

WABASHA UTILITIES COMMISSION

June 5, 2023 4:00 PM

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
 - 1) 6-5-23 Ut Comm Warrants
 - 2) 5-1-23 UT Comm Minutes
 - 3) May Financials
- 4) Adjustment Requests
- 5) General Business
- 6) Old Business
- 7) Other Business
- 8) Adjourn

Utilities Commission

3) 1)

Meeting Date: 06/05/2023

ITEM TITLE: 6-5-23 Ut Comm Warrants

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Attachments

6-5-23 Ut Warrants

CITY OF WABASHA

Receipts

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Current Period: June 2023

Payments Batch 6523UTWARRANTS

\$18,556.18

Refer 10255 HEIM, CINDY

Cash Payment R 800-37160 Penalty Revenue 000000524101 \$82.43

Transaction Date 5/31/2023 First State Bank 10100 Total \$82.43

Refer 10256 HAWKINS, INC

Cash Payment E 800-500-49000-216 Chemical and Che CHLORINE \$20.00

Invoice 6471169

Transaction Date 5/31/2023 First State Bank 10100 Total \$20.00

Refer 10257 INTERSTATE BUILDING & SUPPLY

Cash Payment E 800-500-49000-219 General Supplies LATH WOOD \$22.32

Invoice 564427

Transaction Date 5/31/2023 First State Bank 10100 Total \$22.32

Refer 10258 HAWKINS, INC

Cash Payment E 800-500-49000-216 Chemical and Che CHLORINE \$20.00

Invoice 6448382

Transaction Date 5/31/2023 First State Bank 10100 Total \$20.00

Refer 10259 HBC

Cash Payment E 810-500-49449-321 Telephone UTILITIES \$45.45

Transaction Date 5/31/2023 First State Bank 10100 Total \$45.45

Refer 10260 WABASHA COUNTY

Cash Payment E 800-500-49000-212 Motor Fuels UTILITIES GAS \$212.34

Invoice 2023-411

Cash Payment E 810-500-49449-212 Motor Fuels UTILITIES GAS \$212.33

Invoice 2023-411

Transaction Date 5/31/2023 First State Bank 10100 Total \$424.67

Refer 10264 WABASHA COUNTY D. A. C.

Cash Payment E 800-500-49000-350 Printing and Binding APRIL BILL STUFFING \$38.78

Invoice 4549

Cash Payment E 810-500-49449-350 Printing and Binding APRIL BILL STUFFING \$38.78

Invoice 4549

Transaction Date 5/31/2023 First State Bank 10100 Total \$77.56

Refer 10265 HILLS HARDWARE HANK

Cash Payment E 810-500-49449-214 Shop Materials April Statement \$518.58

Invoice UTILITIES

Transaction Date 5/31/2023 First State Bank 10100 Total \$518.58

Refer 10266 DEMAND ELECTRIC

Cash Payment E 810-500-49449-221 Equipment Mainten REPLACE MALONE LIFT STAT CONT \$631.50

Invoice 2219

Transaction Date 5/31/2023 First State Bank 10100 Total \$631.50

Refer 10267 UTILITY CONSULTANTS INC.

Cash Payment E 810-500-49449-405 Water/Sewer/Sludg FECAL SAMPLING \$744.54

Invoice 116048

Transaction Date 5/31/2023 First State Bank 10100 Total \$744.54

CITY OF WABASHA

Receipts

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Current Period: June 2023

Refer	10268	DICK S AUTO PARTS			
Cash Payment	E 810-500-49449-219	General Supplies	GLOVES, FOAM AND BATTERIES		\$138.21
Transaction Date	5/31/2023	First State Bank	10100	Total	\$138.21
Refer	10269	FIRST LEASE LLC			
Cash Payment	E 810-500-49449-615	Lease Principal	JETTER TRUCK LEASE PAYMENT		\$1,285.79
	Invoice JULY 2023				
Cash Payment	E 810-500-49449-616	Lease Interest	JETTER TRUCK LEASE PAYMENT		\$312.34
	Invoice JULY 2023				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$1,598.13
Refer	10270	VISA			
Cash Payment	E 800-500-49000-322	Postage	POSTAGE		\$5.50
Transaction Date	5/31/2023	First State Bank	10100	Total	\$5.50
Refer	10271	USA BLUE BOOK			
Cash Payment	E 800-500-49000-212	Motor Fuels	HYDRANT OIL		\$475.36
	Invoice 14889				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$475.36
Refer	10272	HAWKINS, INC			
Cash Payment	E 800-500-49000-216	Chemical and Che	CHLORINE CYLINDER		\$20.00
	Invoice 640334				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$20.00
Refer	10273	FERGUSON WATERWORKS			
Cash Payment	E 800-500-49000-588	Water/Sewer Line	V4 WALL MIU		\$1,419.00
	Invoice 511364				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$1,419.00
Refer	10274	MINNESOTA DEPT. OF HEALTH-M			
Cash Payment	G 800-20410	A/R MDH FEE	WATER SUPPLY CONNECTION FEE		\$2,901.00
	Invoice 2ND QTR 2023				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$2,901.00
Refer	10278	USA BLUE BOOK			
Cash Payment	E 810-500-49449-530	Improvements other	CHERNE I SERIES PLUG		\$822.89
	Invoice 297078				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$822.89
Refer	10279	USA BLUE BOOK			
Cash Payment	E 810-500-49449-221	Equipment Mainten	SANDPIPER WET END REPAIR KIT		\$236.95
	Invoice 9765				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$236.95
Refer	10280	FEILS OIL COMPANY			
Cash Payment	E 810-500-49449-212	Motor Fuels	PDF DYED		\$70.33
	Invoice 627062				
Transaction Date	5/31/2023	First State Bank	10100	Total	\$70.33
Refer	10281	REDMOND ENVIRONMENTAL			
Cash Payment	E 810-500-49449-585	Water/Sewer Impro	METER PANEL & SIMPLEX BOARD		\$383.25
	Invoice 9832				

CITY OF WABASHA
Receipts

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Current Period: June 2023

Transaction Date	5/31/2023	First State Bank	10100	Total	\$383.25
Refer	10282	WWGOETSCH			
			MALONE PARK GRINDER PUMP		\$7,898.51
Invoice 110305					
Transaction Date	5/31/2023	First State Bank	10100	Total	\$7,898.51

Fund Summary

	10100	First State Bank	
			\$7,898.51
800 Water Department			\$5,216.73
810 Sewer Department			\$5,440.94
			\$18,556.18

Utilities Commission

3) 2)

Meeting Date: 06/05/2023

ITEM TITLE: 5-1-23 UT Comm Minutes

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Attachments

5-1-23 Ut Comm Minutes

DRAFT



Utilities Commission

Commissioners:

Brian Wodele (President)

Steve Schmidt

John Kreye
Josh Wendt

Mike Wallerich

Present: Steve Schmidt, Commissioner; Mike Wallerich, Commissioner; John Kreye, Commissioner; Josh Wendt, Commissioner

Absent: Brian Wodele, Chair

Also Present: Jessica Leonhardt, Deputy Clerk; Pat Mueller, Water & Sewer Supervisor

1. Call to Order and Roll Call

Meeting was called to order at 4 pm by Schmidt.

2. Changes or Additions to Agenda

Moved by Commissioner Mike Wallerich, seconded by Commissioner Josh Wendt to approve the agenda as is with no additions or corrections. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

3. Approval:

1. 5-1-23 UT Warrants

Moved by Commissioner John Kreye, seconded by Commissioner Steve Schmidt to approve the 5-1-23 UT Comm Warrants. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

2. 4-3-23 UT Comm Minutes

Moved by Commissioner Steve Schmidt, seconded by Commissioner Mike Wallerich to approve the 4-3-23 UT Comm Minutes. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

3. April Financials

The commission reviewed the April financials.

4. Adjustment Requests

1. Krumrie Request

Moved by Commissioner Steve Schmidt, seconded by Commissioner Mike Wallerich to forgive \$250.53 on the account. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

2. Takao Request

Moved by Commissioner John Kreye, seconded by Commissioner Steve Schmidt to approve the removal of late fees and a total of \$509.30 from the account, and waive the late fees until the account is caught up. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

5. General Business

Mueller discussed an area of the bike path that is in need of repairs. The cost of the repairs is around \$3,100. Mueller and Johnson are looking for the blessing of the UT Commission to fix the bike path. The commission stated it was something that needs to be done and to go ahead with the repairs.

6. Old Business

7. Other Business

8. Adjourn

Moved by Commissioner Steve Schmidt, seconded by Commissioner Mike Wallerich to adjourn at 4:31. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

Jessica Leonhardt, Deputy Clerk

Utilities Commission

3) 3)

Meeting Date: 06/05/2023

ITEM TITLE: May Financials

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Review the May 2023 Utilities financials.

ACTION REQUIRED:

Approve the May 2023 Utilities financials.

Attachments

YTD May 31, 2023 Utilities Financials

2023 Utilities Net Income (YTD May 31, 2023)	
Water Revenue	\$153,413
Sewer Revenue	\$322,902
Total Revenue	\$476,315
Water Expense	\$143,991
Sewer Expense	\$135,997
Total Expense	\$279,988
Net Income	\$196,327

2023 Water Revenue (YTD May 31, 2023)		
FUND	Account Description	2023 YTD Total
800	R 800-31060 Special Assessments	\$0
800	R 800-32180 Digging Permits - UT	\$0
800	R 800-33300 MDH Source Water Prot Grant	\$0
800	R 800-33439 Pension Revenue	\$0
800	R 800-34307 Sales of Inventory	\$740
800	R 800-36100 Special Assessments	\$0
800	R 800-36200 Miscellaneous Revenues	\$808
800	R 800-36210 Interest Earnings	\$2,427
800	R 800-37110 Water Sales	\$95,500
800	R 800-37111 Sale of Capital Assets	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$300
800	R 800-37160 Penalty Revenue	\$2,991
800	R 800-37170 Unallocated UT Revenues	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$360
800	R 800-37213 Hydrant Rental	\$0
800	R 800-37270 UT Enterprise Fund Staff	\$0
800	R 800-39200 Interfund Operating Transfers	\$0
800	R 800-39204 LOAN - BJH Enter.	\$0
801	R 801-36210 Interest Earnings	\$1,223
801	R 801-37100 Base Rate - Water	\$49,064
801	R 801-39200 Interfund Operating Transfers	\$0
2023 YTD Water Revenue		\$153,413.28

2023 Sewer Revenue (YTD May 31, 2023)		
FUND	Account Description	2023 YTD Total
810	R 810-31000 General Property Taxes	\$0
810	R 810-31060 Special Assessments	\$0
810	R 810-32180 Digging Permits - UT	\$50
810	R 810-32250 Septic System Permit	\$0
810	R 810-32251 Sewer Permit	\$0
810	R 810-33400 State Grants and Aids	\$0
810	R 810-33422 STATE GRANT	\$0
810	R 810-33439 Pension Revenue	\$0
810	R 810-36200 Miscellaneous Revenues	\$629
810	R 810-36210 Interest Earnings	\$939
810	R 810-36211 Interest-DO NOT USE	\$0
810	R 810-37111 Sale of Capital Assets	\$0
810	R 810-37160 Penalty Revenue	\$3,622
810	R 810-37170 Unallocated UT Revenues	\$0
810	R 810-37210 Sewer Sales	\$302,210
810	R 810-37220 Reads landing Service	\$13,653
810	R 810-37251 Sewer Connection Fees	\$1,800
810	R 810-39100 Capital Contributions	\$0
810	R 810-39200 Interfund Operating Transfers	\$0
810	R 810-39201 Transfer from General Fund	\$0
810	R 810-39310 G.O. Bond Sale Proceeds	\$0
810	R 810-39311 Capital Leave Liability	\$0
2023 YTD Sewer Revenue		\$322,902.13

2023 Water Expenses (YTD May 31, 2023)	
Account Description	2023 YTD Total
E 800-500-49000-101 Full-time Employees-Regular	\$40,638
E 800-500-49000-121 PERA Contributions	\$2,868
E 800-500-49000-122 FICA Contributions	\$2,145
E 800-500-49000-124 Medicare Contributions	\$502
E 800-500-49000-131 Health Insurance	\$15,670
E 800-500-49000-133 Dental Insurance	\$414
E 800-500-49000-134 Life Insurance	\$160
E 800-500-49000-151 WC Ins. Premium	\$2,846
E 800-500-49000-200 Office Supplies	\$0
E 800-500-49000-212 Motor Fuels	\$731
E 800-500-49000-216 Chemical and Chemical Products	\$1,397
E 800-500-49000-219 General Supplies	\$52
E 800-500-49000-221 Equipment Maintenance/Parts	\$180
E 800-500-49000-305 Medical/physical fees	\$251
E 800-500-49000-308 Continuing Ed	-\$464
E 800-500-49000-321 Telephone	\$46
E 800-500-49000-322 Postage	\$1,277
E 800-500-49000-331 Travel Expense	-\$18
E 800-500-49000-350 Printing and Binding	\$373
E 800-500-49000-351 Legal Notice Publishing	\$43
E 800-500-49000-361 General Liability/Property Ins	\$7,130
E 800-500-49000-381 Electric/Gas Utility	\$13,022
E 800-500-49000-407 Gopher State One-Call	\$159
E 800-500-49000-433 Dues and Subscriptions	\$2,200
E 800-500-49000-580 Other Equipment	\$1,708
E 800-500-49000-588 Water/Sewer Line Maintenance	\$6,271
E 831-500-49000-601 Bond Principal	\$44,390
2023 YTD Water Expense	\$143,991.31

2023 Sewer Expenses (YTD May 31, 2023)	
Account Description	2023 YTD Total
E 810-500-49449-101 Full-time Employees-Regular	\$51,561
E 810-500-49449-121 PERA Contributions	\$3,940
E 810-500-49449-122 FICA Contributions	\$2,944
E 810-500-49449-124 Medicare Contributions	\$689
E 810-500-49449-131 Health Insurance	\$22,662
E 810-500-49449-133 Dental Insurance	\$569
E 810-500-49449-134 Life Insurance	\$268
E 810-500-49449-151 WC Ins. Premium	\$4,218
E 810-500-49449-212 Motor Fuels	\$731
E 810-500-49449-214 Shop Materials	\$2,039
E 810-500-49449-219 General Supplies	\$797
E 810-500-49449-221 Equipment Maintenance/Parts	\$7,717
E 810-500-49449-223 Building Maint/Repair Supplies	\$293
E 810-500-49449-228 Manhole/Storm Sewer Maintenanc	\$50
E 810-500-49449-303 Engineering Fees	-\$31,788
E 810-500-49449-305 Medical/physical fees	\$105
E 810-500-49449-308 Continuing Ed	\$1,606
E 810-500-49449-311 Contractor Fees	\$725
E 810-500-49449-321 Telephone	\$769
E 810-500-49449-322 Postage	\$1,306
E 810-500-49449-350 Printing and Binding	\$373
E 810-500-49449-351 Legal Notice Publishing	\$2
E 810-500-49449-361 General Liability/Property Ins	\$7,130
E 810-500-49449-381 Electric/Gas Utility	\$25,866
E 810-500-49449-384 Refuse Disposal	\$114
E 810-500-49449-404 Mach & Equip Maint. Agreement	\$75
E 810-500-49449-405 Water/Sewer/Sludge Testing	\$2,508
E 810-500-49449-419 Misc. Maintenance	\$1,453
E 810-500-49449-433 Dues and Subscriptions	\$3,753
E 810-500-49449-438 Vehicle License	\$436
E 810-500-49449-500 CAPITAL OUTLAY	\$5,888
E 810-500-49449-550 Motor Vehicles	\$5,653
E 810-500-49449-580 Other Equipment	\$1,084
E 810-500-49449-581 Uniforms	\$100
E 810-500-49449-611 Bond Interest	\$2,371
E 810-500-49449-615 Lease Principal	\$6,385
E 810-500-49449-616 Lease Interest	\$1,606
2023 YTD Sewer Expense	\$135,996.65

CITY OF WABASHA
***Cash Balances**

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Current Period May 2023

Fund	2023Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
10100 First State Bank								
800 Water Department	\$169,083.84	\$620,535.70	\$71,673.34	\$0.00	\$410.78	(\$43,765.12)	\$674,591.86	In Bal
801 Water Department -	\$486,076.35	\$49,063.83	\$0.00	\$0.00	\$1,223.00	\$0.00	\$536,363.18	In Bal
804 2008 Sever/St. Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
810 Sewer Department	\$302,437.19	\$321,963.04	\$156,799.41	\$0.00	\$32,726.59	(\$60,323.74)	\$440,003.67	In Bal
830 Well #3 Constructio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
831 Well #3 Bond Paym	(\$137,148.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$137,148.00)	In Bal