

# **WABASHA UTILITIES COMMISSION**

**June 29, 2023 4:00 PM**

## **MEETING AGENDA**

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
  - 1) 6-29-23 UT Comm Warrants
  - 2) 6-5-23 Ut Comm Minutes
  - 3) June Financials
- 4) Adjustment Requests
- 5) General Business
- 6) Old Business
- 7) Other Business
- 8) Adjourn

**Utilities Commission**

**3) 1)**

**Meeting Date:** 06/29/2023

**ITEM TITLE:** 6-29-23 UT Comm Warrants

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

6-29-23 UT Warrants

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## CITY OF WABASHA

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## Receipts

Current Period: June 2023

## Payments Batch 62923UTWARRANTS

\$7,649.48

Refer 10433 FIRST LEASE LLC

Cash Payment E 810-500-49449-615 Lease Principal JETTER TRUCK LEASE PAYMENT \$1,288.74

Invoice Aug 2023

Cash Payment E 810-500-49449-616 Lease Interest JETTER TRUCK LEASE PAYMENT \$309.39

Invoice Aug 2023

Transaction Date 6/22/2023 First State Bank 10100 Total \$1,598.13

Refer 10434 UTILITY CONSULTANTS INC.

Cash Payment E 810-500-49449-405 Water/Sewer/Sludg FECAL TESTING \$1,369.92

Invoice 116472

Transaction Date 6/22/2023 First State Bank 10100 Total \$1,369.92

Refer 10435 HILLS HARDWARE HANK

Cash Payment E 810-500-49449-219 General Supplies UTILITIES ACCOUNT MISC SUPPLIES \$144.35

Invoice MAY STMT

Transaction Date 6/22/2023 First State Bank 10100 Total \$144.35

Refer 10436 WABASHA COUNTY

Cash Payment E 800-500-49000-212 Motor Fuels UT GAS \$177.28

Invoice 2023-511

Cash Payment E 810-500-49449-212 Motor Fuels UT GAS \$177.28

Invoice 2023-511

Transaction Date 6/22/2023 First State Bank 10100 Total \$354.56

Refer 10437 USA BLUE BOOK

Cash Payment E 800-500-49000-216 Chemical and Che STANDARD FLOURIDE \$27.25

Invoice 00018060

Transaction Date 6/22/2023 First State Bank 10100 Total \$27.25

Refer 10438 VISA

Cash Payment E 810-500-49449-200 Office Supplies shop supplies \$35.25

Cash Payment E 810-500-49449-221 Equipment Mainten cast iron sump pump \$151.36

Transaction Date 6/22/2023 First State Bank 10100 Total \$186.61

Refer 10439 WABASHA COUNTY D. A. C.

Cash Payment E 800-500-49000-350 Printing and Binding BILL STUFFING \$39.06

Invoice 4572

Cash Payment E 810-500-49449-350 Printing and Binding BILL STUFFING \$39.06

Invoice 4572

Transaction Date 6/22/2023 First State Bank 10100 Total \$78.12

Refer 10440 KEY ELECTRIC &amp; AUTOMATION

Cash Payment E 810-500-49449-221 Equipment Mainten LIFT STATION PUMP REPAIRS \$123.00

Invoice 016118

Transaction Date 6/22/2023 First State Bank 10100 Total \$123.00

Refer 10441 KEY ELECTRIC &amp; AUTOMATION

Cash Payment E 100-420-42400-387 Emergency Mgmt/FI BLUE TUBE TROUBLE SHOOTING \$325.00

Invoice 016114

Transaction Date 6/22/2023 First State Bank 10100 Total \$325.00

## CITY OF WABASHA

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## Receipts

Current Period: June 2023

Refer	10442	BANK OF ZUMBROTA			
Cash Payment	E 831-500-49000-610	DEBT SERVICE - I	GO BOND 2015A		\$1,822.50
Transaction Date	6/22/2023	First State Bank	10100	Total	\$1,822.50
Refer	10443	DAKOTA SUPPLY GROUP			
Cash Payment	E 810-500-49449-221	Equipment Mainten	PVC PIPE AND FITTINGS		\$272.89
	Invoice S102805023.002				
Cash Payment	E 810-500-49449-221	Equipment Mainten	FERN C FLEX SEWER SADDLE		\$74.66
	Invoice S102805023.001				
Transaction Date	6/22/2023	First State Bank	10100	Total	\$347.55
Refer	10506	HAWKINS, INC			
Cash Payment	E 800-500-49000-216	Chemical and Che	CLORINE CYLINDER		\$20.00
	Invoice 6498975				
Transaction Date	6/29/2023	First State Bank	10100	Total	\$20.00
Refer	10507	USA BLUE BOOK			
Cash Payment	E 800-500-49000-216	Chemical and Che	LIQUIFRAM & LMP REPAIR KIT		\$321.85
	Invoice INV00046298				
Transaction Date	6/29/2023	First State Bank	10100	Total	\$321.85
Refer	10508	UTILITY CONSULTANTS INC.			
Cash Payment	E 810-500-49449-405	Water/Sewer/Sludg	FECAL TESTING		\$930.64
	Invoice 116827				
Transaction Date	6/29/2023	First State Bank	10100	Total	\$930.64

## Fund Summary

	10100	First State Bank	
100 General Fund			\$325.00
800 Water Department			\$585.44
810 Sewer Department			\$4,916.54
831 Well #3 Bond Payment Account			\$1,822.50
			<u>\$7,649.48</u>

**Utilities Commission**

3) 2)

**Meeting Date:** 06/29/2023

**ITEM TITLE:** 6-5-23 Ut Comm Minutes

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

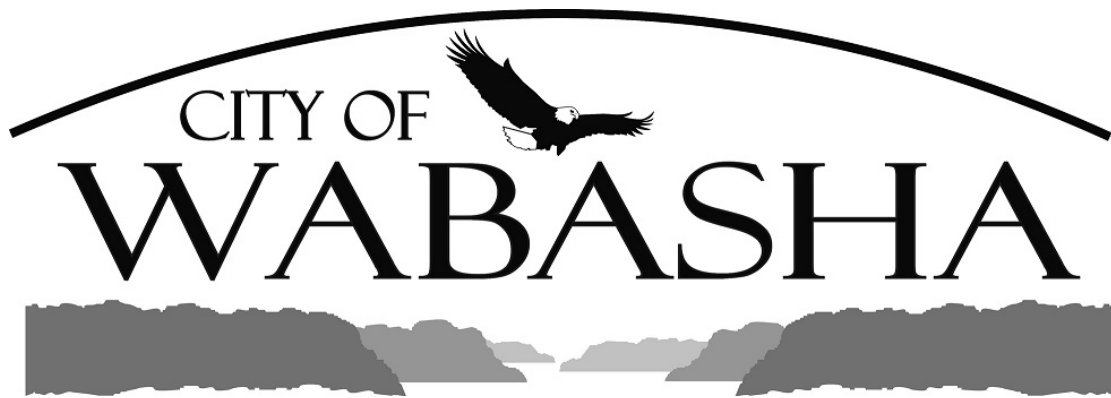
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**Attachments**

6-5-23 UT Comm Minutes

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**DRAFT**



**Utilities Commission**

**Commissioners:**

Brian Wodele (President)

Steve Schmidt

John Kreye  
Josh Wendt

Mike Wallerich

Present: Mike Wallerich, Commissioner; John Kreye, Commissioner; Brian Wodele, Chair

Absent: Steve Schmidt, Commissioner; Josh Wendt, Commissioner

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

AYE: 3 NAY: None. ABSENT: Commissioner Steve Schmidt (ABSENT) Commissioner Josh Wendt (ABSENT) Motion: Adopted

1. Call to Order and Roll Call

Meeting was called to order at 4:00 pm by Wodele.

2. Changes or Additions to Agenda

3. Approval:

1. 6-5-23 Ut Comm Warrants

Moved by Chair Brian Wodele, seconded by Commissioner Mike Wallerich to approve the 6-5-23 UT Comm Warrants. AYE: 3 NAY: None. ABSENT: Commissioner Steve Schmidt (ABSENT) Commissioner Josh Wendt (ABSENT) Motion: Adopted

2. 5-1-23 UT Comm Minutes

Moved by Commissioner Mike Wallerich, seconded by Commissioner John Kreye to approve the 5-1-23 UT Comm Minutes. AYE: 3 NAY: None. ABSENT: Commissioner Steve Schmidt (ABSENT) Commissioner Josh Wendt (ABSENT)  
Motion: Adopted

3. May Financials
4. Adjustment Requests
5. General Business
6. Old Business
7. Other Business
8. Adjourn

Moved by Commissioner John Kreye, seconded by Commissioner Mike Wallerich to adjourn at 4:02 pm. AYE: 3 NAY: None. ABSENT: Commissioner Steve Schmidt (ABSENT) Commissioner Josh Wendt (ABSENT) Motion: Adopted

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Jessica Leonhardt, Deputy Clerk

**Utilities Commission**

3) 3)

**Meeting Date:** 06/29/2023

**ITEM TITLE:** June Financials

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

Review June 2023 financials.

**ACTION REQUIRED:**

Approve June 2023 financials.

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**Attachments**

YTD June 26, 2023 Utilities Financials

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<b>2023 Utilities Net Income (YTD June 26, 2023)</b>	
Water Revenue	\$184,374
Sewer Revenue	\$390,331
<b>Total Revenue</b>	<b>\$574,705</b>
Water Expense	\$155,497
Sewer Expense	\$163,639
<b>Total Expense</b>	<b>\$319,135</b>
<b>Net Income</b>	<b>\$255,570</b>

<b>2023 Water Revenue (YTD June 26, 2023)</b>		
<b>FUND</b>	<b>Account Description</b>	<b>2023 YTD Total</b>
800	R 800-31060 Special Assessments	\$1,181
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	\$1,480
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	\$111,629
800	R 800-37111 Sale of Capital Assets	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$400
800	R 800-37160 Penalty Revenue	\$5,927
800	R 800-37170 Unallocated UT Revenues	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$560
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	\$58,738
801	R 801-39200 Interfund Operating Transfers	\$0
<b>2023 YTD Water Revenue</b>		<b>\$184,374.08</b>

<b>2023 Sewer Revenue (YTD June 26, 2023)</b>		
<b>FUND</b>	<b>Account Description</b>	<b>2023 YTD Total</b>
810	R 810-31000 General Property Taxes	\$0
810	R 810-31060 Special Assessments	\$7,097
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	\$4,545
810	R 810-37170 Unallocated UT Revenues	\$0
810	R 810-37210 Sewer Sales	\$357,783
810	R 810-37220 Reads landing Service	\$16,889
810	R 810-37251 Sewer Connection Fees	\$2,400
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
<b>2023 YTD Sewer Revenue</b>		<b>\$390,330.96</b>

<b>2023 Water Expenses (YTD June 26, 2023)</b>	
<b>Account Description</b>	<b>2023 YTD Total</b>
E 800-500-49000-101 Full-time Employees-Regular	\$44,427
E 800-500-49000-121 PERA Contributions	\$3,152
E 800-500-49000-122 FICA Contributions	\$2,356
E 800-500-49000-124 Medicare Contributions	\$551
E 800-500-49000-131 Health Insurance	\$17,445
E 800-500-49000-133 Dental Insurance	\$492
E 800-500-49000-134 Life Insurance	\$188
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	\$1,419
E 800-500-49000-216 Chemical and Chemical Products	\$1,457
E 800-500-49000-219 General Supplies	\$74
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	\$137
E 800-500-49000-322 Postage	\$1,283
E 800-500-49000-331 Travel Expense	-\$18
E 800-500-49000-350 Printing and Binding	\$412
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	\$15,926
E 800-500-49000-407 Gopher State One-Call	\$221
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	\$7,690
E 831-500-49000-601 Bond Principal	\$44,390
<b>2023 YTD Water Expense</b>	<b>\$155,496.64</b>

<b>2023 Sewer Expenses (YTD June 26, 2023)</b>	
<u>Account Description</u>	<u>2023 YTD Total</u>
E 810-500-49449-101 Full-time Employees-Regular	\$56,133
E 810-500-49449-121 PERA Contributions	\$4,283
E 810-500-49449-122 FICA Contributions	\$3,196
E 810-500-49449-124 Medicare Contributions	\$747
E 810-500-49449-131 Health Insurance	\$25,195
E 810-500-49449-133 Dental Insurance	\$673
E 810-500-49449-134 Life Insurance	\$306
E 810-500-49449-151 WC Ins. Premium	\$4,218
E 810-500-49449-212 Motor Fuels	\$1,014
E 810-500-49449-214 Shop Materials	\$2,558
E 810-500-49449-219 General Supplies	\$935
E 810-500-49449-221 Equipment Maintenance/Parts	\$16,484
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	\$880
E 810-500-49449-322 Postage	\$1,306
E 810-500-49449-350 Printing and Binding	\$412
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	\$32,205
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	\$3,253
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 810-500-49449-530 Improvements other than Bldgs	\$823
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 810-500-49449-585 Water/Sewer Improvements	\$383
E 810-500-49449-611 Bond Interest	\$2,371
E 810-500-49449-615 Lease Principal	\$7,671
E 810-500-49449-616 Lease Interest	\$1,918
<b>2023 YTD Sewer Expense</b>	<b>\$163,638.57</b>

**CITY OF WABASHA**  
**\*Cash Balances**

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Current Period June 2023

Fund	2023 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
<b>10100 First State Bank</b>								
800 Water Department	\$169,083.84	\$745,130.55	\$82,665.17	\$0.00	\$410.78	(\$48,099.05)	\$783,860.95	In Bal
801 Water Department -	\$486,076.35	\$58,738.36	\$0.00	\$0.00	\$1,223.00	\$0.00	\$546,037.71	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	\$389,391.87	\$179,196.92	\$0.00	\$32,726.59	(\$65,568.15)	\$479,790.58	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