20210038	Ziegler Inc	Generator Service Agreement (3 units)	602-49470-3100	3,938.91
Total 602494703100:					8,136.25
01/14/2021	12107	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
01/14/2021	12107	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
Total 602494703200:					80.02
01/14/2021	12106	City of Waseca	December Utilities	602-49470-3800	1,413.57 M
Total 602494703800:					1,413.57
01/14/2021	156279	Limberg Productions LLC	Conversion of I&I VCR to DVD	602-49470-5300	140.00
Total 602494705300:					140.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49480-1340	68.59 M
Total 602494801340:					68.59
01/14/2021	156291	Red Feather Paper Company	paper towels	602-49480-2170	69.43
01/14/2021	20210034	U.S. Bank - CC	Breakroom supplies	602-49480-2170	29.79
01/14/2021	156302	USA Blue Book	Masks	602-49480-2170	72.45
01/14/2021	156302	USA Blue Book	Lab Supplies	602-49480-2170	395.02
Total 602494802170:					566.69
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	602-49480-2180	43.98
Total 602494802180:					43.98
01/14/2021	156262	Cintas Corporation	Floor mat service	602-49480-3100	19.10
01/14/2021	20210019	Javens Mechanical Contracting Co.	RPZ Repair	602-49480-3100	258.47
01/14/2021	20210031	Sportsmans Stop Inc.	Shipping for meter calibrations	602-49480-3100	80.35
01/14/2021	156303	Utility Consultants Inc	Lab Testing	602-49480-3100	2,091.22
01/14/2021	20210037	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	307.38
01/14/2021	20210038	Ziegler Inc	Generator Service Agreement	602-49480-3100	7,421.20
Total 602494803100:					10,177.72
01/14/2021	12119	CenturyLink	Century Link	602-49480-3200	2.95 M
01/14/2021	12107	Verizon Wireless	Monthly Billing	602-49480-3200	41.45 M
Total 602494803200:					44.40
01/14/2021	12106	City of Waseca	December Utilities	602-49480-3800	651.25 M
Total 602494803800:					651.25
01/14/2021	156296	Steven & Gary Schoenfeld	Airport Field Soil Potassium	602-49480-4000	4,098.78

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494804000:					4,098.78
01/14/2021	156310	Water Environment Federation	Subscription	602-49480-4330	170.00
Total 602494804330:					170.00
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49585-1340	22.43 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49585-1340	22.43 M
Total 602495851340:					44.86
01/14/2021	20210018	Innovative Office Supply	Folder tab labels	602-49585-2000	.97
Total 602495852000:					.97
01/04/2021	12102	Quadient Leasing	2021 Lease Agreement	602-49585-3100	575.00 M
Total 602495853100:					575.00
01/14/2021	20210004	APG Media of So MN LLC	WCN Subscription	602-49585-3200	21.09
01/14/2021	20210023	MAS Communications Inc.	Answering service - January	602-49585-3200	55.32
Total 602495853200:					76.41
01/14/2021	20210026	On Target Inc.	CASS address certification-quarterly	602-49585-3500	42.80
Total 602495853500:					42.80
01/14/2021	156264	City of Waseca	Summit AR customer accounts	602-49585-4320	11.17
Total 602495854320:					11.17
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49586-1340	5.16 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49586-1340	2.83 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	602-49586-1340	14.09 M
Total 602495861340:					22.08
01/14/2021	156269	First Source Solutions	Drug Screen	602-49586-3000	56.38
Total 602495863000:					56.38
01/04/2021	156221	Coalition of Greater MN Cities	2021 Voluntary Assessment	602-49586-4330	2,257.00
Total 602495864330:					2,257.00
01/04/2021	156235	Pantheon Computer Systems Inc.	2021 Maintenance Agreement	602-49586-4950	934.65
Total 602495864950:					934.65
01/14/2021	156301	U.S. Bank	Fiscal Agent Fee 2014B	602-49980-6200	250.00
Total 602499806200:					250.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Sanitary Sewer:					29,898.24
Electric Utility					
01/14/2021	12105	SMMPA	SMMPA Power	604-49550-3810	391,137.84 M
Total 604495503810:					391,137.84
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49570-1340	3.45 M
Total 604495701340:					3.45
01/14/2021	156278	L & S Electric Inc	Substation Testing	604-49570-3100	1,950.00
Total 604495703100:					1,950.00
01/14/2021	12106	City of Waseca	December Utilities	604-49570-3800	79.65 M
Total 604495703800:					79.65
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49571-1340	76.08 M
Total 604495711340:					76.08
01/14/2021	156304	Waseca County Highway Department	Monthly billing	604-49571-2120	403.90
Total 604495712120:					403.90
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	116.43
Total 604495712170:					116.43
01/14/2021	20210027	Owatonna Shoe Company	Work Boots - M Roessler	604-49571-2180	216.75
Total 604495712180:					216.75
01/14/2021	156287	MN Valley Action Council	Energy Audit Reimbursement	604-49571-2340	1,013.04
Total 604495712340:					1,013.04
01/14/2021	20210015	Gopher State One-Call Inc	Location calls - December	604-49571-3100	22.05
Total 604495713100:					22.05
01/14/2021	12107	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49572-1340	7.65 M
Total 604495721340:					7.65
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49573-1340	13.79 M
Total 604495731340:					13.79
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49574-1340	3.88 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495741340:					3.88
01/14/2021	20210006	Border States Electric Supply	lighting supplies	604-49574-2230	235.92
01/14/2021	20210020	JT Services of MN	Street Light Bulbs	604-49574-2230	660.96
Total 604495742230:					896.88
01/14/2021	156311	Xcel Energy	December Service	604-49574-3800	474.74
Total 604495743800:					474.74
01/14/2021	12106	City of Waseca	December Utilities	604-49575-3800	30.80 M
Total 604495753800:					30.80
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49584-1340	2.91 M
Total 604495841340:					2.91
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49585-1340	22.57 M
Total 604495851340:					22.57
01/14/2021	20210018	Innovative Office Supply	Folder tab labels	604-49585-2000	.96
Total 604495852000:					.96
01/04/2021	12102	Quadient Leasing	2021 Lease Agreement	604-49585-3100	575.00 M
Total 604495853100:					575.00
01/14/2021	20210004	APG Media of So MN LLC	WCN Subscription	604-49585-3200	21.08
01/14/2021	20210023	MAS Communications Inc.	Answering service - January	604-49585-3200	55.31
Total 604495853200:					76.39
01/14/2021	20210026	On Target Inc.	CASS address certification-quarterly	604-49585-3500	42.80
Total 604495853500:					42.80
01/14/2021	156264	City of Waseca	Summit AR customer accounts	604-49585-4320	31.57
Total 604495854320:					31.57
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49586-1340	4.17 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49586-1340	5.43 M
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	604-49586-1340	14.53 M
Total 604495861340:					24.13
01/04/2021	156219	Cannon Technologies Inc/Eaton	2021 Renewal	604-49586-3000	7,518.06
01/14/2021	156269	First Source Solutions	Drug Screen	604-49586-3000	56.38
01/14/2021	156282	McGrann Shea Carnival Straughn & Lam	Attorney - Service Territory	604-49586-3000	365.00
01/04/2021	156236	Schneider Geospatial	2021 Renewal	604-49586-3000	8,120.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495863000:					16,059.44
01/04/2021	156239	West Bend Mutual Insurance	Electrician Surety Bond	604-49586-3610	175.00
Total 604495863610:					175.00
01/04/2021	156235	Pantheon Computer Systems Inc.	2021 Maintenance Agreement	604-49586-4950	934.65
Total 604495864950:					934.65
01/14/2021	20210020	JT Services of MN	led fixtures	604-49593-5300	3,313.13
01/14/2021	20210020	JT Services of MN	led photo eyes	604-49593-5300	2,687.38
Total 604495935300:					6,000.51
Total Electric Utility:					420,472.88
Storm Water Utility					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	651-43140-1340	11.15 M
Total 651431401340:					11.15
01/14/2021	156268	DTN LLC	Weather access	651-43140-3100	1,800.00
Total 651431403100:					1,800.00
01/14/2021	12106	City of Waseca	December Utilities	651-43140-3800	321.39 M
Total 651431403800:					321.39
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	651-49585-1340	3.55 M
Total 651495851340:					3.55
Total Storm Water Utility:					2,136.09
Central Garage Services					
01/13/2021	12118	Reliance Standard	Jan LTD Insurance	701-43180-1340	37.87 M
Total 701431801340:					37.87
01/14/2021	156304	Waseca County Highway Department	Monthly billing	701-43180-2120	82.72
Total 701431802120:					82.72
01/14/2021	156275	Huber Supply Co Inc	tank rental	701-43180-2170	23.74
01/14/2021	20210025	Napa Auto Parts	Parts	701-43180-2170	33.15
01/14/2021	20210033	Terminal Supply Co	shop electric supplies	701-43180-2170	285.23
01/14/2021	20210034	U.S. Bank - CC	Headset for ands free driving	701-43180-2170	106.82
01/14/2021	20210036	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	5.27
Total 701431802170:					454.21
01/14/2021	156267	Deml Ford Lincoln Mercury Inc	2020&2021 squad parts	701-43180-2210	2.13
01/14/2021	156276	John Deere Financial	Side wing actuator	701-43180-2210	2,422.77

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/14/2021	156277	Kris Engineering Inc.	Milling bits	701-43180-2210	1,245.00
01/14/2021	20210025	Napa Auto Parts	Parts	701-43180-2210	343.43
01/14/2021	20210029	Sanco Equipment LLC	Rocksaw and filter	701-43180-2210	2,312.88
01/14/2021	156300	Truck Center Companies	#20 mirror bracket	701-43180-2210	79.02
Total 701431802210:					6,405.23
01/14/2021	20210025	Napa Auto Parts	Parts	701-43180-2400	382.96
01/14/2021	20210031	Sportsmans Stop Inc.	Shipping for meter calibrations	701-43180-2400	30.55
Total 701431802400:					413.51
01/14/2021	20210034	U.S. Bank - CC	Monthly Diagnostic tool charge	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					7,542.54
Property and Liability Insuran					
01/14/2021	20210013	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
01/14/2021	156271	GameTime	Clear Lake Park Slide Replacement	702-49955-3640	6,361.80
Total 702499553640:					6,361.80
Total Property and Liability Insuran:					7,161.80
Equipment Replacement Fund					
01/14/2021	156253	Advanced Graphix Inc.	new squad expense	705-49920-5400	27.00
01/14/2021	20210012	Emergency Automotive Technologies Inc.	new squad expense	705-49920-5400	64.38
Total 705499205400:					91.38
01/14/2021	156307	Waseca County Sheriff's Office	800mhz radios	705-49930-5400	11,491.60
Total 705499305400:					11,491.60
Total Equipment Replacement Fund:					11,582.98
Grand Totals:					799,657.05

Report Criteria:

Report type: GL detail
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Title:	Electric Territory Acquisition of Roesler Lot (Tenth St NW & Ninth Avenue)		
Meeting Date:	January 19, 2021	Agenda Item Number:	6C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Agreement with NSP
Originating Department:	Electric Utility	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	High quality community assets are enhanced when the City Electric Utility grows, which is similar reasoning to annexing property in the City Limits.		

BACKGROUND: The Electric Utility staff has been in negotiation with representatives from Xcel Energy/NSP (Northern States Power Company) to acquire electric service rights to the recently annexed lot owned by Ed and Barb Roesler at the corner of 10th St NW & 9th Avenue. They have built a beautiful home at this location. The City was able to provide construction electricity for the contractors and we have been serving this City water and City sewer customer with electricity since the completion of construction.

BUDGET IMPACT: The agreed upon (City staff and Xcel Energy staff) lot/house price for the electric service rights is \$2,787, which covers the life of the property lot/house. The price reflects a formula for lost revenue which Xcel Energy calculates to lose over a 10 (ten) year period. The final agreement will be presented to the MPUC (Minnesota Public Utilities Commission) for acceptance and permanent filing. The City's Attorney has been involved in the negotiations and all legal considerations, along with City staff and a utility rate consultant.

ALTERNATIVES CONSIDERED: For the past 15+ years the City Electric Utility has been negotiating with Xcel Energy on a case-by-case basis to acquire electric territory with new construction. The City does not attempt to negotiate to acquire existing Xcel Energy electric customers based on long-standing direction from the City Council.

RECOMMENDATION: City staff recommends City Council authorization for the City Manager to execute the attached agreement on behalf of the City of Waseca.

**COMPENSATION AND ORDERLY TRANSFER
AGREEMENT**

between

NORTHERN STATES POWER COMPANY

a Minnesota corporation

and the

CITY OF WASECA

This agreement entered into this _____ day of _____, 20____, (the “Agreement”) between NORTHERN STATES POWER COMPANY, a Minnesota corporation, with its principal office located at 414 Nicollet Mall, Minneapolis, Minnesota, and CITY OF WASECA with its principal office located at 508 South State Street, Waseca, Minnesota 56093 (collectively, the “Parties”).

RECITALS

A. Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy (“Xcel Energy”) is a “public utility” under Minn. Stat. § 216B.02, subdivision 4. Xcel Energy provides electric service to customers located within its assigned electric service area.

B. City of Waseca, is a Minnesota municipal utility duly organized and existing under the laws of the State of Minnesota, including, inter alia Minn. Stat. § 412.321, that provides electric service within its assigned electric service area (the “Municipal”).

C. The laws of the State of Minnesota, namely Minn. Stat. § 216B.37 – 216B.47, provide the terms and conditions under which a Municipal utility may extend retail electric service throughout the corporate limits of the City, as well as authorize and permit electric utilities to define and revise their electric service territories by their written consent and agreement.

D. Pursuant to Minn. Stat. § 216B.44 the Municipal may acquire the exclusive rights to provide electric service within an area annexed into the city limits with written agreement. The City annexed an area located within Xcel Energy's assigned service territory (the "Transfer Area") known as Parcel 126200100 in Waseca County.

E. The Transfer Area is depicted in the map attached hereto as Attachment 1.

F. The parties have negotiated a mutual agreement in which the Municipal shall hold the exclusive right to provide electric service to the Transfer Area, with appropriate compensation to Xcel Energy, and wish to avoid litigation. The Parties desire to set forth the terms and conditions of their agreement herein.

NOW THEREFORE, in consideration of the promises exchanged herein, the Parties agree as follows:

1. Scope of Agreement. The parties have agreed to a transfer of the exclusive right to provide electric service to the Transfer Area from Xcel Energy to the Municipal on a date mutually agreed by the Parties.

Legal Description for the Transfer Area per Waseca County Parcel Number 126200100 1.02 acres

Section 7 Township 107 Range 22, WEST ACRE 1.02 ACRES Lot-001 Block-001 1.02 ACRES (**Reflected on Attachment 1**)

2. Existing Customers. The Parties acknowledge that there are no existing customers being served by Xcel Energy in this area, that would be affected by this Agreement
3. The Transfer Area. The exclusive right and obligation to serve the Transfer Area shall permanently transfer to the Municipal on a date mutually agreed upon in writing between Parties (the Transfer Date). In consideration, the Municipal agrees to pay Xcel Energy \$\$2787 per lot/house as loss-of-revenues within the Transfer Area. The payment shall be made as provided in Section 4 under Compensation. The parties agree to cooperate fully in notifying any customers affected by this transfer. Should any additional services be installed in the Transfer Area on or before the Transfer Date, the Municipal shall contact Xcel Energy and the parties will negotiate a mutually agreeable loss-of-revenues amount for the additional service(s).
4. No Additional Compensation. The Parties agree that Xcel Energy has no electric facilities within the Transfer Area, and that no

compensation is owed for the cost of facilities or for integration expenses. All compensation under this Agreement is addressed in Section 3.

5. Payment Process. The Municipal shall make the payment described in Section 3 within 30 days after the Agreement is signed by both Parties. All payments need to be mailed to the Service Policy Manager at Xcel Energy located at 414 Nicollet Mall – CSC, Minneapolis, MN 55401.
6. Late Charges. If the Municipal fails to make any payment(s) within thirty (30) days of the date due, additional charges shall become due and payable at a rate of interest per annum equal to the prime rate for the last day of the prior month as reported in the “Wall Street Journal” plus one and one-half percent (1 ½%) per month (or the maximum percentage allowed by law, whichever is lower) on any unpaid amounts. Any payments shall be applied to outstanding interest first, followed by outstanding charges due prior to any current charges due.
7. Reservation of Rights. Except as specifically set forth herein, this Agreement does not modify or limit the legal rights of any party.
8. No Precedent. The Parties recognize that this Agreement is the result of negotiations between the Parties and does not reflect either Party’s position as to the applicable law and that this Agreement and the Commission’s approval of this Agreement does not represent any binding or legal precedent on the Parties or any party in any other matter.
9. Request for Commission Approval of the Agreement. Upon execution of this Agreement by all Parties, Xcel Energy will prepare a Joint Petition to the Commission by the Parties to modify the assigned service territory to reflect the Transfer Area to the Municipal’s assigned service area, along with this Agreement as evidence of the Parties’ resolution of compensation. Upon drafting of such Joint Petition, the Municipal shall retain the right to review Joint Petition prior to signature of said document by duly authorized representation. Upon filing of the Agreement, the Parties will cooperate to send a notice to all affected customers informing them of the Agreement, and that it has been filed with the Commission.

This notice shall provide customers with the Commission's address and the docket number to facilitate any customer participation in the proceeding.

10. Miscellaneous.

- (a) Entire Agreement and Modification. This Agreement contains the entire agreement and understandings of the Parties hereto regarding the scope of the Agreement and appropriate compensation for the Transfer Area. All previous communications, or agreements, between the Parties hereto, either verbal or written, with reference to the subject matter of this Agreement are hereby abrogated. No amendment, modification or waiver of, or consent with respect to any provision of this Agreement shall be effective unless the same shall be in writing and signed by a duly appointed representatives of all Parties and then any such amendment, modification, waiver or consent shall be effective only in the specific instance and for the specific purpose for which given. Headings are provided for convenience and are not part of the Agreement.
- (b) Binding Assignment. The Agreement shall inure to the benefit of the Parties hereto and shall be binding on them and their respective legal representatives, successors, and assigns. Provided, however, neither Party shall assign this Agreement, voluntarily, involuntarily or by operation of law, without prior written consent of the other.
- (c) Severance. If any provision of this Agreement shall be found invalid or unenforceable, in whole or in part, by a court of competent jurisdiction or the Commission, then such provision shall be deemed to be modified or restricted to the extent and in a manner necessary to render the same valid and enforceable, or if that is not possible, such provision shall be stricken and deleted from this Agreement, as the case may require, and this Agreement shall then be construed and enforced to the maximum extent permitted by law and with the purpose to achieve the fundamental intent of the Parties.

- (d) Choice of Laws. This Agreement shall be construed and interpreted in accordance with the laws of the State of Minnesota and excluding any choice of law or rules that may direct the application of laws of another jurisdiction.
 - (e) Agreement Drafted Jointly. The Parties agree that none of the Parties shall be deemed solely responsible for drafting all or any portion of this Agreement, and in the event of a dispute, responsibilities for any ambiguities arising from any provision of this Agreement shall be shared equally among the Parties.
 - (f) Regulation. The Parties acknowledge that this Agreement is subject to the jurisdiction of the Commission. If the Commission or other state agency with jurisdiction raises any question or challenges any provision of this Agreement, its exhibits, or the due performance thereof, the Parties shall each, at their own expense, exercise any and all lawful efforts reasonable and necessary to respond to said questions and to assure approval.
 - (g) Effective Date. The effective date of this Agreement is the date upon which the Agreement has been signed by a duly appointed representative of both Parties.
 - (h) Notice. Any notice permitted or required by this Agreement shall be made in writing and personally served or mailed (postage prepaid, return receipt requested) and shall be effective upon the date of personal service, or if by mail, upon the date of receipt.
 - (i) Counterparts and Electronic Signatures. This Agreement may be executed in counterpart, and may be executed by way of electronic signature, and if so, shall be considered an original.
11. Interim Service. The parties have agreed to allow the Municipal to serve the Transfer Area prior to the Commission approval of this Agreement.

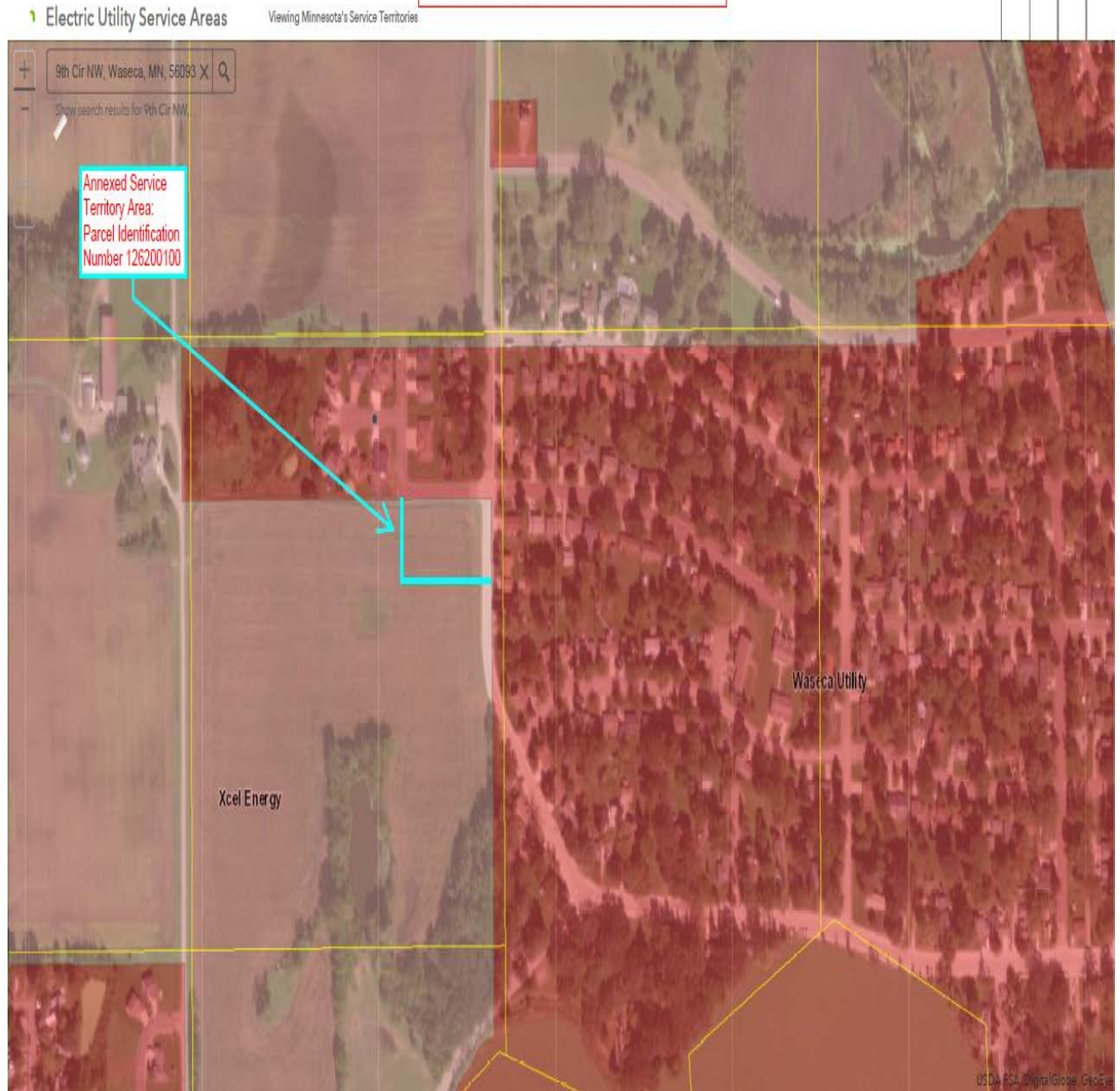
IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written and the Parties agree to take such additional steps and actions including execution of such instruments and other documents as are reasonably necessary to effectuate the intentions expressed hereby.

Northern States Power Company, A Minnesota corporation	CITY OF WASECA
Greg Chamberlain Regional Vice President Regulatory & Government Affairs By: _____ Date: _____	Lee Mattson City Manager By: _____ Date: _____

Attachment 1

The Transfer Area for Parcel Number 126200100 located in Township 107 Range 22 Section 7.

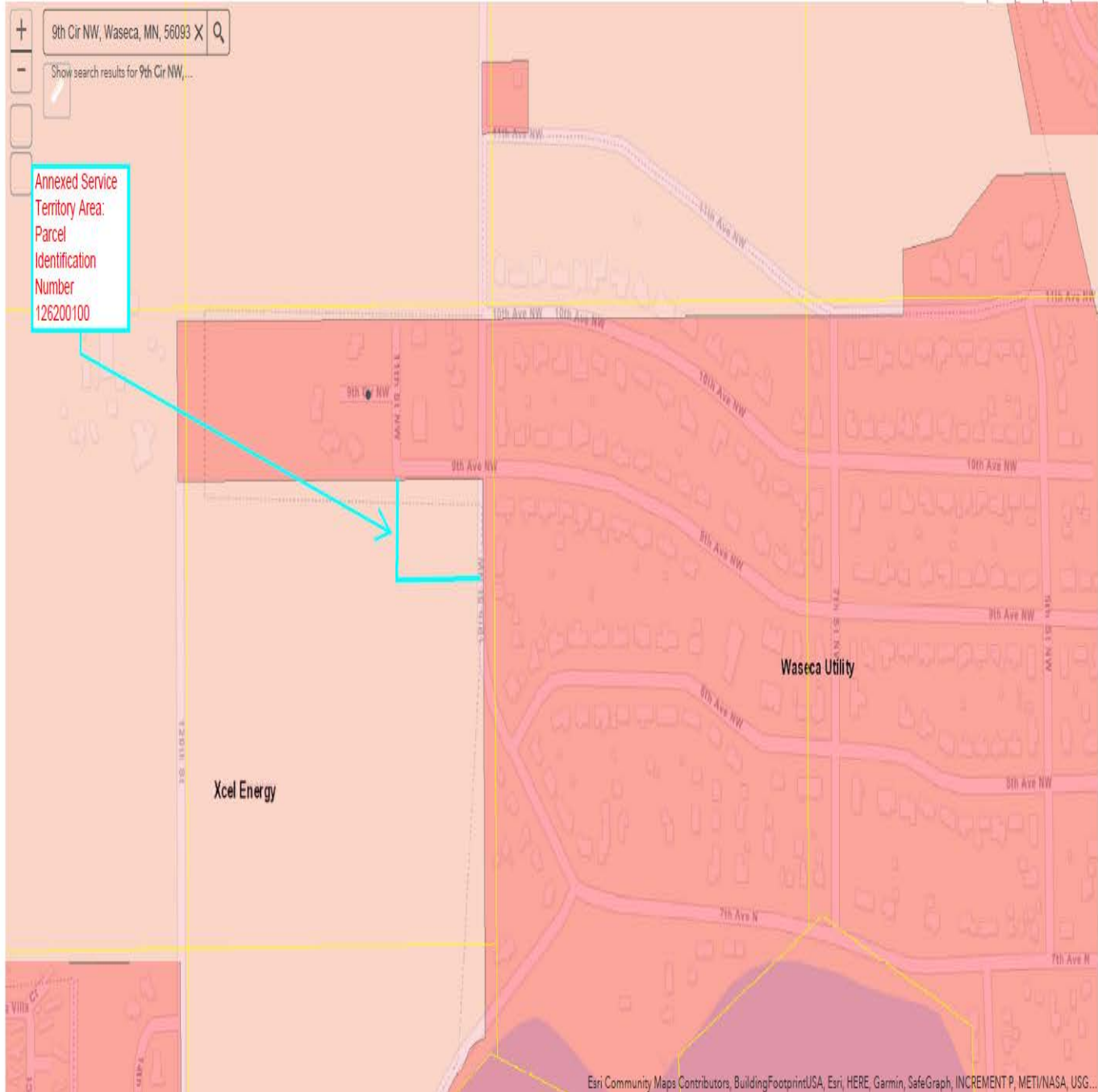
Township 107 Range 22 Section 7 in Waseca County

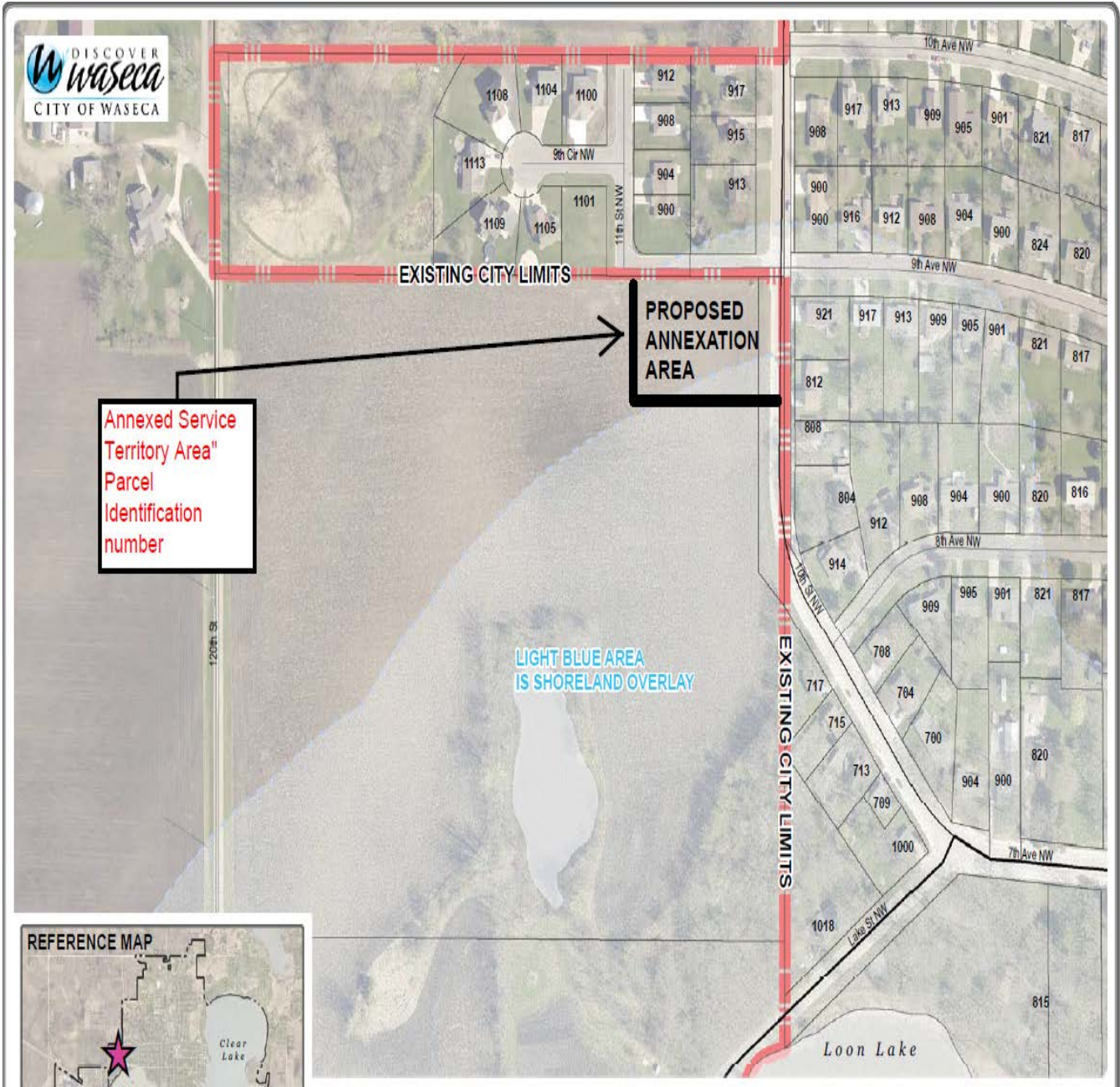


Township 107 Range 22 Section 7 in Waseca County

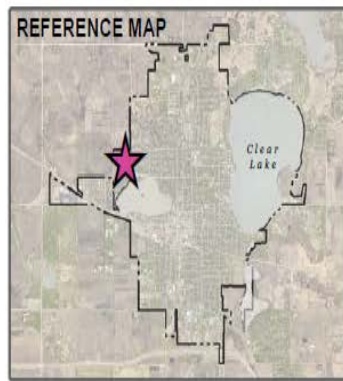
Electric Utility Service Areas

Viewing Minnesota's Service Territories

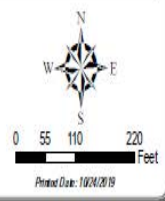




Annexed Service Territory Area" Parcel Identification number



SITE MAP
Annexation
PID 126200100



Title:	Business Development Project Infrastructure Waiver		
Meeting Date:	January 19, 2021	Agenda Item Number:	6D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Waiver
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Economic Development		

BACKGROUND: The City has obtained a grant of just over \$620,000 to assist in the construction of a larger water main to service industrial properties on the east side of town. This project is necessary to support the operations of the new Conagra facility but will also benefit the Brown Printing Building. As part of the grant agreement process it has been determined that, since the entire project is water main and will be located within easement, right-of-way, or land made available through other legal means the recording of grant declarations against real property can be waived. Grant conditions will still apply as state bonding money is being used to fund the grant, but the recording of declarations can be waived, impacting the grant agreement language.

BUDGET IMPACT: Approval of the waiver is a precondition of receiving the grant agreement. If the City refuses to accept the grant, the City will be responsible to provide the \$620,000+ in funding to the water main project that the grant would have paid for.

ALTERNATIVES CONSIDERED: Not seeking the waiver and trying to record declarations against the easements or rights-of-way involved in the project.

RECOMMENDATION: Make a motion to approve the grant waiver and authorize the Mayor and City Manager to sign.



January 6, 2021

Lee Mattson, City Manager
City of Waseca
508 South State Street
Waseca, MN 56093

via email: LeeM@ci.waseca.mn.us

RE: Real Property Declaration Waiver Request -Waseca Conagra Water Main Project: BDPI-20-0007-O-FY21

Dear Mr. Mattson,

I have reviewed your letter dated November 13, 2020 and your email to Roger Behrens of our offices on January 5, 2021, requesting a waiver under Section 7.02(b) of the Fourth Order Amending Order of Commissioner of Finance dated July 30, 2012 (the "Commissioner's Order") of the requirement that a real property declaration ("Declaration") be recorded for construction of the City of Waseca's Conagra water main construction project to be funded with a Department of Employment and Economic Development ("DEED") Business Development Public Infrastructure grant. This letter shall revoke my previous waiver letter to you regarding this project dated December 15, 2020 and shall replace that letter in its entirety with this letter.

Based on the project description in your letter, all of the improvements will lie within roads, highways or utility or transit corridors, easements or rights of way. Therefore, I waive the requirement that a Declaration be recorded for the project for the improvements that will lie within roads, highways or utility or transit corridors, easements or rights of way.

Please note that this letter only waives the requirement that a Declaration be recorded for the project. All of the property will remain bond-financed property and subject to all the other requirements of Minn. Stat., Sec. 16A.695 and the Commissioner's Order, including that none of the property can be sold, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget ("MMB").

As you indicated in your letter, this waiver is conditional upon our receiving a copy of the enclosed Certification signed by the City. The Certification should be completed by the City as part of its state loan documentation. The map that accompanied this letter may be used as Exhibit A for the Certification. Signed copies should be sent to Roger Behrens, at the address below, and to the City's project administrator at the DEED.

Sincerely,

Jim Schowalter
Commissioner

cc: Roger Behrens, MMB
Jeremy LaCroix, DEED
Gary Sandholm, City of Waseca (GaryS@ci.waseca.mn.us)

CERTIFICATION

State of Minnesota

General Obligation Bond Financed Property

The undersigned has a fee simple, leasehold and/or easement interest in the real property located in the County(ies) of _____, State of Minnesota that is generally described or illustrated graphically in **Exhibit A** attached and all facilities situated thereon (the "Restricted Property") and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is state bond financed property within the meaning of Minn. Stat. Sec. 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget;
- B. The Restricted Property is subject to the provisions of the _____ *[title of grant or loan agreement]* between _____ *[State agency providing the grant or loan]* and _____ *[name of undersigned grantee or borrower]*, dated _____, 20____; and
- C. The Restricted Property shall continue to be deemed state bond financed property for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: _____, 20____

_____ *[name of the grantee or borrower]*, a political subdivision of the State of Minnesota

By: _____

Name: _____

Title: _____

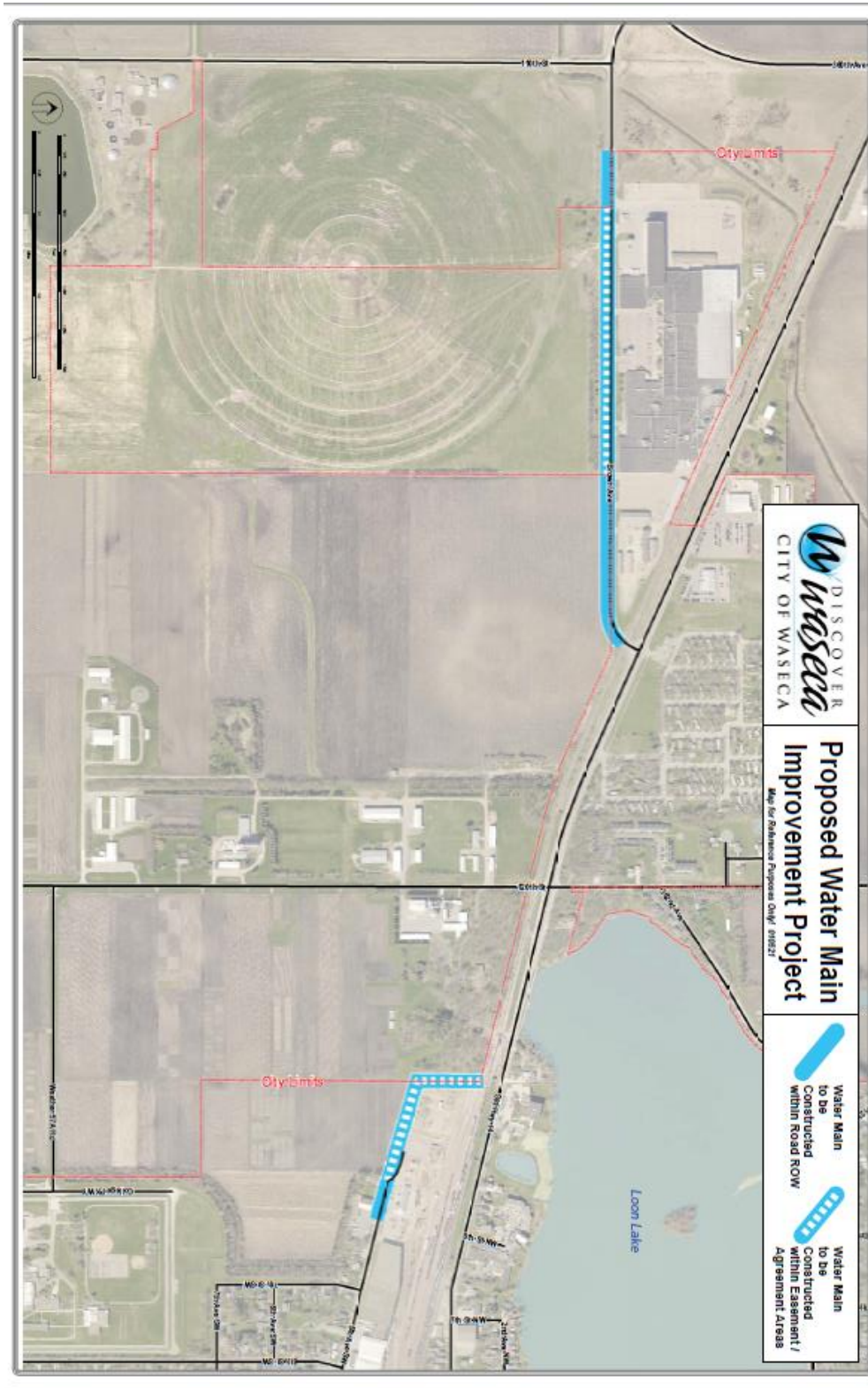
By: _____

Name: _____

Title: _____

Exhibit A

GENERAL DESCRIPTION OF RESTRICTED PROPERTY



Title:	ANNUAL SOLAR REPORT - 2020		
Meeting Date:	January 19, 2021	Agenda Item Number:	6E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	2020 Qualifying Facilities Report (Annual Solar Report)
Originating Department:	Electric Utility	Presented By:	City Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Staff recommends Council accept the 2020 Annual Solar Report on behalf of the Waseca Electric Utility.		
How does this item pertain to Vision 2030 goals?	Good governance requires compliance with State mandates.		

BACKGROUND: Minnesota Statute 7835.1400 requires annual notification to the local Municipal Electric Utility Governance Board, Waseca City Council, of how the utility provided for net billing of solar power. The attached spreadsheet shows that Waseca had seven solar customers in 2020. Solar power is referred to as photovoltaic, or PV power in this spreadsheet. The individual electric usage for the seven solar customers is combined in the attached Qualifying Facilities Report (Annual Solar Report) due to State data privacy rules, Minnesota Statute 13.685.

RECOMMENDATION: Staff recommends Council accept the 2020 Annual Solar Report on behalf of the Waseca Electric Utility.

City of Waseca Electric Utility

2020 Qualifying Facilities Report

Reporting Period:

January 1 - December 31, 2020

NET ENERGY BILLED QUALIFYING FACILITIES <40KW

Facility Type	Number of Net Metering Customers	Installed Net Metering Capacity (kW)*	Month	Total net exports to Utility (kWh)	Total net imports from Utility (kWh)	Total Net Metered electricity purchased by the Utility (kWh)	
Photovoltaic (Solar)	7	69.93	Jan 2020	574	7120	136	
Notes:				Feb 2020	892	9677	487
				Mar 2020	2254	8416	981
				Apr 2020	2202	8383	783
				May 2020	3729	7282	1868
				Jun 2020	4181	7512	1599
				Jul 2020	3243	9468	1335
				Aug 2020	3258	9995	1381
				Sep 2020	3426	9021	1360
				Oct 2020	2812	8383	1128
				Nov 2020	1517	9847	670
				Dec 2020	1291	8526	605
PV TOTAL ANNUAL				29,379	103,630	12,333	

Title:	Cogeneration and Small Power Production Tariff (Solar Electric Rates)		
Meeting Date:	January 19, 2021	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Schedule 1–Average Retail Utility Energy Rates and Schedule 4–Average Incremental Cost
Originating Department:	Electric Utility	Presented By:	City Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: City Council accepts the tariff report.		
How does this item pertain to Vision 2030 goals?	The Electric Utility works with customers to review and approve, as appropriate, solar interconnection installations as a tool to expand high quality community assets.		

BACKGROUND: The Electric Utility must submit/file the annual tariff report to the City Council as the Governance Board for the Utility in compliance with Minnesota State Rules 7835.0300-7835.1200. This filing complies with the public availability (transparency) requirement of the State Rule.

The purpose of this filing is also to provide the calculation of average retail utility energy rates as mandated by State Rules. Other requirements include safety standards, operating procedures, and functions to be performed by protective equipment installed at the solar interconnection site as protection for the City electric line staff against stray voltage. Previously approved documents pertaining to solar interconnection continue to apply to all customer requests for interconnection.

All Utility rates and an information packet for solar interconnection installations are available at the Utilities Office in City Hall and on the City’s website.

RECOMMENDATION: City Council accepts the tariff report.

SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATES

Average Retail Utility Energy Rate: Available to any Qualifying Facility of less than 40 kW capacity that does not select either Roll over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

The City of Waseca Electric Utility shall bill Qualifying Facilities for any excess of energy supplied by Utility above energy supplied by the Qualifying Facility during each billing period according to Utility’s applicable rate schedule. Utility shall pay the customer for the energy generated by the Qualifying Facility that exceeds that supplied by Utility during a billing period at the “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. Data from the most recent 12-month period available shall be used in the computation.

“Average retail utility energy rates” are as follows:

Customer Class	Average Retail Utility Energy Rate (\$/kWh)
Residential Service – June – Sept	.124
Residential Service – Oct - May	.110
Commercial General – June – September	.124
Commercial General – Oct - May	.119
Mid- Commercial Power – June – Sept	.070
Mid- Commercial Power – Oct - May	.068
Large Commercial Power – June – Sept	.062
Large Commercial Power – Oct - May	.060

SCHEDULE 4 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2021	2022	2023	2024	2025
Summer	On Peak	30.19	28.97	26.92	28.73	30.12
	Off Peak	19.95	19.32	19.02	20.76	21.87
	All Hours	24.66	23.76	22.65	24.42	25.66
Winter	On Peak	28.78	30.21	28.97	29.97	31.02
	Off Peak	21.89	22.26	21.31	22.82	23.75
	All Hours	25.06	25.92	24.83	26.11	27.09
Annual	On Peak	29.48	29.59	27.94	29.35	30.57
	Off Peak	20.92	20.79	20.16	21.79	22.81
	All Hours	24.86	24.84	23.74	25.27	26.38
Annual # hours on-peak:						

Description of season and on-peak and off-peak periods	
Summer:	April through September
Winter:	October through March
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)
Off-peak period:	All other hours

Estimated Marginal Energy Costs

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of Waseca’s Electric Utility are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal’s incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

Capacity Costs

SMMPA, Waseca Electric Utility’s wholesale supplier, has neither planned generating facility additions nor planned additional capacity purchases, other than from qualifying facilities, during the ensuing ten years, thus SMMPA and Waseca Electric Utility are deemed to have no avoidable capacity costs.

Title:	RENTAL INSPECTION PROCEDURES		
Meeting Date:	January 19, 2021	Agenda Item Number:	7A
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:		Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve modifications to the rental inspection procedure including, if necessary, a temporary increase to the rental inspection fee		
How does this item pertain to Vision 2030 goals?	Good Governance		

BACKGROUND: There are just over 1,000 rental properties/units within the City. Every year, approximately one-third of them are inspected, resulting in a 3-year rental property rotation. Typically, the City building official would schedule on-site inspections. This year however, due to COVID-19 concerns, rental property owners and/or their tenants are instead required to provide the building official with pictures or video of the items needing inspection. This change in procedure has also been adopted by neighboring cities such as Mankato, Owatonna, and Faribault.

After notifying rental property owners of this change via a letter sent on November 9, 2020, the City has received pictures or video for less than 15% of this year's rental unit inspections and some owners have expressed that they will not comply with this new procedure. Currently, the deadline for submitting all required information and fees is February 22, 2021. The owners have also been reminded that passing a rental inspection is a condition of their rental license.

Staff is therefore proposing the following modifications to the rental inspection procedure:

1. Extend the deadline and allow owners or tenants to submit a signed checklist in lieu of pictures or video.
2. One month before that extended deadline is reached, review the level of compliance and, if necessary, inform the owners that they may either comply with the current procedure by the deadline or postpone their inspection until on-site visits are deemed appropriate. Postponed inspections would be charged an increased fee of \$45/unit (normal fee is \$30/unit).

The fee increase is due to the increased workload created by the delayed inspections. Rental inspections are usually scheduled during the slower winter months. Any postponed inspections would need to take place during the busier construction season, resulting in longer hours and/or overtime for the City's contracted building official. Per their contract agreement with the City, 100% of all rental inspection fees are paid to the City's building inspection contractor, City Building Inspection Services LLC (CBIS). The fees are first collected by the City, who is then invoiced by CBIS on a bi-monthly basis.

The overall goal of these proposed modifications is to limit the spread of COVID-19 and ensure that rental property tenants are living in safe conditions.

BUDGET IMPACT: No impact to the City budget.

RECOMMENDATION: Staff recommends the Waseca City Council approve modifications to the rental inspection procedure including, if necessary, a temporary increase to the rental inspection fee.

Title:	Council Meeting Format Update		
Meeting Date:	January 19, 2021	Agenda Item Number:	8A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	Supporting Documents:	Council Chambers Meeting Plan Drawing
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Good Government		

BACKGROUND: City Council has asked that staff develop a plan for in-person meetings during the current public emergency. City staff proposes the following for Council consideration:

1. Nine seating locations will be provided with a desk/table for use by the City Council, the City Manager, and the Assistant to the City Manager. Five seats will be on the dais and four will be at tables facing the dais. The City Manager will remain at his current location to utilize the computer located at that spot and the Assistant to the City Manager will sit at a desk immediately in front of the City Manager's seat. The City Manager and the Assistant to the City Manager's seats should be the only two of the ten seats that cannot easily see each other from a normal seated position. Approximately \$250 in cords will be required to relocate microphones.
2. Eight seating locations shall be placed for use by staff or the public. Depending upon staff attendance, as determined by the City Manager, some of these seats will be reserved for staff use during the meeting and posted as such. One seat will be reserved for use by the Police Department if an officer is expected to be in attendance.
3. A television and seats will be placed in the front hallway to allow overflow seating for individuals who cannot enter the Chambers due to lack of space. It is expected that approximately \$600 will be needed for an HD Signal Decoder and \$100 for digital cords. The PEG Channel would purchase the Decoder out of PEG Funds and Wes Hellevik reports that there would be uses for this equipment going forward.
4. Social distancing will be maintained at all times during the meeting. Face shields will be provided to Council Members and staff for use during the meetings.
5. Markers will be placed on the floor to establish a socially distanced queue for individuals waiting to address the Council.
6. To allow for a hybrid meeting, with some Council Members present in the Council Chambers and some Council Members attending remotely, an Owl Labs digital camera/microphone will be purchased to allow virtual attendees at 360 degree panoramic view of the Council Chambers. The camera has an estimated cost of \$1,300 with \$100 for cords and up to \$300 for a tripod to mount the camera on. This option provides the best likelihood of achieving higher quality sound quality for broadcast as opposed to a conference phone or other sound option. The firm Kemp and Associates, who assist us with our PEG

operations, will assist in the installation at an estimated cost of \$300. In considering offering a hybrid meeting option, staff consulted with City Attorney Robert Scott, who advised us that hybrid meetings have become common across Minnesota. It is my understanding that the installation recommended by Kemp and Associates is something they have recommended and used in other public venues.

BUDGET IMPACT: The \$700 required to broadcast a picture into the overflow area can be paid for by the PEG Channel. The \$250 for social distancing and the \$2,000 for hybrid meetings would be paid for by the General Fund. The Finance Director has expressed no concerns with this expenditure should the Council determine to proceed. Staff has hopefully compiled a not-to-exceed estimate and it is hoped that items such as the tripod and the wiring will be somewhat less than we are estimating. The more expensive hardware would be purchased via the state bid system.

ALTERNATIVES CONSIDERED: Staff considered installing transparent barriers between all Council Members and staff, creating “mini-cubicles” and discarded the idea over concerns about sound quality. Staff investigated a number of hybrid options prior to settling on the proposed option due to its perceived sound quality advantages. The Council may consider maintaining the status quo or an amended in-person or hybrid model as part of their discussion.

RECOMMENDATION: Staff requests Council determine the meeting model it wishes to adopt. Given the Council’s stated desire to begin the new format by the second meeting in February, immediate action is needed. Staff cannot guarantee delivery and installation of all required components by February 16 but is much more optimistic of success if we begin work now rather than after the February 2 meeting. Estimated lead times suggest that a decision on February 2 could not be implemented until at least the first meeting in March.