

# **WABASHA UTILITIES COMMISSION**

**November 6, 2023 4:00 PM**

## **MEETING AGENDA**

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
  - 1) November UT Warrants
  - 2) 10-2-23 UT Minutes
  - 3) October Financials
- 4) Adjustment Requests
  - 1) McGrath Adjustment
  - 2) Malone Request
- 5) General Business
  - 1) 2024 Utility Rate Increases
  - 2) New Software System
- 6) Old Business
- 7) Other Business
- 8) Adjourn



**Utilities Commission**

**3) 1)**

**Meeting Date:** 11/06/2023

**ITEM TITLE:** November UT Warrants

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

11-6-23 UT Warrants

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## CITY OF WABASHA

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## Receipts

Current Period: November 2023

## Payments Batch 11623UTWARRANTS

\$6,402.83

Refer 11407 FIRST LEASE LLC

Cash Payment E 810-500-49449-615 Lease Principal JETTER TRUCK PAYMENT \$1,300.59  
 Invoice DECEMBER 2023

Cash Payment E 810-500-49449-616 Lease Interest JETTER TRUCK PAYMENT \$297.54  
 Invoice DECEMBER 2023

Transaction Date 11/1/2023 First State Bank 10100 Total \$1,598.13

Refer 11408 FISK INVESTMENTS, LLC

Cash Payment E 810-500-49449-381 Electric/Gas Utility POWER PURCHASE AGREEMENT \$1,544.59  
 Invoice 338

Transaction Date 11/1/2023 First State Bank 10100 Total \$1,544.59

Refer 11409 FERGUSON WATERWORKS

Cash Payment G 800-14200 Inventory of Stores for Resal WATER SUPPLIES \$418.54  
 Invoice 519438

Transaction Date 11/1/2023 First State Bank 10100 Total \$418.54

Refer 11410 GUNDERSON HEALTH SYSTEM

Cash Payment E 800-500-49000-305 Medical/physical fee DOT SCREENING \$35.00

Transaction Date 11/1/2023 First State Bank 10100 Total \$35.00

Refer 11411 HILLS HARDWARE HANK

Cash Payment E 810-500-49449-214 Shop Materials UTILITIES \$88.14  
 Invoice UTILITIES

Transaction Date 11/1/2023 First State Bank 10100 Total \$88.14

Refer 11412 MOTOR PARTS &amp; EQUIPMENT

Cash Payment E 810-500-49449-221 Equipment Mainten BATTERY \$49.60  
 Invoice 208457

Cash Payment E 810-500-49449-221 Equipment Mainten ULTRA BLUE \$14.98  
 Invoice 208197

Transaction Date 11/1/2023 First State Bank 10100 Total \$64.58

Refer 11413 HAWKINS, INC

Cash Payment E 800-500-49000-216 Chemical and Che CHLORINE \$10.00  
 Invoice 6603292

Cash Payment E 800-500-49000-216 Chemical and Che CHLORINE \$10.00  
 Invoice 6602723

Transaction Date 11/1/2023 First State Bank 10100 Total \$20.00

Refer 11414 WABASHA COUNTY

Cash Payment E 800-500-49000-212 Motor Fuels UTILITIES GAS & DIESEL \$504.78  
 Invoice 2023-911

Cash Payment E 810-500-49449-212 Motor Fuels UTILITIES GAS & DIESEL \$504.78  
 Invoice 2023-911

Transaction Date 11/1/2023 First State Bank 10100 Total \$1,009.56

Refer 11415 VISA

Cash Payment E 800-500-49000-221 Equipment Mainten NEC DECK BOX FOR HYDRANT METER \$124.00  
 Invoice UTILITIES

Cash Payment E 800-500-49000-322 Postage WATER SAMPLE POSTAGE \$5.50  
 Invoice UTILITIES

## CITY OF WABASHA

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## Receipts

Current Period: November 2023

Transaction Date	11/1/2023	First State Bank	10100	<b>Total</b>	<b>\$129.50</b>
Refer	11416	HARTERT SEPTIC SERVICE, INC.			
Cash Payment	E 800-500-49000-588	Water/Sewer Line	REPAIR WATER LEAK AT SEWER PLANT		\$665.00
Invoice 1274					
Transaction Date	11/1/2023	First State Bank	10100	<b>Total</b>	<b>\$665.00</b>
Refer	11419	UTILITY CONSULTANTS INC.			
Cash Payment	E 810-500-49449-405	Water/Sewer/Sludg	SLUDGE TESTING		\$829.79
Invoice 118082					
Transaction Date	11/2/2023	First State Bank	10100	<b>Total</b>	<b>\$829.79</b>

## Fund Summary

	10100	First State Bank	
800 Water Department			\$1,772.82
810 Sewer Department			\$4,630.01
			<b>\$6,402.83</b>

**Utilities Commission**

3) 2)

**Meeting Date:** 11/06/2023

**ITEM TITLE:** 10-2-23 UT Minutes

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

10-2-23 UT Comm Minutes

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**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; Caroline Gregerson, City Administrator; Pat Mueller, Water & Sewer Supervisor

1. Call to Order and Roll Call

Meeting was called to order by Schmidt at 4:05.

2. Changes or Additions to Agenda

Moved by Commissioner Mike Wallerich, seconded by Commissioner John Kreye to approve the agenda as is. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

3. Approval:

1. October Warrants

Moved by Commissioner Steve Schmidt, seconded by Commissioner John Kreye to approve the October Warrants. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

2. 9/5/23 UT Comm Minutes

3. September Financials

The commission didnt feel the attached financials reflected the information they wanted.

4. Adjustment Requests

5. General Business

1. Approve Resolutions to bond for Downtown Street Projects

Gregerson gave an overview of the Street Project debt. There was discussion of the ways the project was funding. Gregerson also mentioned that the UT Commission was retiring a debt and the debt incurred by this bond would be less than the prior payment. Mueller gave an update on the replacement of all the Water and Sewer lines to each connection. They have completed all the connections for this portion of the project.

Moved by Commissioner Mike Wallerich, seconded by Commissioner Josh Wendt to approve the Resolution to Bond for the Downtown Street Projects. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted

6. Old Business

7. Other Business

1. Lead/Copper Tap Water Monitoring Report

Pat gave a brief explanation of this test that is done at different homes in town to check levels. All the levels came back very good and the homeowners were notified as well. This is something that is done every 5 years within the city.

8. Adjourn

Moved by Commissioner John Kreye, seconded by Commissioner Mike Wallerich to adjourn at 4:49. AYE: 4 NAY: None. ABSENT: Chair Brian Wodele (ABSENT) Motion: Adopted



**Utilities Commission**

**3) 3)**

**Meeting Date:** 11/06/2023

**ITEM TITLE:** October Financials

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

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**Attachments**

October UT Financials

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<b>2023 Utilities Net Income (YTD October 31, 2023)</b>	
Water Revenue	\$402,567
Sewer Revenue	\$676,189
<b>Total Revenue</b>	<b>\$1,078,756</b>
Water Expense	\$755,454
Sewer Expense	\$290,813
<b>Total Expense</b>	<b>\$1,046,267</b>
<b>Net Income</b>	<b>\$32,489</b>

\*\$510,830.35 of the water expense is a transfer to LMC 4M account.  
 LMC 4M earns a better interest rate than general checking.

<b>2023 Water Revenue (YTD October 31, 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	\$3,375
800	R 800-36100 Special Assessments	\$0
800	R 800-36200 Miscellaneous Revenues	\$10,808
800	R 800-36210 Interest Earnings	\$6,669
800	R 800-37110 Water Sales	\$269,376
800	R 800-37111 Sale of Capital Assets	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$1,300
800	R 800-37160 Penalty Revenue	\$3,682
800	R 800-37170 Unallocated UT Revenues	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$624
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	\$6,445
801	R 801-37100 Base Rate - Water	\$99,108
801	R 801-39200 Interfund Operating Transfers	\$0
<b>2023 YTD Water Revenue</b>		<b>\$402,567.43</b>

<b>2023 Sewer Revenue (YTD October 31, 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	\$205
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	\$8,055
810	R 810-33439 Pension Revenue	\$0
810	R 810-36200 Miscellaneous Revenues	\$3,589
810	R 810-36210 Interest Earnings	\$5,439
810	R 810-36211 Interest-DO NOT USE	\$0
810	R 810-37111 Sale of Capital Assets	\$0
810	R 810-37160 Penalty Revenue	\$6,640
810	R 810-37170 Unallocated UT Revenues	\$0
810	R 810-37210 Sewer Sales	\$607,911
810	R 810-37220 Reads landing Service	\$30,054
810	R 810-37251 Sewer Connection Fees	\$7,200
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>\$676,188.91</b>

<b>2023 Water Expenses (YTD October 31, 2023)</b>	
<b>Account Description</b>	<b>2023 YTD Total</b>
E 800-500-49000-101 Full-time Employees-Regular	\$80,015
E 800-500-49000-121 PERA Contributions	\$5,821
E 800-500-49000-122 FICA Contributions	\$4,352
E 800-500-49000-124 Medicare Contributions	\$1,018
E 800-500-49000-131 Health Insurance	\$24,545
E 800-500-49000-133 Dental Insurance	\$802
E 800-500-49000-134 Life Insurance	\$391
E 800-500-49000-151 WC Ins. Premium	\$2,846
E 800-500-49000-200 Office Supplies	\$184
E 800-500-49000-212 Motor Fuels	\$2,427
E 800-500-49000-216 Chemical and Chemical Products	\$3,457
E 800-500-49000-219 General Supplies	\$569
E 800-500-49000-221 Equipment Maintenance/Parts	\$9,825
E 800-500-49000-305 Medical/physical fees	\$251
E 800-500-49000-308 Continuing Ed	-\$464
E 800-500-49000-316 Recorder Fees	\$115
E 800-500-49000-321 Telephone	\$347
E 800-500-49000-322 Postage	\$2,791
E 800-500-49000-331 Travel Expense	-\$18
E 800-500-49000-350 Printing and Binding	\$608
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	\$29,816
E 800-500-49000-407 Gopher State One-Call	\$729
E 800-500-49000-430 Miscellaneous	\$50
E 800-500-49000-433 Dues and Subscriptions	\$2,200
E 800-500-49000-570 Office Equipment & Furnishings	\$200
E 800-500-49000-580 Other Equipment	\$1,708
E 800-500-49000-585 Water/Sewer Improvements	\$2,627
E 800-500-49000-588 Water/Sewer Line Maintenance	\$14,025
E 800-500-49000-720 Transfers Out	\$510,830
E 831-500-49000-601 Bond Principal	\$44,390
E 831-500-49000-610 DEBT SERVICE - INTEREST	\$1,823
<b>2023 YTD Water Expense</b>	<b>\$755,454.38</b>

\*Transfer to LMC 4M Account

<b>2023 Sewer Expenses (YTD October 31, 2023)</b>	
<u>Account Description</u>	<u>2023 YTD Total</u>
E 810-500-49449-101 Full-time Employees-Regular	\$101,486
E 810-500-49449-121 PERA Contributions	\$7,684
E 810-500-49449-122 FICA Contributions	\$5,775
E 810-500-49449-124 Medicare Contributions	\$1,351
E 810-500-49449-131 Health Insurance	\$32,155
E 810-500-49449-133 Dental Insurance	\$989
E 810-500-49449-134 Life Insurance	\$531
E 810-500-49449-151 WC Ins. Premium	\$4,218
E 810-500-49449-200 Office Supplies	\$219
E 810-500-49449-212 Motor Fuels	\$2,133
E 810-500-49449-214 Shop Materials	\$4,114
E 810-500-49449-216 Chemical and Chemical Products	\$12,335
E 810-500-49449-219 General Supplies	\$2,165
E 810-500-49449-221 Equipment Maintenance/Parts	\$21,109
E 810-500-49449-223 Building Maint/Repair Supplies	\$1,096
E 810-500-49449-228 Manhole/Storm Sewer Maintenanc	\$50
E 810-500-49449-240 Small Tools and Minor Equip.	\$215
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	\$1,996
E 810-500-49449-311 Contractor Fees	\$725
E 810-500-49449-316 Recorder Fees	\$115
E 810-500-49449-321 Telephone	\$1,383
E 810-500-49449-322 Postage	\$2,678
E 810-500-49449-350 Printing and Binding	\$608
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	\$62,398
E 810-500-49449-384 Refuse Disposal	\$231
E 810-500-49449-404 Mach & Equip Maint. Agreement	\$75
E 810-500-49449-405 Water/Sewer/Sludge Testing	\$9,329
E 810-500-49449-419 Misc. Maintenance	\$1,453
E 810-500-49449-430 Miscellaneous	\$50
E 810-500-49449-433 Dues and Subscriptions	\$3,778
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 810-500-49449-570 Office Equipment & Furnishings	\$200
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	\$12,844
E 810-500-49449-616 Lease Interest	\$3,138
<b>2023 YTD Sewer Expense</b>	<b>\$290,812.62</b>

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

10/31/23 3:48 PM  
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Current Period October 2023

Fund	2023 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Reo/Disb	Journal Entries			
800 Water Department	\$169,083.84	\$922,867.39	\$644,325.57	\$0.00	\$2,051.57	(\$88,819.37)	\$360,857.86	In Bal
801 Water Department -	\$486,076.35	\$99,107.57	\$0.00	\$0.00	\$6,445.25	\$0.00	\$591,629.17	In Bal
804 2008 Sewer/St. Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
810 Sewer Department	\$302,437.19	\$668,407.61	\$254,253.43	\$0.00	\$39,568.80	(\$117,685.69)	\$638,474.48	In Bal
830 Well #3 Constructio	\$0.00	\$2,960.00	\$0.00	\$0.00	(\$2,960.00)	\$0.00	\$0.00	In Bal
831 Well #3 Bond Paym	(\$137,148.00)	\$0.00	\$1,822.50	\$0.00	\$0.00	\$0.00	(\$138,970.50)	In Bal

**Utilities Commission**

4) 1)

**Meeting Date:** 11/06/2023

**ITEM TITLE:** McGrath Adjustment

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

Barb stopped in and asked if all bills were as high as hers in town. When I looked into it her sewer was set by the usage of Bigelow Homes prior to her purchasing the home. It was due to watering sod. Her first bill she understood as being high due to the watering of the sod. We are asking for her sewer rate to be averaged with the three months of actual usage for the rest of the year and for a credit back of the difference from the 7,000.

**ACTION REQUIRED:**

Motion to credit Barb McGraths account back and adjust her sewer rate to 3,000 gallons

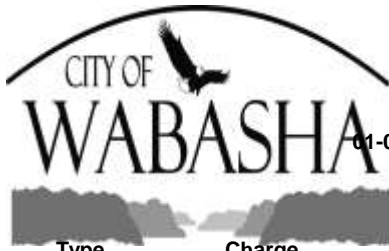
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**Attachments**

McGrath History

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# CITY OF WABASHA

11/02/23 11:33 AM

Page 1

## Bill History

01-00001951-01-2 MCGRATH, BARB 1024 TALON AVE WABASHA MN 55981

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00001951-01-2 1024 TALON AVE										
Calculation Number 271										
Prev Bal		\$0.00							6	2023
Cur Charges		\$0.00	6/26/2023						6	2023
Total		\$0.00	6/26/2023						6	2023
Calculation Number 271										
Calculation Number 272										
Prev Bal		\$0.00							7	2023
Service	Water Mtr 1	\$235.96	7/26/2023	42000	6/26/2023	90000	7/25/2023	48000	7	2023
Service	Res Sewer	\$83.51	7/26/2023					7000	7	2023
Service	Base Fee-Wat	\$7.14	7/26/2023						7	2023
Service	MDH Fee	\$0.81	7/26/2023						7	2023
Service	Street Light Fe	\$3.00	7/26/2023						7	2023
Cur Charges		\$330.42	7/26/2023						7	2023
Total		\$330.42	7/26/2023						7	2023
Calculation Number 272										
Calculation Number 273										
Prev Bal		\$330.42							8	2023
Receipt		\$330.42	7/31/2023						8	2023
Service	Water Mtr 1	\$11.40	8/28/2023	90000	7/25/2023	94000	8/28/2023	4000	8	2023
Service	Res Sewer	\$83.51	8/28/2023					7000	8	2023
Service	Base Fee-Wat	\$7.14	8/28/2023						8	2023
Service	MDH Fee	\$0.81	8/28/2023						8	2023
Service	Street Light Fe	\$3.00	8/28/2023						8	2023
Cur Charges		\$105.86	8/28/2023						8	2023
Total		\$105.86	8/28/2023						8	2023
Calculation Number 273										
Calculation Number 274										
Prev Bal		\$105.86							9	2023
Receipt		\$105.86	9/1/2023						9	2023
Service	Water Mtr 1	\$8.55	9/25/2023	94000	8/28/2023	97000	9/25/2023	3000	9	2023
Service	Res Sewer	\$83.51	9/25/2023					7000	9	2023
Service	Base Fee-Wat	\$7.14	9/25/2023						9	2023
Service	MDH Fee	\$0.81	9/25/2023						9	2023
Service	Street Light Fe	\$3.00	9/25/2023						9	2023
Cur Charges		\$103.01	9/25/2023						9	2023
Total		\$103.01	9/25/2023						9	2023
Calculation Number 274										
Calculation Number 275										
Prev Bal		\$103.01							10	2023
Receipt		\$103.01	10/2/2023						10	2023
Service	Water Mtr 1	\$5.70	10/25/2023	97000	9/25/2023	99000	10/24/2023	2000	10	2023
Service	Res Sewer	\$83.51	10/25/2023					7000	10	2023
Service	Base Fee-Wat	\$7.14	10/25/2023						10	2023
Service	MDH Fee	\$0.81	10/25/2023						10	2023
Service	Street Light Fe	\$3.00	10/25/2023						10	2023
Cur Charges		\$100.16	10/25/2023						10	2023
Total		\$100.16	10/25/2023						10	2023

Calculation Number 275

For 01-00001951-01-2 1024 TALON AVE

FILTER: ([full Account number] = "010000195101") and ((([calculation number] = 275) or ([calculation number] = 274) or ([calculation number] = 273) or ([calculation number] = 272) or ([calculation number] = 271))

**Utilities Commission****4) 2)****Meeting Date:** 11/06/2023**ITEM TITLE:** Malone Request**DEPARTMENT:** Administration**REQUESTED BY:**

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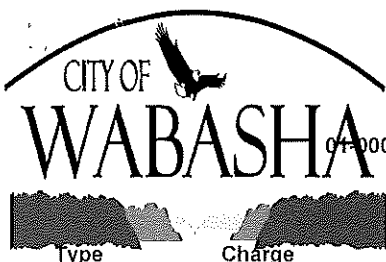
**PURPOSE:****ITEM SUMMARY:**

Malones meter ID box wore out it was after the September meter reads before they could get in to get it changed out. So the high usage for October is the actual usage for 3 months. The concern is that her sewer rate was set above where it should have been on the average. We are asking to adjust it to the 8,000 it should be set at and credit her back for that. Also credit her back the \$2.85 for each month that there were no gallons accounted for, as these are accounted for in the 22,000 gallons used. That would be a credit back of \$11.93 pper month for 7 months in the amount of \$83.51 and \$5.70 for the 2,000 gallons of water. In a total credit of \$89.21.

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**Attachments**Malone Request

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## CITY OF WABASHA

11/02/23 2:11 PM

Page 1

## Bill History

01-00008292-00-6 MALONE, SUE 917 NINTH STREET WEST WABASHA MN 55981

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00008292-00-6 917 NINTH STREET WEST										
Calculation Number 266										
Prev Bal		\$127.08							1	2023
Receipt		\$127.08	1/4/2023						1	2023
Service	Water Mtr 1	\$20.69	1/25/2023	1166000	12/26/2022	1173000	1/23/2023	7000	1	2023
Service	Res Sewer	\$83.51	1/25/2023					7000	1	2023
Service	Base Fee-Wat	\$7.14	1/25/2023						1	2023
Service	MDH Fee	\$0.81	1/25/2023						1	2023
Service	Street Light Fe	\$3.00	1/25/2023						1	2023
Cur Charges		\$115.15	1/25/2023						1	2023
Total		\$115.15	1/25/2023						1	2023
Calculation Number 266										
Calculation Number 267										
Prev Bal		\$115.15							2	2023
Receipt		\$115.15	2/9/2023						2	2023
Service	Water Mtr 1	\$27.87	2/28/2023	1173000	1/23/2023	1182000	2/27/2023	9000	2	2023
Service	Res Sewer	\$107.37	2/28/2023					9000	2	2023
Service	Base Fee-Wat	\$7.14	2/28/2023						2	2023
Service	MDH Fee	\$0.81	2/28/2023						2	2023
Service	Street Light Fe	\$3.00	2/28/2023						2	2023
Cur Charges		\$146.19	2/28/2023						2	2023
Total		\$146.19	2/28/2023						2	2023
Calculation Number 267										
Calculation Number 268										
Prev Bal		\$146.19							3	2023
Receipt		\$146.19	3/15/2023						3	2023
Service	Water Mtr 1	\$20.69	3/28/2023	1182000	2/27/2023	1189000	3/27/2023	7000	3	2023
Service	Res Sewer	\$83.51	3/28/2023					7000	3	2023
Service	Base Fee-Wat	\$7.14	3/28/2023						3	2023
Service	MDH Fee	\$0.81	3/28/2023						3	2023
Service	Street Light Fe	\$3.00	3/28/2023						3	2023
Cur Charges		\$115.15	3/28/2023						3	2023
Total		\$115.15	3/28/2023						3	2023
Calculation Number 268										
Calculation Number 269										
Prev Bal		\$115.15							4	2023
Receipt		\$115.15	4/13/2023						4	2023
Service	Water Mtr 1	\$24.28	4/25/2023	1189000	3/27/2023	1197000	4/24/2023	8000	4	2023
Service	Res Sewer	\$107.37	4/25/2023					9000	4	2023
Service	Base Fee-Wat	\$7.14	4/25/2023						4	2023
Service	MDH Fee	\$0.81	4/25/2023						4	2023
Service	Street Light Fe	\$3.00	4/25/2023						4	2023
Cur Charges		\$142.60	4/25/2023						4	2023
Total		\$142.60	4/25/2023						4	2023
Calculation Number 269										
Calculation Number 270										
Prev Bal		\$142.60							5	2023
Receipt		\$142.60	5/15/2023						5	2023
Service	Water Mtr 1	\$24.28	5/24/2023	1197000	4/24/2023	1205000	5/22/2023	8000	5	2023
Service	Res Sewer	\$107.37	5/24/2023					9000	5	2023
Service	Base Fee-Wat	\$7.14	5/24/2023						5	2023
Service	MDH Fee	\$0.81	5/24/2023						5	2023
Service	Street Light Fe	\$3.00	5/24/2023						5	2023
Cur Charges		\$142.60	5/24/2023						5	2023
Total		\$142.60	5/24/2023						5	2023
Calculation Number 270										
Calculation Number 271										
Prev Bal		\$142.60							6	2023
Receipt		\$142.60	6/5/2023						6	2023
Service	Water Mtr 1	\$24.28	6/26/2023	1205000	5/22/2023	1213000	6/26/2023	8000	6	2023
Service	Res Sewer	\$107.37	6/26/2023					9000	6	2023

s/b average of  
8000

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
Service	Base Fee-Wat	\$7.14	6/26/2023						6	2023
Service	MDH Fee	\$0.81	6/26/2023						6	2023
Service	Street Light Fe	\$3.00	6/26/2023						6	2023
Cur Charges		\$142.60	6/26/2023						6	2023
Total		\$142.60	6/26/2023						6	2023
Calculation Number 271										
Calculation Number 272										
Prev Bal		\$142.60							7	2023
Receipt		\$142.60	7/7/2023						7	2023
Service	Water Mtr 1	\$17.10	7/26/2023	1213000	6/26/2023	1219000	7/25/2023	6000	7	2023
Service	Res Sewer	\$107.37	7/26/2023					9000	7	2023
Service	Base Fee-Wat	\$7.14	7/26/2023						7	2023
Service	MDH Fee	\$0.81	7/26/2023						7	2023
Service	Street Light Fe	\$3.00	7/26/2023						7	2023
Cur Charges		\$135.42	7/26/2023						7	2023
Total		\$135.42	7/26/2023						7	2023
Calculation Number 272										
Calculation Number 273										
Prev Bal		\$135.42							8	2023
Receipt		\$135.43	8/16/2023						8	2023
Service	Water Mtr 1	\$2.85	8/28/2023	1219000	7/25/2023	1219000E	8/28/2023	0	8	2023
Service	Res Sewer	\$107.37	8/28/2023					9000	8	2023
Service	Base Fee-Wat	\$7.14	8/28/2023						8	2023
Service	MDH Fee	\$0.81	8/28/2023						8	2023
Service	Street Light Fe	\$3.00	8/28/2023						8	2023
Cur Charges		\$121.17	8/28/2023						8	2023
Total		\$121.16	8/28/2023						8	2023
Calculation Number 273										
Calculation Number 274										
Prev Bal		\$121.16							9	2023
Receipt		\$121.16	9/12/2023						9	2023
Service	Water Mtr 1	\$2.85	9/25/2023	1219000E	8/28/2023	1219000E	9/25/2023	0	9	2023
Service	Res Sewer	\$107.37	9/25/2023					9000	9	2023
Service	Base Fee-Wat	\$7.14	9/25/2023						9	2023
Service	MDH Fee	\$0.81	9/25/2023						9	2023
Service	Street Light Fe	\$3.00	9/25/2023						9	2023
Cur Charges		\$121.17	9/25/2023						9	2023
Total		\$121.17	9/25/2023						9	2023
Calculation Number 274										
Calculation Number 275										
Prev Bal		\$121.17							10	2023
Receipt		\$121.17	10/3/2023						10	2023
Service	Water Mtr 1	\$83.34	10/25/2023	1219000E	9/25/2023	1241000	10/24/2023	22000	10	2023
Service	Res Sewer	\$107.37	10/25/2023					9000	10	2023
Service	Base Fee-Wat	\$7.14	10/25/2023						10	2023
Service	MDH Fee	\$0.81	10/25/2023						10	2023
Service	Street Light Fe	\$3.00	10/25/2023						10	2023
Cur Charges		\$201.66	10/25/2023						10	2023
Total		\$201.66	10/25/2023						10	2023

Calculation Number 275  
 For 01-00008292-00-6 917 NINTH STREET WEST  
 \$112.45  
 - 83.51 Sewer  
 - 5.70 Water

FILTER: ([full Account number] = "010000829200") and (([calculation number] = 275) or ([calculation number] = 274) or ([calculation number] = 273) or ([calculation number] = 272) or ([calculation number] = 271) or ([calculation number] = 270) or ([calculation number] = 269) or ([calculation number] = 268) or ([calculation number] = 267) or ([calculation number] = 266))

Sewer \$11.93 x 7 months = \$83.51  
 adj.

**Utilities Commission**

5) 1)

**Meeting Date:** 11/06/2023

**ITEM TITLE:** 2024 Utility Rate Increases

**DEPARTMENT:** Administration

**REQUESTED BY:**

---

**PURPOSE:**

**ITEM SUMMARY:**

City staff and Financial Planner Mike Bubany recommend a 4% increase in water and sewer rates beginning on the January 2024 billing cycle. This includes both base rates and volumetric rates. Despite strong performance in the Utility funds, a rate increase is advised because sewer system and plant updates are very expensive and waiting to increase rates could cause a very large spike in rates in the future. Gradual increases in rates will help keep up with inflation and build reserves for future projects.

**ACTION REQUIRED:**

Motion to approve a 4% increase in water and sewer rates beginning on the January 2024 billing cycle.

---

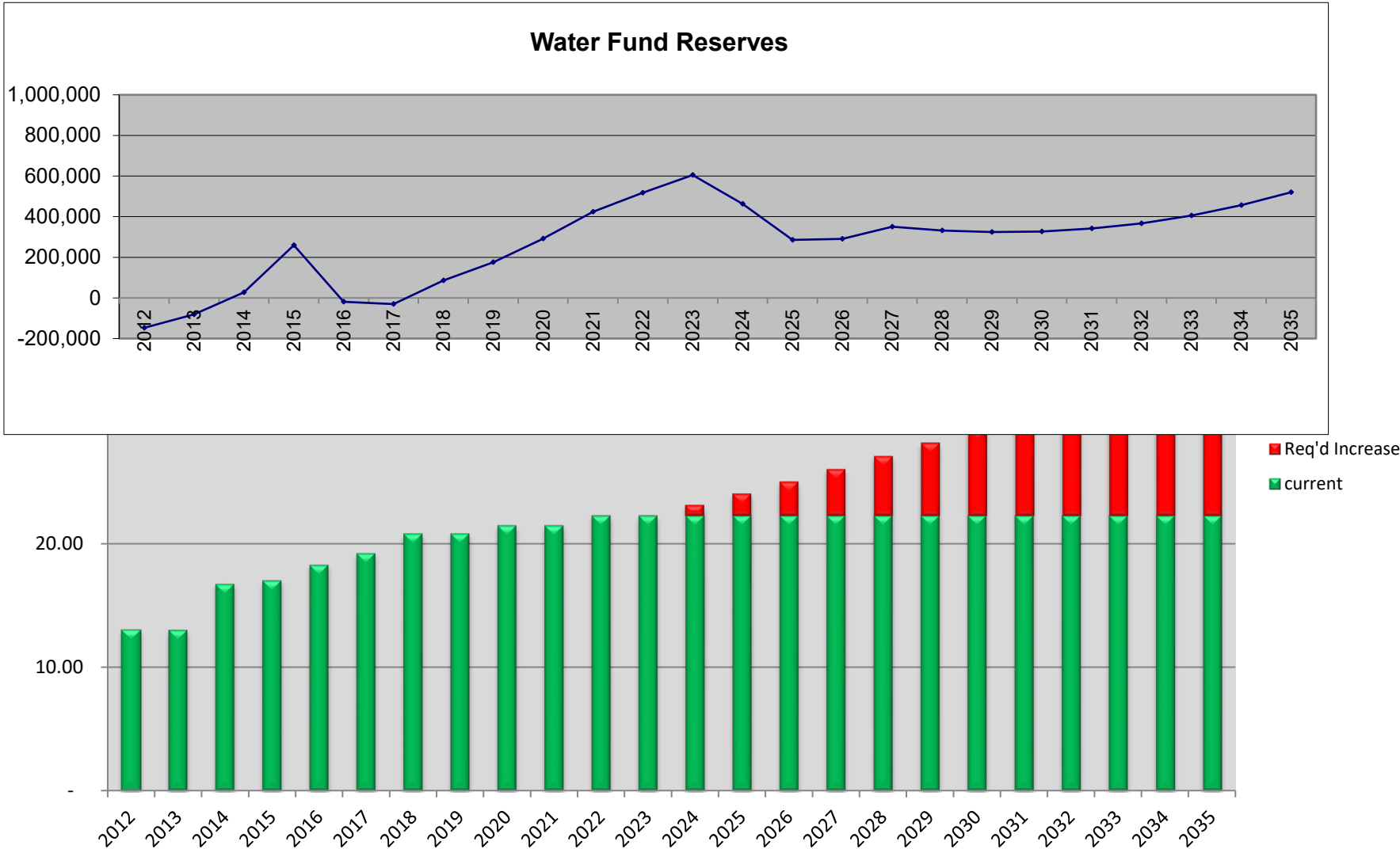
**Attachments**

Utilities Finance Projection from Capital Financial Plan 2023

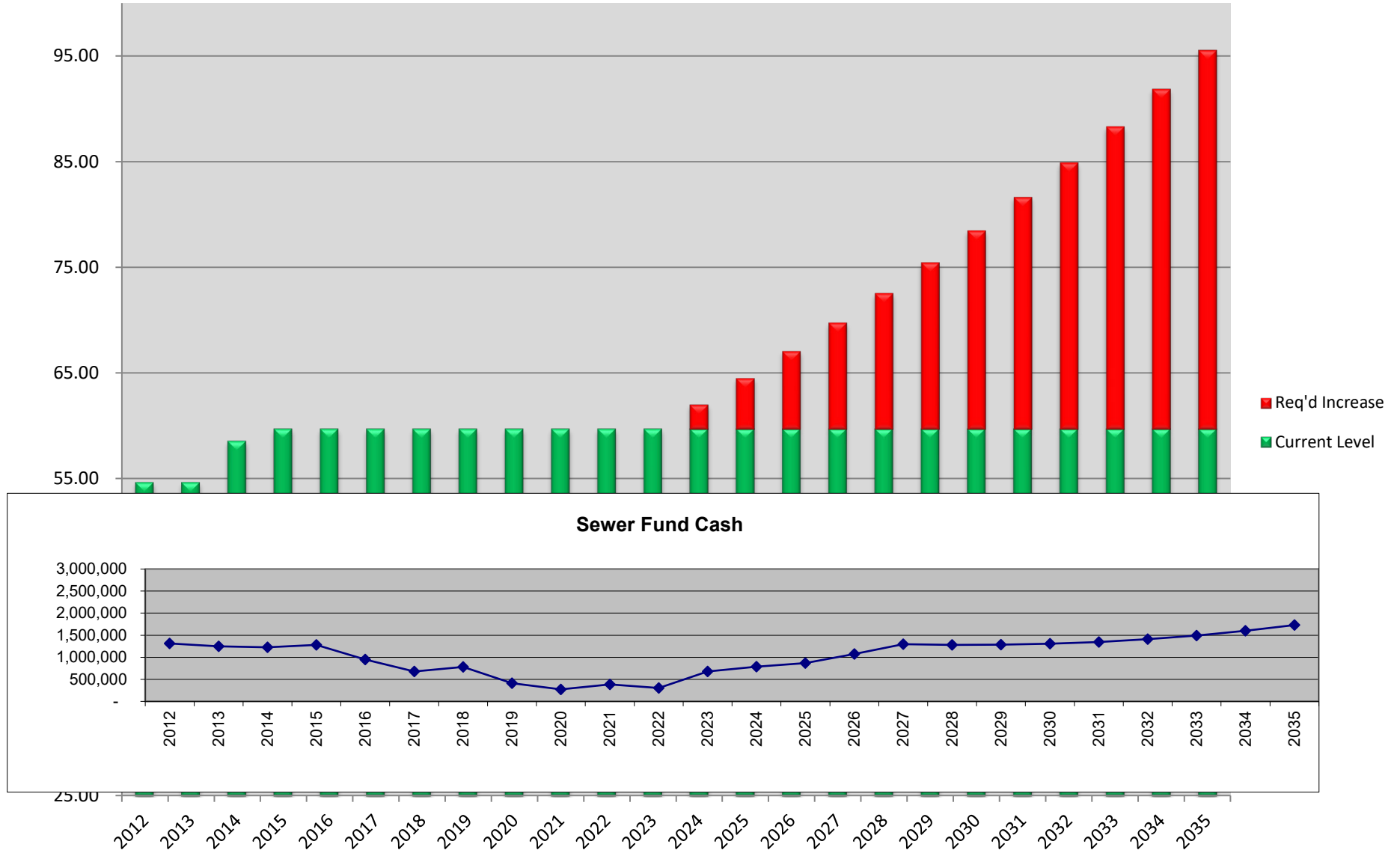
2024 Rate Increase

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# Monthly Water Bill ~ Typical Small Family (5,000 gpm)



## Monthly Sewer Bill ~ Typical Small Family (5,000 gpm)



# 2024 Rate Increases

Water Rates /1,000 gallons	Current	4%	Increased
1 - 6,000	\$ 2.85	\$ 0.11	\$ 2.96
6,001 - 12,000	\$ 3.59	\$ 0.14	\$ 3.73
12,001 - 24,000	\$ 4.47	\$ 0.18	\$ 4.65
24,001 - 40,000	\$ 5.62	\$ 0.22	\$ 5.84
40,001 - XXXX	\$ 6.72	\$ 0.27	\$ 6.99

Base Water Fee	\$ 7.14	\$ 0.29	\$ 7.43
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Comm Water/1,000 gallons			
1 - 30,000	\$ 3.66	\$ 0.15	\$ 3.81
30,001 - 60,000	\$ 4.56	\$ 0.18	\$ 4.74
60,001 - XXXX	\$ 5.73	\$ 0.23	\$ 5.96

Sewer			
1-X,XXX,XXX	\$ 11.93	\$ 0.48	\$ 12.41
Minimum Sewer	\$ 23.86		\$ 24.81

Other charges on Bill	
MDH Fee	\$ 0.81
Street Lights	\$ 3.00

## Minimum Residential bill :

	Current	4%
Water	\$ 2.85	\$ 2.96
Sewer	\$ 23.86	\$ 24.81
Base Fee	\$ 7.14	\$ 7.43
MDH	\$ 0.81	\$ 0.81
St Lights	\$ 3.00	\$ 3.00
	<u>\$ 37.66</u>	<u>\$ 39.01</u>



**Utilities Commission**

5) 2)

**Meeting Date:** 11/06/2023

**ITEM TITLE:** New Software System

**DEPARTMENT:** Administration

**REQUESTED BY:**

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**PURPOSE:**

**ITEM SUMMARY:**

This is an estimate to get the Neptune reading system updated. The cost comes in at a cost of \$16,751. This is to purchase the software, have bayone install it, get an ipad to use with ther services as well as the upgraded reader. Pat will explain in more depth at the meeting.

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**Attachments**

Neptune Upgrade

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Nep 360 AMR Software

\$2451<sup>15</sup> ⇒ To what we  
Pay Now

Tablet ~~new~~ New

\$1000<sup>00</sup> - \$1500<sup>00</sup>

BANYON Charge Setup

\$1500<sup>00</sup> To 2000<sup>00</sup>

MRX 920 Reader

10,800

Total

---

\$16751<sup>00</sup>



FERGUSON WATERWORKS #2518  
1694 91ST AVE NE  
BLAINE, MN 55449-4311  
Phone: 763-560-5200  
Fax: 763-560-1799

Deliver To:  
From: Brian Rollins  
Comments:

Page 1 of 1

08:15:12 OCT 03 2023

FERGUSON WATERWORKS #2518  
Price Quotation  
Phone: 763-560-5200  
Fax: 763-560-1799

Bid No: B159724  
Bid Date: 10/03/23  
Quoted By: BRR

Cust Phone: 651-565-4568  
Terms: NET 10TH PROX

Customer: CITY OF WABASHA  
METER ACCOUNT  
WATER DEPARTMENT  
PO BOX 268  
WABASHA, MN 55981-0268

Ship To: CITY OF WABASHA  
METER ACCOUNT  
WATER DEPARTMENT  
PO BOX 268  
WABASHA, MN 55981-0268

Cust PO#: NEPTUNE 360

Job Name: METER ACCOUNT

*Tablet w/ Blue tube*  
*Banyan Charge (1500-2000)*

Item	Description	Quantity	Net Price	UM	Total
N13980103	NEPTUNE 360 AMR - 1001-2500	1257	1,950	EA	2451.15
N13655100	MRX920 MOBILE DATA COL V4	1	10800.00	EA	10800.00
<b>Net Total:</b>					\$13251.15
<b>Tax:</b>					\$0.00
<b>Freight:</b>					\$0.00
<b>Total:</b>					\$13251.15

*2 month lead*

*Soft ware Fee yearly*

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

*NGO. RFTest 20 dollar App Store*



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2518&on=26044>