

WABASHA CITY COUNCIL

WABASHA CITY HALL

Tuesday, September 3, 2024

Council Meeting 6:00 PM

To see Council meeting YouTube videos, go to the City's YouTube page and go to the "LIVE" tab.

All matters listed under the "Consent Agenda" are considered to be routine by the City Council and will be entered by one motion. Unless requested by a Council Member or citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and will be considered separately. This meeting will be held in person at Wabasha City Hall, 900 Hiawatha Dr E, Wabasha, MN 55981. A virtual option is also available. To join, click here <https://us02web.zoom.us/j/82339495094>. To watch the meeting live on your computer or Smartphone, [click here](#) to watch the meeting on YouTube (or search for City of Wabasha YouTube Channel).

Council member Dean Meurer will attend the meeting via Zoom from: 218 Main St. W, Wabasha, MN 55981

1. **Pledge of Allegiance**
2. **Guest Speaker -**
3. **Public Comments**
4. **Changes or Additions to Agenda**
5. **Mayor's Presentation - Mayor Emily Durand**
6. **Committee Reports and Wabasha Good News**
 1. Administrator's Report
8. **Consent Agenda**
 1. Approval of Reception Center Road Barricade purchase
 2. Approval of 2025 Wabasha County road maint agreement
 3. Transportation Economic Development (TED) Program Resolution 38-2024
 4. 8-22-24 Special CC Minutes
 5. 8-6-24 Regular CC Minutes
 6. September Warrants
 7. Fire Hall Addition Pay App 1
 8. 2023 Street Project Pay App #11
9. **Public Hearing**
10. **General Business**
 1. Approve 2025 Preliminary Budget Levy, Approve 2025 Capital Improvement Projects, and Call for Public Hearing December 3, 2024
 2. Approval to Utilize TIF Funds to Create a Facade Improvement Program
 3. Grant Schuth request for legal agreement for private 2200 foot water line, with MNDOT ROW portion publicly owned
 4. Authorize Port Authority to list for sale city-owned lots at Milligan and Hiawatha Drive
 5. Resolution 37-2024 Resolution Approving collective bargaining agreement between Wabasha and LELS
11. **Donations**
 1. 39-2024 September Donations Resolution
 2. 40-2024 Resolution Accepting \$5000 Grant from League of Minnesota Cities
12. **Information - financials emailed to Council.**
13. **Announcements**

14. **Adjournment**

City Council Regular

1.

Meeting Date: 09/03/2024

ITEM TITLE: Administrator's Report

DEPARTMENT: Administration

PURPOSE:

Administrator's Report - Caroline Gregerson

ITEM SUMMARY:

It's the final push on the street project. Improvements to Walnut Street, Pembroke, and Alleghany near Hill's Hardware are underway. The bumpouts are being added as well. These project improve walkability and wheelchair accessibility for downtown.

I've been busy working on a \$2 million grant for Highway 60 Re-Alignment and obtaining letters of support. We secured \$5000 to fund staff time working on the grant. I anticipate we will have funds left over that we can use for future work.

For the barge terminal, I submitted requirements needed to access MnDot funding. The environmental assessment is underway which is required to access federal MARAD funding. In the next month, there will be a third winter haul which will add additional revenues for the Port Authority.

The pool season came to a close and it was a great season, with over 200 passes, four sessions with multiple levels offered, and weekly over 50 people aerobics. The library also had a great summer reading program.

Our emergency services have been busy and Ryan and I had a good township meeting. A lot of good feedback on the importance of the service. All townships attended but the City of Kellogg. Most towns that already were fully participating will continue to do so. I will follow up with Greenfield Township on their contribution. Kellogg plans to contribute \$2500, request was \$14,000.

City Council Regular

8. 1.

Meeting Date: 09/03/2024

ITEM TITLE: Approval of Reception Center Road Barricade purchase

DEPARTMENT: Public Works

PURPOSE:

Discuss the purchase of 10 road barricades and road closure signs through REP grant program.

ITEM SUMMARY:

Public Works has requested the purchase of 10 road barricades with road closure signs through the Reception Center grant program at no cost to the city. Total cost to be \$5,914. New barricades would be used on everyday basis needed by Public Works, and also if needed during the Reception Center operation.

STAFF RECOMMENDATION:

Recommend approval at no cost to the city.

Attachments

Approval form

Quote

**Radiological Emergency Preparedness (REP) Program
Reception Center Request for Purchase**

Grant #	Wabasha Reception Center	Reporting Period	2024-2025
Requesting Agency	Wabasha Public Works	Submitted by (Printed Name)	Tony Johnson
Date Submitted to DHS	8/22/2024	Date Received by DHS	8/22/2024

Equipment Purchase Request

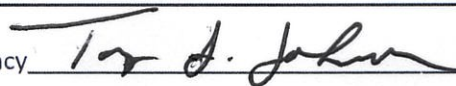
Wabasha Public Works is requesting to purchase 10 new type 3 road barricades with road closed signs to be available for use at the reception center operation and use by Public Works. Cost is \$5,914.00.

Provide information about your equipment purchase request and justify why it should be funded with REP funds.

REP Funded Training Request

Provide information about your training request and justify why this training should be funded with REP funds.

Authorized Signature of Requesting Agency



Approved

☒

Signature of approving authority

Ken Koss

Not Approved

☐

Printed name of approving authority

Ken Koss

Reason request was denied:



QUOTE

Company Address 4700 Lyndale Ave N
Minneapolis, Minnesota 55430
United States

Created Date 8/20/2024
Expiration Date 10/25/2024
Quote Number 00000595

Prepared By Herb Bray
Phone (612) 277-4750
Email hbray@warninglitesmn.com

Contact Name Riley Costello
Email pwastt@wabasha.org
Phone 507-319-4001

Bill To Name Wabasha County
Bill To 821 Hiawatha Drive West
Wabasha, MN 55981

Ship To Name Wabasha County
Ship To 821 Hiawatha Drive West
Wabasha, MN 55981
United States

Product Code	Product	Quantity	Unit Of Measure	List Price	Sales Price	Quantity	Total Price
Barricade Type III	Barricade Type III HIP 8ft	Each		\$430.34	\$430.34	10.00	\$4,303.40
R11-2M-4830	Road Closed	Each		\$141.06	\$141.06	10.00	\$1,410.60

Subtotal	\$5,714.00
Discount	0.00%
Total Price	\$5,714.00
Shipping and Handling	\$200.00
Grand Total	\$5,914.00

City Council Regular

8. 2.

Meeting Date: 09/03/2024

ITEM TITLE: Approval of 2025 Wabasha County road maint agreement

DEPARTMENT: Public Works

PURPOSE:

Discuss the Wabasha County road maintenance agreement.

ITEM SUMMARY:

Wabasha County has sent their yearly maintenance agreement dollar amount for 2025. \$11,528.16.

STAFF RECOMMENDATION:

Staff recommends approval of the 2025 road maintenance agreement from Wabasha County.

Attachments

maintenance agreement

Maintenance Agreement
Between Wabasha County and the City of Wabasha

WHEREAS, Wabasha County State Aid Highways 58, 59, 64, and 65 are within the City of Wabasha; and

WHEREAS, Wabasha County is obliged to maintain these roads; and

WHEREAS, It is beneficial for the citizens of the City of Wabasha and Wabasha County to have the City of Wabasha perform the following maintenance activities on the listed road segments:

Sweeping and removal of debris.

Snow and ice control including applying salt and/or abrasives and removal by the method shown in the table below.

Road	Termini	Snow/Ice Removal Method	Length (miles)	Annual Payment Rate (\$/mile)	Amount
CSAH 58 (2nd St)	Hiawatha Dr - Pembroke Ave	Plowing	0.39	2,632	1,026.48
CSAH 58 (2nd St)	Hiawatha Dr - Pembroke Ave	Plowing and Hauling	0.06	6,580	394.80
CSAH 58 (Main and Bridge St)	Pembroke Ave - Grant Blvd	Plowing and Hauling	0.43	6,580	2,829.40
CSAH 59 (Grant Blvd)	TH 60 - TH 61	Plowing	1.82	2,632	4,790.24
CSAH 64 (Gambia)	Hiawatha Dr - Grant Blvd	Plowing	0.37	2,632	973.84
CSAH 65 (Pembroke)	Grant Blvd - Main St	Plowing and Hauling	0.23	6,580	1,513.40
Total Annual Amount =					\$11,528.16

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

That Wabasha County agrees to pay the City of Wabasha for performing the above described maintenance activities on the listed roads from January 1, 2025 through December 31, 2025 in one annual payment having a total amount of \$11,528.16.

The City of Wabasha agrees to indemnify and hold harmless Wabasha County from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to the activities conducted by the City of Wabasha under this Agreement. The City of Wabasha will be solely responsible for its own employees for any Workers Compensation claims.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

City of Wabasha, Minnesota

County of Wabasha

APPROVED:

APPROVED:

City Mayor

Date



Wabasha County Engineer

8/20/2024

Date

ATTEST:

City Clerk

Date

City Council Regular

8. 3.

Meeting Date: 09/03/2024

ITEM TITLE: Transportation Economic Development (TED) Program Resolution 38-2024

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Resolution 38-2024 states that the City of Wabasha acts as the legal sponsor for the Highway 60 Realignment project and requests funding from the Transportation Economic Development (TED) Program of the Minnesota Department of Transportation. The TED program is a competitive funding program designed to help generate economic benefits through investment in transportation infrastructure. There are \$4.445 million to help fund construction projects in 2025-2027. TED program funds can only be used on trunk highway eligible projects. Applications must be received by 5:00 p.m. September 9, 2024. The City of Wabasha will apply for \$2 million. If awarded the funds, this would mostly cover the gap to move forward with this project.

ACTION REQUIRED:

Approve Resolution No. 38-2024 Local Government Resolution Transportation and Economic Development Program Application.

Attachments

Ted Resolution of Local Funds

RESOLUTION 38-2024

CITY OF WABASHA, MINNESOTA

TRANSPORTATION AND ECONOMIC DEVELOPMENT (TED) PROGRAM APPROVAL AND SUPPORT FOR THE TRUNK HIGHWAY 60 REALIGNMENT PROJECT

WHEREAS, the Minnesota Department of Transportation (MnDOT) has recently announced the availability of \$ 4.445 million in state funding through the 2024 Transportation and Economic Development program; and

WHEREAS, the TED program funds projects that address issues on the trunk highway system and promote economic development; and

WHEREAS, the intended improvements will construct a new roadway segment to re-route Trunk Highway (TH) 60, an important interstate bridge crossing and key freight corridor; and

WHEREAS, the TH 60 realignment will drastically improve safety and eliminate a dangerous T-shaped intersection at the foot of a steep bridge approach; and

WHEREAS, project improvements will also improve freight traffic mobility, reduce road closures due to flooding, and activate land for future affordable and workforce housing.; and

WHEREAS, the TH 60 Realignment Project is identified in the City's 2040 Comprehensive Plan and past traffic studies to support road safety improvements and future land use plans; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Wabasha has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds and adequate construction of the proposed project; and

BE IT FURTHER RESOLVED, that the City of Wabasha has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Wabasha may enter into an agreement with the State of Minnesota for the TH 60 Realignment Project and that it will comply with all applicable laws and regulations as stated in all contract agreements; and

BE IT FURTHER RESOLVED that the City of Wabasha is committed to being the project fiscal sponsor providing or securing required match dollars and additional amounts needed to fully fund the project as proposed; and

BE IT FURTHER RESOLVED that \$2,000,000 is anticipated to be pursued from MnDOT project contribution and a future MN State Bonding Bill; and

BE IT FURTHER RESOLVED that this TH 60 Realignment Project received a FY24 \$5 million Congressionally Directed Spending award from Senator Amy Klobuchar; \$400,000 committed from Wabasha County, and is committed to \$500,498 through local borrowing and

BE IT FURTHER RESOLVED that the City of Wabasha confirms if the project cost increases above the amount listed in the Application, project partners will provide or secure all additional

funds necessary to complete the project. And the City of Wabasha certifies that it will comply with all applicable laws, regulations, and rules of the TED Grant Program.

Adopted this 3 day of September, 2024

I CERTIFY THAT the above resolution was adopted by the City Council, of the City of Wabasha, on September 3, 2024.

SIGNED: (Authorized Official)

WITNESSED:

_____ (Signature)

_____ (Signature)

_____ (Title & Date)

_____ (Title & Date)

City Council Regular

8. 4.

Meeting Date: 09/03/2024

ITEM TITLE: 8-22-24 Special CC Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

8-22-24 Special CC Minutes

DRAFT

Council Members:

First Ward: John Friedmeyer, Gene Jensen

Second Ward: Tim Wallerich, Brian Wodele

Third Ward: Dean Meurer, Jeff Sulla

Mayor: Emily Durand

City Attorney: Mike Flaherty

City Administrator: Caroline Gregerson

Deputy Clerk: Jessica Leonhardt

Date: August 22, 2024

PROCEEDINGS OF THE CITY COUNCIL

The special meeting of the City Council of the City of Wabasha was held on Tuesday, August 22, 2024, and was called to order at 3:01pm by Mayor Durand.

Present: Council Member John Friedmeyer; Council Member Dean Meurer; Council Member Brian Wodele; Council Member Jeff Sulla; Mayor Emily Durand; Council Member Tim Wallerich; Council Member Eugene Jensen

1. General Business

1. Resolution 35-2024 Authorizing Grant Navigation Support Application

Gregerson gave a quick overview of the resolution. She discussed the process for the grant and that she has been reaching out to local businesses in request of letters of support for the highway 60 reroute.

Moved by Council Member Jeff Sulla, seconded by Council Member Eugene Jensen to approve Resolution 35-2024.

Vote: 7 - 0 Adopted - Unanimously

2. Adjournment

Moved by Council Member Brian Wodele, seconded by Council Member John Friedmeyer to adjourn at 3:03.

Vote: 7 - 0 Adopted - Unanimously

Jessica Bruce, Deputy Clerk

City Council Regular

8. 5.

Meeting Date: 09/03/2024

ITEM TITLE: 8-6-24 Regular CC Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

8-6-24 CC Minutes

DRAFT

Council Members:

First Ward: John Friedmeyer, Gene Jensen

Second Ward: Tim Wallerich, Brian Wodele

Third Ward: Dean Meurer, Jeff Sulla

Mayor: Emily Durand

City Attorney: Mike Flaherty

City Administrator: Caroline Gregerson

Deputy Clerk: Jessica Bruce

Date: August 6, 2024

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, August 6, 2024, and was called to order at 6:00 p.m. by Mayor Durand.

Present: Council Member John Friedmeyer; Council Member Brian Wodele; Council Member Jeff Sulla; Mayor Emily Durand; Council Member Tim Wallerich; Council Member Eugene Jensen

Absent: Council Member Dean Meurer

All present stood and recited the Pledge of Allegiance.

1. **Pledge of Allegiance**

2. **Guest Speaker - None**

3. **Public Comments**

There were no public comments.

4. **Changes or Additions to Agenda**

There were no changes or additions to the agenda.

5. **Mayor's Presentation - Mayor Emily Durand**

Mayor Durand reported that Minnesota Congressman Brad Finstad recently introduced legislation that would officially designate the bald eagle as the national bird, adding that all of Minnesota's House Representatives and other members cosponsored the bill. She reviewed the proposed language and noted that a companion bill was introduced in the Senate (S.4610).

Mayor Durand commented that the new dog park has been a huge success.

6. **Committee Reports and Wabasha Good News**

Utilities Commission: Council Member Wodele indicated that he had nothing to report.

Port Authority: Council Member Friedmeyer summarized topics of discussion during a recent meeting, including a presentation by the US Army Corps of Engineers relating to stabilization of a dredge material pit by the wellhead. He stated that an update was provided regarding the environmental impact study for the barge terminal. He reviewed the

next steps in the process, including approval by the Port Authority Board in August, submission to Federal representatives, and a public comment period. He reported that tipping fees for 2025 were approved.

Street Commission: Assistant Public Works Director Riley Costello summarized topics of discussion during a recent meeting, including signage for the new food shelf location and a Downtown street project update.

Park Board: Assistant Public Works Director Costello summarized topics of discussion during a recent meeting, including grant funding toward a pollinator garden and more trees along with a Park Board member resignation and a resulting vacancy.

Planning Commission: Council Member Wallerich reported that the next meeting is scheduled on August 14.

Ambulance Director Ryan Marking reviewed call data, transfers, revenue, and collection activity for July. He provided a staffing update and discussed participation in National Night Out gatherings.

7. **Administrator's Report - Caroline Gregerson**

1. Administrator's Report

Administrator Gregerson discussed the dog park opening and the 2025 budget planning process. She reported that City Clerk Busch attended a webinar on the topic of new policies relating to paid parental leave and paid FMLA, noting that new laws will impact the 2026 budget. She referenced discussions with League of Minnesota representatives regarding safety and insurance claims. She discussed potential grant funding toward an Eagles Basin playground. An update was provided regarding the Main Street East parcel and nearby right-of-way. She reported that a \$165,000 grant application has been submitted toward demolition of the former Transfer Building. She noted that the results of the housing grant application have not been communicated. She discussed a required complaint process relating to grant funding toward the barge terminal project and referenced new policies pertaining to language translation.

8. **Consent Agenda**

Mayor Durand reviewed the consent agenda.

Moved by Council Member Tim Wallerich, seconded by Council Member Eugene Jensen to approve the consent agenda as presented.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

0. Reception Center Volunteer Incentive Pay Increase

1. 7-2-24 Regular Council Minutes

2. EMS Legislative Support

3. SERVEPRO WORK - Disinfecting City Playgrounds & Buildings

4. Wayfinding Signage
5. August Warrants
6. Transient Merchant / Peddler Permit
7. 2024 Crack Fill Project
8. Portable Radio Purchase
9. Approval of Contract with Gundersen St. Elizabeth's (Emplify) to Provide Paramedic / EMT Services in ER
10. Athletic Complex Pay App #8
11. 2023 Street Project Pay App #10

9. **Public Hearing**

1. 2024 Street Improvements Hearing
Mayor Durand provided background information regarding the street improvement project and the assessments. She reviewed the required notification process and opened the street improvements hearing at 6:14 p.m. She noted that the public hearing will be continued during the September 3 Council meeting, because the public notice was not published in the *Wabasha County Herald* newspaper. No one spoke during the public hearing. Mayor Durand closed the public hearing at 6:16 p.m.

10. **General Business**

1. Approve Resolution Awarding Contract
City Engineer Brian Malm reviewed the project area options (Schedules A and B) and discussed the bidding process. He noted that only one bid was received, from Rochester Sand & Gravel. He noted that this bid came in at \$267,553, which was less than the engineer's estimate. He recommended that the City Council consider adopting a resolution to award a construction contract to Rochester Sand & Gravel for Schedule B. He reviewed the anticipated project timeline.

Moved by Council Member Tim Wallerich, seconded by Council Member John Friedmeyer to adopt a resolution awarding the bid and authorizing a construction contract with Rochester Sand & Gravel for the 2024 street improvement project.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

2. Second Read / Adoption: Property Rezone 1501 & 1600 5th Grant Blvd West
City Planner Kristi Trisko asked whether there were any questions regarding the rezoning proposal, and Council Members offered no questions.

Moved by Council Member Brian Wodele, seconded by Council Member Jeff Sulla to approve the property rezone, as proposed.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

3. 2nd Read and Adoption of Zoning Use Chart Changes

Mayor Durand referenced past discussion of the proposed zoning use chart changes and asked whether there were any questions. Council Members offered no questions.

Moved by Council Member Brian Wodele, seconded by Council Member Jeff Sulla to approve the second reading of the zoning use chart revisions.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

4. Approval of RFP for Building Feasibility Study

Ambulance Director Marking provided background information and discussed the study, the amended cost, and grant funding toward the study. Mayor Durand provided additional information. Council Member Wodele commented that needs will change over the next 10 to 20 years. Director Marking stated that he took planning for the future into account. He referenced research that he has conducted with other community representatives. Council Member Sulla commented that the study will assist with future planning activities and potential grant applications. Council Member Friedmeyer spoke in support of the consultant. Administrator Gregerson discussed the benefits of gathering information.

Following the vote, Director Marking indicated that meetings will be set up prior to the December Council meeting.

Moved by Council Member John Friedmeyer, seconded by Council Member Tim Wallerich to approve an RFP process for a building feasibility study.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

5. Wabasha Welcome Sign Discussion Hwy 61

Mayor Durand and Administrator Gregerson referenced community discussions and potential grant funding toward signage design work. Council Member Friedmeyer summarized Port Authority discussion and a request for Council direction relating to the formation of a committee. Council Member Sulla described a new welcome sign as a waste of taxpayer dollars. Council Member Wallerich suggested gathering information before making a decision, noting that the location would need to be determined. Mayor Durand suggested exploring resources to assist a community-led initiative. Council Member Friedmeyer indicated that he will revisit this topic with the Port Authority.

6. Set Budget Workshop Date, Time, and Format
It was decided to schedule a budget workshop on August 21 at 3 p.m. Administrator Gregerson requested clarification of the budget workshop agenda. Council Members suggested focusing on the budget, as opposed to highlighting accomplishments. The budget planning process was discussed.
7. Approve Amended RESOLUTION # 21-2024 - Committing Local Match and Authorizing Contract Signature
Mayor Durand provided background information and reviewed the amended resolution language.

Moved by Council Member Tim Wallerich, seconded by Council Member John Friedmeyer to approve Resolution # 21-2024 as amended.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

8. Closed Session- Labor Negotiation Strategy - Minn. Stat. § 13D.03, subd. 1, clause (b)
This item was discussed following discussion of Item 11.

Mayor Durand reviewed the process of going into closed session, per State statute, to discuss labor negotiation strategies.

Moved by Council Member Brian Wodele, seconded by Council Member Eugene Jensen to enter into closed session at 6:38 p.m. for the purpose of discussing labor negotiations.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

Moved by Council Member Tim Wallerich, seconded by Council Member Jeff Sulla to go back into open session. Mayor Durand reopened the session at 7:06 p.m.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

11. Donations
This item was discussed following discussion of Item 10.7.

1. 33-2024 August Donations Resolutions
Council Member Wodele reviewed the August donations:

POOL

\$16,000 – Wabasha Kellogg Area Community Foundation

\$200 - Anonymous

FIREWORKS

\$200 – Fred & Diane Schjolberg

\$50 – Bank of Alma

\$300 – Pure Identity

\$100 – Robin Gwaltney Group LLC
\$30 – Norman & Kathleen Bussian
\$250 – Greenfield Township
\$250 – Kwik Trip Inc.

LIBRARY

\$50 – In memory of Beth Hager by Russ Hager
\$100 – In memory of Carol Rahrmann by Marianne Carr
\$50 – Gary Todd/ Pioneer Club
\$1,000 – Rotary Club – Summer Reading

AMBULANCE

\$130 – Michael Mattison – Sobriety Ride

ATHLETIC COMPLEX

\$5,000 – Robin & Scott Gwaltney
\$3,000 – Chad & Alison Springer
\$25,000 – WNB Financial
\$5,000 – Bolton & Menk

FIRE DEPARTMENT

Tables and chairs for the chicken feed (\$450 value) - Kennedy Tent Rental

Moved by Council Member John Friedmeyer, seconded by Council Member Tim Wallerich to adopt Resolution # 33-2024 approving the August donations.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

12. **Information - Financials Emailed to Council**

13. **Announcements**

There were no announcements.

14. **Adjournment**

Moved by Council Member Eugene Jensen, seconded by Council Member Tim Wallerich to adjourn the meeting. The meeting adjourned at 7:07 p.m.

Vote: 6 - 0 Adopted - Unanimously

Other: Council Member Dean Meurer (ABSENT)

Jessica Bruce, Deputy Clerk

City Council Regular

8. 6.

Meeting Date: 09/03/2024

ITEM TITLE: September Warrants

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

September Warrants

CITY OF WABASHA COUNCIL PAYABLES

08/29/24 1:30 PM

Page 1

PROG Descr	Search Name	Account Descr	Amount	Comments
Administration				
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	\$14.98	WATER SERVICES
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	\$19.20	WATER SERVICES
Administration	QUADIENT LEASING USA, INC.	E 100-410-41500-311 Contractor Fees	\$173.55	POSTAGE MACHINE LEASE
Administration	HBC	E 100-410-41500-321 Telephone	\$336.08	city hall phone lines
Administration	VALLEY PUBLICATIONS, INC	E 100-410-41500-351 Legal Notice Publishing	\$122.40	ANNUAL DISCLOSURE OF TAX INCREME
Administration	WABASHA AREA LIONS	E 100-410-41500-433 Dues and Subscriptions	\$50.00	DUES FOR JULY - DECEMBER
Administration			\$716.21	
Ambulance				
Ambulance	VISA	E 100-420-42500-206 Training Center Expenditures	\$201.96	TRAINING CENTERS SUPPLIES
Ambulance	WABASHA FRESH MARKET	E 100-420-42500-206 Training Center Expenditures	\$133.87	fund raiser supplies
Ambulance	KWIK TRIP INC	E 100-420-42500-212 Motor Fuels	\$96.86	AMBULANCE FUEL
Ambulance	AIRGAS USA LLC	E 100-420-42500-215 Oxygen-Supplies	\$65.40	OXYGEN
Ambulance	GUNDERSEN ST ELIZ HOSP & CLINIC	E 100-420-42500-217 Medical Supplies	\$21.75	IV CONNECTORS
Ambulance	BOUND TREE MEDICAL, LLC	E 100-420-42500-217 Medical Supplies	\$113.78	MEDICAL SUPPLIES
Ambulance	ST ELIZABETHS MED-AMB SUPPLIES	E 100-420-42500-217 Medical Supplies	\$39.85	NOREPINEPHRINE
Ambulance	BOUND TREE MEDICAL, LLC	E 100-420-42500-217 Medical Supplies	\$105.68	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$400.00	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$481.79	MEDICAL SUPPLIES
Ambulance	ZOLL MEDICAL CORPORATION	E 100-420-42500-221 Equipment Maintenance/Parts	\$680.00	PREVENTATIVE MAINTENANCE
Ambulance	HILLS HARDWARE HANK	E 100-420-42500-223 Building Maint/Repair Supplies	\$97.53	AMBULANCE ACCOUNT
Ambulance	VISA	E 100-420-42500-223 Building Maint/Repair Supplies	\$191.24	SUPPLIES
Ambulance	ECP SERVICES, LLC	E 100-420-42500-311 Contractor Fees	\$2,158.80	JULY COMMISSIONS
Ambulance	HBC	E 100-420-42500-321 Telephone	\$60.02	ambulance phone services
Ambulance	FIRSTNET BUILT WITH AT & T	E 100-420-42500-321 Telephone	\$76.46	AMBULANCE
Ambulance	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42500-381 Electric/Gas Utility	\$101.71	AMBULANCE SOLAR
Ambulance	XCEL ENERGY	E 100-420-42500-381 Electric/Gas Utility	\$10.22	AMBULANCE BARN
Ambulance	VISA	E 100-420-42500-388 Lodging	\$110.27	LODGING
Ambulance	CULLIGAN	E 100-420-42500-409 Maintenance Agreements	\$42.68	WATER SOFTNER SERVICES
Ambulance	CULLIGAN	E 100-420-42500-409 Maintenance Agreements	\$59.00	SOFTNER RENTAL
Ambulance	DICK S AUTO PARTS	E 100-420-42500-414 Vehicle Maintenance	\$149.80	OIL & OIL FILTER
Ambulance	DICK S AUTO PARTS	E 100-420-42500-414 Vehicle Maintenance	\$9.39	MAX WASH
Ambulance	VISA	E 100-420-42500-430 Miscellaneous	\$2,588.76	MISC SUPPLIES
Ambulance	WABASHA FRESH MARKET	E 100-420-42500-430 Miscellaneous	\$23.94	water for barn
Ambulance	VISA	E 100-420-42500-433 Dues and Subscriptions	\$14.00	DUES & SUBSC
Ambulance	VISA	E 100-420-42500-570 Office Equipment & Furnishings	\$263.17	OFFICE SUPPLIES

PROG Descr	Search Name	Account Descr	Amount	Comments
Ambulance	VISA	E 100-420-42500-581 Uniforms	\$219.95	HAIX
Ambulance			\$8,517.88	
Elections/Voters Registration				
Elections/Voters Registrati	BILL JEWSON	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & PRIMARY ELECTION - 8 HR
Elections/Voters Registrati	LADONNA JEWSON	E 100-410-41200-109 Election Judges	\$88.00	8 HOURS TRAINING & ELECTIONS
Elections/Voters Registrati	DARLENE M. JONES	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & JUDGE 8 HOURS
Elections/Voters Registrati	TODD SMITH	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & JUDGE 8 HOURS
Elections/Voters Registrati	DARLENE WOLFE	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & JUDGE 8 HOURS
Elections/Voters Registrati	JANICE GLOMSKI	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & JUDGE 8 HOURS
Elections/Voters Registrati	BARBARA HANSON	E 100-410-41200-109 Election Judges	\$88.00	TRAINING AND JUDGE 8 HOURS
Elections/Voters Registrati	LINDA ODDEN	E 100-410-41200-109 Election Judges	\$93.50	TRAINING & JUDGE 8.5 HOURS
Elections/Voters Registrati	JAMES DUVALL	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & ELECTION 8 HOURS
Elections/Voters Registrati	BOB KEPPEN	E 100-410-41200-109 Election Judges	\$88.00	TRAINING & JUDGE 8 HOURS
Elections/Voters Registrati	SHELLY MEYER	E 100-410-41200-109 Election Judges	\$99.00	TRAINING & JUDGE HOURS
Elections/Voters Registrati	MICHELLE MEYER-SHANROCK	E 100-410-41200-109 Election Judges	\$99.00	TRAINING & JUDGE HOURS
Elections/Voters Registrati	SHARLENE BEISELL	E 100-410-41200-109 Election Judges	\$99.00	TRAINING & JUDGE HOURS
Elections/Voters Registrati	ELIZABETH GREENHECK	E 100-410-41200-109 Election Judges	\$99.00	TRAINING & JUDGE 9 HOURS
Elections/Voters Registrati	CRAIG FALKUM	E 100-410-41200-109 Election Judges	\$93.50	TRAINING & JUDGE 8.5 HOURS
Elections/Voters Registrati	DEBBIE STEGMAN	E 100-410-41200-109 Election Judges	\$104.50	TRAINING AND JUDGE 9.5 HOURS
Elections/Voters Registrati	THE LOST DUTCHMAN	E 100-410-41200-219 General Supplies	\$305.76	PRIMARY ELECTION JUDGES MEALS
Elections/Voters Registrati	SHAUN DUVALL	E 100-410-41200-219 General Supplies	\$99.00	TRAINING & JUDGE 9 HOURS
Elections/Voters Registration			\$1,884.26	
Emergency Management				
Emergency Management	BENNETT & SONS SAND & GRAVEL	E 100-420-42400-387 Emergency Mgmt/Flood Expense	\$3,300.00	SUGAR SAND DELIVERED FOR VOLLEYBA
Emergency Management			\$3,300.00	
Fire Protection				
Fire Protection	HILLS HARDWARE HANK	E 100-420-42200-200 Office Supplies	\$67.87	FIRE DEPARTMENT ACCOUNT MISC SUPP
Fire Protection	FIRE SAFETY USA	E 100-420-42200-221 Equipment Maintenance/Parts	\$488.85	UNIFORM COAT & PANT
Fire Protection	KEY ELECTRIC & AUTOMATION	E 100-420-42200-223 Building Maint/Repair Supplies	\$823.00	INSTALL EXTERIOR OUTLET
Fire Protection	OWA ARCHITECTS LLC	E 100-420-42200-223 Building Maint/Repair Supplies	\$9,272.00	BASIC SERVICES & LABOR
Fire Protection	HBC	E 100-420-42200-321 Telephone	\$107.74	fire phone services
Fire Protection	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42200-381 Electric/Gas Utility	\$158.95	SOLAR FIRE DEPARTMENT
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$48.23	FIRE HALL
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$15.88	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$17.08	FIRE SIREN
Fire Protection	WABASHA RUBBISH REMOVAL	E 100-420-42200-384 Refuse Disposal	\$93.60	FIRE HALL DUMPSTER
Fire Protection	VISA	E 100-420-42200-582 Radio Equipment	\$1,191.12	BATTTERIES & MISC SUPPLIES
Fire Protection			\$12,284.32	

PROG Descr	Search Name	Account Descr	Amount	Comments
General Govt Bldg City Hall				
General Govt Bldg City Hall	WABASHA COUNTY D. A. C.	E 100-410-41900-313 Cleaning Services	\$373.50	CLEANING SERVICES
General Govt Bldg City Hall	CLEARWAY COMMUNITY SOLAR LLC	E 100-410-41900-381 Electric/Gas Utility	\$526.27	CITY HALL SOLAR
General Govt Bldg City Hall	WABASHA RUBBISH REMOVAL	E 100-410-41900-384 Refuse Disposal	\$552.24	CITY HALL WEEKLY & MONTH OF JULY?
General Govt Bldg City Hall			<u>\$1,452.01</u>	
IT Department				
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$82.00	MICROSOFT AGREEMENT
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$1,196.00	AGREEMENT FOR EXPANDED BUSINESS
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$42.00	FIREWALL PROTECTION AGREEMENT
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$261.65	CLOUD BACKUP
IT Department	HBC	E 100-410-41920-320 Internet/Website Service	\$848.73	internet services
IT Department			<u>\$2,430.38</u>	
Legal				
Legal	WABASHA COUNTY	E 100-410-41800-304 Legal Fees	\$2,000.00	AUGUST LEGAL SERVICES
Legal			<u>\$2,000.00</u>	
Library				
Library	HBC	E 211-471-47100-321 Telephone	\$98.87	library phone services
Library			<u>\$98.87</u>	
Miscellaneous				
Miscellaneous	SCHOEN DENTISTRY	E 100-490-45400-430 Miscellaneous	\$24.00	REFUND OF OVERPAYMENT ON PERMIT
Miscellaneous	DARREN SHEELEY	E 100-490-45400-430 Miscellaneous	\$279.18	MOWING - 808 FRANKLIN AVE
Miscellaneous	HOSS ROEMER	E 100-490-45400-430 Miscellaneous	\$120.00	REFUND SWIM LESSONS 3 KIDS
Miscellaneous			<u>\$423.18</u>	
Planning & Community Developme				
Planning & Community De	BOLTON AND MENK INC	E 100-420-42300-311 Contractor Fees	\$4,440.00	PLANNING & ZONING
Planning & Community De	RED WING WORDSMITH	E 100-420-42300-311 Contractor Fees	\$78.40	HPC MINUTES 6-24
Planning & Community De	VALLEY PUBLICATIONS, INC	E 350-410-42300-311 Contractor Fees	\$1,662.50	THANK YOU
Planning & Community Developme			<u>\$6,180.90</u>	
Police Protection				
Police Protection	WABASHA COUNTY	E 100-420-42100-212 Motor Fuels	\$1,748.90	POLICE GAS
Police Protection	DICK S AUTO PARTS	E 100-420-42100-221 Equipment Maintenance/Parts	\$53.38	WIPER BLADES 21 FORD
Police Protection	HILLS HARDWARE HANK	E 100-420-42100-221 Equipment Maintenance/Parts	\$4.58	POLICE ACCOUNT
Police Protection	VERIZON WIRELESS	E 100-420-42100-321 Telephone	\$160.12	MOBILE SERVICES
Police Protection	WABASHA TOWING & SERVICE STAT	E 100-420-42100-325 Towing Expenses	\$200.00	GOLF CART RECOVERY & IMPOUND
Police Protection	WABASHA COUNTY	E 100-420-42100-412 Building Rent	\$1,050.00	CJC RENT FOR SEPTEMBER
Police Protection			<u>\$3,216.98</u>	

PROG Descr	Search Name	Account Descr	Amount	Comments
Pool				
Pool	HILLS HARDWARE HANK	E 100-450-45300-219 General Supplies	\$103.94	POOL SUPPLIES
Pool	HBC	E 100-450-45300-321 Telephone	\$40.19	pool phone
Pool	WABASHA FRESH MARKET	E 100-450-45300-333 Conecsions	\$402.38	CONCESSION SUPPLIES
Pool	CLEARWAY COMMUNITY SOLAR LLC	E 100-450-45300-381 Electric/Gas Utility	\$529.89	POOL SOLAR
Pool			\$1,076.40	
Public Works				
Public Works	HBC	E 100-430-43100-321 Telephone	\$0.95	PUBLIC WORKS LINE
Public Works	HBC	E 100-430-43100-321 Telephone	\$92.65	public works services
Public Works	VERIZON WIRELESS	E 100-430-43100-321 Telephone	\$40.02	MOBILE SERVICES
Public Works	CLEARWAY COMMUNITY SOLAR LLC	E 100-430-43100-381 Electric/Gas Utility	\$164.91	PUBLIC WORKS SOLAR
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$76.59	PARKS
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$10.84	POPCORN PARK
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$56.25	311 MAIN ST
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$136.30	PUBLIC WORKS SHOP
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$54.80	ATHLETIC FIELD
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$87.38	MAIN ST PARKING LOT
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	\$3.39	311 LAWRENCE BLVD
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	\$471.22	CITY SHOP MONTH OF JULY?
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	\$134.55	IKES PARK DUMPSTER
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	\$310.05	HARBOR DUMPSTER
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	\$711.36	BEACH PARK & CAMPGROUND DUMPSTE
Public Works	VALLEY PUBLICATIONS, INC	E 501-430-43100-500 CAPITAL OUTLAY	\$183.60	2024 STREET IMPROVEMENT BIDS
Public Works	JOANI MANGOLD	E 502-430-43100-544 Dog Park	\$30.04	REIMBURSEMENT DOG PARK
Public Works			\$2,564.90	
Sewer Department				
Sewer Department	WABASHA COUNTY D. A. C.	E 810-500-49449-311 Contractor Fees	\$39.90	UT BILL STUFFING
Sewer Department	HBC	E 810-500-49449-321 Telephone	\$45.71	PHONE LINES
Sewer Department	HBC	E 810-500-49449-321 Telephone	\$103.58	wastewater phone services
Sewer Department	CLEARWAY COMMUNITY SOLAR LLC	E 810-500-49449-381 Electric/Gas Utility	\$3,860.18	UTILITIES SOLAR
Sewer Department	XCEL ENERGY	E 810-500-49449-381 Electric/Gas Utility	\$117.77	SEWAGE LIFT STATION
Sewer Department			\$4,167.14	
Water Department				
Water Department	WABASHA COUNTY D. A. C.	E 800-500-49000-311 Contractor Fees	\$39.90	UT BILL STUFFING
Water Department	VERIZON WIRELESS	E 800-500-49000-321 Telephone	\$40.02	MOBILE SERVICES
Water Department	CLEARWAY COMMUNITY SOLAR LLC	E 800-500-49000-381 Electric/Gas Utility	\$1,597.45	UTILITIES SOLAR
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$412.98	UT COMM LIFT STATION
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$128.27	WATER BOOSTER
Water Department	GOPHER STATE ONE CALL	E 800-500-49000-407 Gopher State One-Call	\$79.65	59 BILLABLE TICKETS

PROG Descr	Search Name	Account Descr	Amount	Comments
Water Department			\$2,298.27	
			\$52,611.70	

City Council Regular

8. 7.

Meeting Date: 09/03/2024

ITEM TITLE: Fire Hall Addition Pay App 1

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

Fire Hall Addition Pay App 1

APPLICATION AND CERTIFICATE FOR PAYMENT

To Contractor: Tim Carrels Construction
704 Coulee Way
Wabasha MN 55981

Project: Wabasha Fire Hall Addition
113 Hiawatha Drive
Wabasha MN 55981

Distribution to:
☐ Owner
☐ Architect
☐ Contractor
☐

Application No:
Period to:
Project No:
Billing Date:

From Sub-Contractor:

Via Architect: Owen Warneke and Associates
578 E 4th Street
Winona Minnesota 55987

Contract For: General Contract

CONTRACTOR'S APPLICATION FOR PAYMENT

1 Original Contract Sum.....	\$371,974
2 Net Change by Change Orders.....	\$19,100
3 Contract Sum to Date (Line 1± Line 2).....	\$391,074
4 Total Completed and Stored to Date..... (Total of Column G on Continuation Sheet)	\$196,886
5 Retainage	
a. 5% of Completed Work..... (Column D + E on Continuation Sheet)	\$9,844
b. 5% of Stored Material..... (Column F on Continuation Sheet)	
Total Retainage..... (Line 5a + Line 5b)	\$9,844
6 Total Earned Less Retainage..... (Line 4 less Line 5 Total)	\$187,042
7 Previous Certificates for Payment..... (Line 6 less from Previous Certificate)	\$0
8 Current Payment Due (Line 6 less Line 7)	\$187,042
9 Balance to Finish Including Retainage (Line 3 less Line 6)	\$204,032

Change Order Summary	
	Total Amount
Owner approved from previous pay applications	
Owner approved for this pay application	~~\$19,100~~
Owner approved to date	~~\$19,100~~

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor

By: Tim Carrels

Date: 8-13-24

Payment Due By 9/15/2024

Notary Public

Subscribed and sworn to before me this

_____ day of _____

State of: _____

County of: _____

By: _____

My Commission Expires: _____

ARCHITECT'S CERTIFICATION FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 16,7942.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified)

Architect

By: Paul Kelly

Date: 8/30/2024

This certificate is not negotiable. The amount certified is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

These changes need to be finalized and signed. They will be approved for Pay App #2

CONTINUATION SHEET

Tim Carrels Construction

Wabasha Fire Hall Addittix

Period to:

Application No: 0

A Section Number	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not it D or E)	G		H Balance to Finish (C - G)	I Retainage
			From Previous Application (D + E)	This Period		Total Completed and Stored to Date (D + E +F)	% (G + C)		
01000	General Conditions	\$28,898		\$15,000		\$15,000	51.9%	\$13,898	\$750
02000	Sitework	\$7,067		\$7,067		\$7,067	100.0%	\$0	\$353
03000	Concrete	\$47,719		\$47,719		\$47,719	100.0%	\$0	\$2,386
04000	Masonry								
05000	Metals	\$163,580		\$115,500		\$115,500	70.6%	\$48,080	\$5,775
06000	Wood and Plastic								
07000	Thermal and Moisture Protection								
08000	Doors and Windows								
09000	Finishes								
10000	Specialties	\$1,050		\$0		\$0	0.0%	\$1,050	\$0
11000	Equipment								
12000	Furnishings								
13000	Special Construction								
14000	Conveying Equipment								
15100	Fire Protection								
15300	Plumbing								
15400	HVAC	\$90,630		\$0		\$0	0.0%	\$90,630	\$0
16000	Electrical	\$33,030		\$0		\$0	0.0%	\$33,030	\$0
	Add additional lines ABOVE this one								
Original Contract Subtotals		\$371,974	\$0	\$185,286	\$0	\$185,286	49.8%	\$186,688	\$9,264
1	Structural Change and Additional Labor	\$13,500		\$6,000		\$6,000	44.4%	\$7,500	\$300
2	Additional Concrete Labor and Material	\$5,600		\$5,600		\$5,600	100.0%	\$0	\$280
3	CO brief description								
4	CO brief description								
5	CO brief description								
6	CO brief description								
7	CO brief description								
8	CO brief description								
9	CO brief description								
10	CO brief description								
	Add additional lines ABOVE this one								
Change Order Subtotals		\$19,100	\$0	\$11,600	\$0	\$11,600	60.7%	\$7,500	\$580
Grand Totals to Date		\$391,074	\$0	\$196,886	\$0	\$196,886	50.3%	\$194,188	\$9,844

City Council Regular

8. 8.

Meeting Date: 09/03/2024

ITEM TITLE: 2023 Street Project Pay App #11

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review 2023 Street Project Pay App #11.

ACTION REQUIRED:

Approve 2023 Street Project Pay App #11.

Attachments

Street Project Pay Application #11



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

August 30, 2024

Ryan Pember
Pember Companies Inc
N4449 469th Street
Menomonie, WI 54751

RE: 2023 Street & Utility Improvements
City of Wabasha, MN
Project No.: 0H1.120756
SAP No. 079-658-004 & 079-665-002

Dear Ryan:

Enclosed is Contractor's Estimate No. 11 in the amount of \$616,007.04.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

DocuSigned by:

34000096AD454F2...

Brian Malm, PE
City Engineer

Enclosures

Contractor's Application for Payment

Owner:	CITY OF WABASHA		Owner's Project No.:		
Engineer:	BOLTON & MENK		Engineer's Project No.:	H19.120756	
Contractor:	PEMBER COMPANIES		Agency's Project No.:	SAP 079-658-004 & 079-665-002	
Project:	2023 STREET & UTILITY IMPROVEMENTS				
Contract:					
Application No.:	11	Application Date:	8/30/2024		
Application Period:	From	7/27/2024	to	8/29/2024	

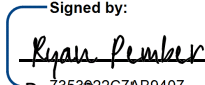
1. Original Contract Price	\$	6,012,787.85
2. Net change by Change Orders	\$	11,175.49
3. Current Contract Price (Line 1 + Line 2)	\$	6,023,963.34
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	5,170,025.20
5. Retainage		
a. 5% X \$ 5,170,025.20 Work Completed	\$	258,501.26
b. 5% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	258,501.26
6. Amount eligible to date (Line 4 - Line 5.c)	\$	4,911,523.94
7. Less previous payments	\$	4,295,516.90
8. Amount due this application	\$	616,007.04

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: PEMBER COMPANIES

Signature:  **Date:** September 3, 2024

Name: Ryan PEMBER **Title:** Project Manager

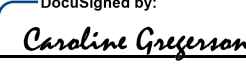
Recommended by Engineer

By:  **Name:** Brian Mann, PE

Title: City Engineer

Date: August 30, 2024

Approved by Owner

By:  **Name:** Caroline Gregerson

Title: City Administrator

Date: September 3, 2024

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF WABASHA Engineer: BOLTON & MENK Contractor: PEMBER COMPANIES Project: 2023 STREET & UTILITY IMPROVEMENTS Contract:	Owner's Project No.: Engineer's Project No.: H19.120756 Contractor's Project No.: Agency's Project No.: SAP 079-658-004 & 079-665-002
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Application No.: 11 Application Period: From 07/27/24 to 08/29/24 Application Date: 08/30/24

A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
Original Contract											
1	CONSTRUCTION ALLOWANCE	42,500.00	UNIT	1.00	42,500.00	14,228.42	14,228.42	14,228.42	14,228.42		14,228.42
2	MOBILIZATION	1.00	L S	203,685.00	203,685.00	0.74	150,726.90	0.74	150,726.90		150,726.90
3	CLEARING	10.00	EACH	715.00	7,150.00	14.00	10,010.00	14.00	10,010.00		10,010.00
4	GRUBBING	10.00	EACH	345.00	3,450.00	14.00	4,830.00	14.00	4,830.00		4,830.00
5	REMOVE LIGHT FOUNDATION	71.00	EACH	565.00	40,115.00	68.00	38,420.00	68.00	38,420.00		38,420.00
6	REMOVE SIGN	22.00	EACH	42.50	935.00	16.00	680.00	16.00	680.00		680.00
7	SALVAGE LIGHTING UNIT	10.00	EACH	210.00	2,100.00	13.00	2,730.00	13.00	2,730.00		2,730.00
8	SALVAGE SIGN	18.00	EACH	42.50	765.00	15.00	637.50	15.00	637.50		637.50
9	SALVAGE BENCH	6.00	EACH	135.00	810.00	4.00	540.00	4.00	540.00		540.00
10	SAWING CONCRETE PAVEMENT (FULL DEPTH)	869.00	L F	5.85	5,083.65	832.00	4,867.20	837.00	4,896.45		4,896.45
11	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	2,213.00	L F	3.35	7,413.55	1,167.00	3,909.45	2,259.00	7,567.65		7,567.65
12	REMOVE CURB AND GUTTER	7,515.00	L F	5.80	43,587.00	4,933.50	28,614.30	5,266.10	30,543.38		30,543.38
13	REMOVE CONCRETE DRIVEWAY PAVEMENT	504.00	S Y	18.50	9,324.00	517.10	9,566.35	517.10	9,566.35		9,566.35
14	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	83.00	S Y	11.00	913.00	85.00	935.00	85.00	935.00		935.00
15	REMOVE BITUMINOUS PAVEMENT	19,752.00	S Y	5.55	109,623.60	21,023.90	116,682.65	21,976.50	121,969.58		121,969.58
16	REMOVE CONCRETE WALK	45,462.00	S F	1.35	61,373.70	53,876.70	72,733.55	55,920.50	75,492.68		75,492.68
17	REMOVE CONCRETE PAVEMENT WITH BITUMINOUS OVERLAY	2,197.00	S Y	12.90	28,341.30	1,873.50	24,168.15	2,115.70	27,292.53		27,292.53
18	REMOVE BRICK PAVERS	1,013.00	S F	2.70	2,735.10	762.60	2,059.02	762.60	2,059.02		2,059.02
19	EXCAVATION - COMMON	7,973.00	C Y	29.50	235,203.50	7,910.00	233,345.00	8,116.00	239,422.00		239,422.00
20	EXCAVATION - SUBGRADE	877.00	C Y	25.00	21,925.00	-	-	-	-		-
21	SELECT GRANULAR EMBANKMENT (CV)	877.00	C Y	25.00	21,925.00	-	-	-	-		-
22	GEOTEXTILE FABRIC TYPE 9	1,975.00	S Y	3.50	6,912.50	-	-	-	-		-
23	STREET SWEEPER (WITH PICKUP BROOM)	23.00	HOURL	150.00	3,450.00	10.00	1,500.00	10.00	1,500.00		1,500.00
24	AGGREGATE BASE (CV) CLASS 5	6,779.00	C Y	31.50	213,538.50	4,233.60	133,358.40	6,836.60	215,352.90		215,352.90
25	DRILL AND GROUT NO. 4 BARS (EPOXY COATED)	84.00	EACH	7.00	588.00	57.00	399.00	57.00	399.00		399.00
26	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) 2.0" THICK	21,210.00	S Y	14.40	305,424.00	7,211.60	103,847.04	7,211.60	103,847.04		103,847.04
27	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	290.00	S Y	29.50	8,555.00	-	-	-	-		-
28	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	120.00	S Y	42.85	5,142.00	266.10	11,402.39	266.10	11,402.39		11,402.39
29	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 4.0" THICK	31.00	S Y	67.00	2,077.00	-	-	-	-		-
30	TYPE SP 12.5 WEARING COURSE MIXTURE (3;C) 2.0" THICK	21,210.00	S Y	15.70	332,997.00	11,422.20	179,328.54	11,422.20	179,328.54		179,328.54
31	6" PVC PIPE DRAIN	4,885.00	L F	28.00	136,780.00	2,877.80	80,578.40	2,877.80	80,578.40		80,578.40
32	6" PVC PIPE DRAIN CLEANOUT	17.00	EACH	615.00	10,455.00	10.00	6,150.00	10.00	6,150.00		6,150.00
33	SUMP PUMP SERVICE CONNECTION	17.00	EACH	1,500.00	25,500.00	22.00	33,000.00	22.00	33,000.00		33,000.00
34	CONNECT TO PIPE DRAIN	13.00	EACH	925.00	12,025.00	5.00	4,625.00	5.00	4,625.00		4,625.00
35	CONNECT TO EXISTING STRUCTURE	1.00	EACH	500.00	500.00	-	-	-	-		-
36	4" CONCRETE WALK	37,492.00	S F	6.65	249,321.80	23,661.30	157,347.65	34,140.60	227,034.99		227,034.99
37	6" CONCRETE WALK	11,677.00	S F	8.75	102,173.75	5,881.50	51,463.13	8,134.90	71,180.38		71,180.38
38	4" CONCRETE WALK - SPECIAL 1	1,152.00	S F	9.60	11,059.20	1,075.80	10,327.68	1,075.80	10,327.68		10,327.68
39	6" CONCRETE WALK - SPECIAL 1	360.00	S F	13.70	4,932.00	1,628.20	22,306.34	1,628.20	22,306.34		22,306.34
40	6" CONCRETE WALK - SPECIAL 2	1,630.00	S F	13.70	22,331.00	613.10	8,399.47	782.50	10,720.25		10,720.25
41	CONCRETE CURB AND GUTTER DESIGN B624	8,482.00	L F	19.40	164,550.80	5,336.00	103,518.40	5,336.00	103,518.40		103,518.40
42	CONCRETE CURB AND GUTTER DESIGN SPECIAL 1	52.00	L F	40.50	2,106.00	-	-	-	-		-
43	CONCRETE CURB AND GUTTER DESIGN SPECIAL 2	616.00	L F	47.75	29,414.00	2,091.00	99,845.25	2,091.00	99,845.25		99,845.25
44	CONCRETE CURB DESIGN V	555.00	L F	35.25	19,563.75	255.60	9,009.90	659.90	23,261.48		23,261.48
45	6" CONCRETE DRIVEWAY PAVEMENT	244.00	S Y	81.70	19,934.80	177.20	14,477.24	378.50	30,923.45		30,923.45

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF WABASHA						Owner's Project No.:					
Engineer: BOLTON & MENK						Engineer's Project No.: H19.120756					
Contractor: PEMBER COMPANIES						Contractor's Project No.:					
Project: 2023 STREET & UTILITY IMPROVEMENTS						Agency's Project No.: SAP 079-658-004 & 079-665-002					
Contract:											
Application No.: 11		Application Period: From 07/27/24 to 08/29/24				Application Date: 08/30/24					
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
46	7" CONCRETE DRIVEWAY PAVEMENT	293.00	S Y	89.00	26,077.00	116.90	10,404.10	164.40	14,631.60		14,631.60
47	TRUNCATED DOMES	790.00	S F	56.50	44,635.00	361.00	20,396.50	763.00	43,109.50		43,109.50
48	TRAFFIC CONTROL	1.00	L S	63,000.00	63,000.00	0.74	46,620.00	0.74	46,620.00		46,620.00
49	ACCESS MANAGER	1.00	L S	8,400.00	8,400.00	0.74	6,216.00	0.74	6,216.00		6,216.00
50	INSTALL SIGN	32.00	EACH	530.00	16,960.00	17.00	9,010.00	17.00	9,010.00		9,010.00
51	INSTALL SALVAGED SIGN	26.00	EACH	265.00	6,890.00	7.00	1,855.00	7.00	1,855.00		1,855.00
52	STABILIZED CONSTRUCTION EXIT	6.00	EACH	1,100.00	6,600.00	5.00	5,500.00	5.00	5,500.00		5,500.00
53	EROSION CONTROL SUPERVISOR	1.00	L S	5,000.00	5,000.00	0.74	3,700.00	0.74	3,700.00		3,700.00
54	STORM DRAIN INLET PROTECTION	68.00	EACH	135.00	9,180.00	42.00	5,670.00	42.00	5,670.00		5,670.00
55	SILT FENCE; TYPE MS	172.00	L F	3.25	559.00	-	-	-	-		-
56	SEDIMENT CONTROL LOG TYPE ROCK	23.00	EACH	110.00	2,530.00	16.00	1,760.00	16.00	1,760.00		1,760.00
57	ROCK DITCH CHECK	36.00	L F	34.00	1,224.00	6.00	204.00	6.00	204.00		204.00
58	AMENDED TOPSOIL BORROW (LV)	1,061.00	C Y	72.00	76,392.00	268.00	19,296.00	268.00	19,296.00		19,296.00
59	SODDING TYPE LAWN	6,367.00	S Y	13.00	82,771.00	983.00	12,779.00	983.00	12,779.00		12,779.00
60	RAPID STABILIZATION METHOD 4	6,367.00	S Y	1.00	6,367.00	-	-	-	-		-
61	INTERIM PAVEMENT MARKING	6,481.00	L F	2.15	13,934.15	2,435.00	5,235.25	2,435.00	5,235.25		5,235.25
62	4" SOLID LINE PAINT	3,755.00	L F	2.15	8,073.25	3,598.00	7,735.70	3,598.00	7,735.70		7,735.70
63	6" SOLID LINE PAINT	2,359.00	L F	3.70	8,728.30	870.60	3,221.22	870.60	3,221.22		3,221.22
64	12" SOLID LINE PAINT	367.00	L F	5.85	2,146.95	105.50	617.18	105.50	617.18		617.18
65	PAVEMENT MESSAGE PAINT	6.00	S F	42.50	255.00	-	-	-	-		-
66	PAVEMENT MARKING SPECIAL	2,232.00	L F	1.60	3,571.20	477.00	763.20	477.00	763.20		763.20
67	INSTALL SALVAGED BENCH	6.00	EACH	330.00	1,980.00	-	-	-	-		-
68	TEMPORARY MAIL BOX BANK	1.00	L S	500.00	500.00	-	-	-	-		-
69	REMOVE MANHOLE (SANITARY)	10.00	EACH	875.00	8,750.00	9.00	7,875.00	10.00	8,750.00		8,750.00
70	REMOVE SEWER PIPE (SANITARY)	3,519.00	L F	12.60	44,339.40	3,136.00	39,513.60	3,136.00	39,513.60		39,513.60
71	DEWATERING	1.00	L S	1,000.00	1,000.00	0.70	700.00	0.70	700.00		700.00
72	CONNECT TO EXISTING SANITARY SEWER	10.00	EACH	1,400.00	14,000.00	11.00	15,400.00	11.00	15,400.00		15,400.00
73	8"X6" PVC WYE	51.00	EACH	700.00	35,700.00	73.82	51,674.00	73.82	51,674.00		51,674.00
74	SANITARY CHIMNEY SEAL	10.00	EACH	355.00	3,550.00	-	-	-	-		-
75	8" PVC PIPE SEWER	278.00	L F	100.00	27,800.00	357.10	35,710.00	357.10	35,710.00		35,710.00
76	10" PVC PIPE SEWER	1,968.00	L F	95.00	186,960.00	1,925.60	182,932.00	1,925.60	182,932.00		182,932.00
77	12" PVC PIPE SEWER	61.00	L F	108.00	6,588.00	56.80	6,134.40	56.80	6,134.40		6,134.40
78	15" PVC PIPE SEWER	1,187.00	L F	120.00	142,440.00	1,201.10	144,132.00	1,201.10	144,132.00		144,132.00
79	6" PVC SANITARY SERVICE PIPE	1,927.00	L F	63.50	122,364.50	1,675.90	106,419.65	1,700.80	108,000.80		108,000.80
80	CASTING ASSEMBLY (SANITARY)	10.00	EACH	905.00	9,050.00	-	-	-	-		-
81	ADJUST FRAME AND RING CASTING (SANITARY)	10.00	EACH	555.00	5,550.00	-	-	-	-		-
82	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	124.00	L F	565.00	70,060.00	116.41	65,771.65	116.41	65,771.65		65,771.65
83	SANITARY SEWER TRACER SYSTEM	1.00	L S	15,100.00	15,100.00	0.50	7,550.00	0.50	7,550.00		7,550.00
84	REMOVE GATE VALVE AND BOX	20.00	EACH	150.00	3,000.00	13.00	1,950.00	20.00	3,000.00		3,000.00
85	REMOVE HYDRANT	8.00	EACH	740.00	5,920.00	5.00	3,700.00	8.00	5,920.00		5,920.00
86	REMOVE WATER MAIN	4,016.00	L F	12.50	50,200.00	2,495.00	31,187.50	4,016.00	50,200.00		50,200.00
87	TEMPORARY WATER SERVICE	1.00	L S	10,000.00	10,000.00	-	-	-	-		-
88	CONNECT TO EXISTING WATER MAIN	15.00	EACH	2,000.00	30,000.00	10.00	20,000.00	10.00	20,000.00		20,000.00
89	HYDRANT (8.5' BURY)	5.00	EACH	6,800.00	34,000.00	3.00	20,400.00	3.00	20,400.00		20,400.00
90	HYDRANT (9' BURY)	2.00	EACH	7,000.00	14,000.00	1.00	7,000.00	2.00	14,000.00		14,000.00
91	HYDRANT (9.5' BURY)	1.00	EACH	7,210.00	7,210.00	1.00	7,210.00	1.00	7,210.00		7,210.00
92	HYDRANT (10' BURY)	1.00	EACH	7,365.00	7,365.00	-	-	1.00	7,365.00		7,365.00
93	ADJUST VALVE BOX	38.00	EACH	235.00	8,930.00	8.00	1,880.00	8.00	1,880.00		1,880.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF WABASHA Engineer: BOLTON & MENK Contractor: PEMBER COMPANIES Project: 2023 STREET & UTILITY IMPROVEMENTS Contract:						Owner's Project No.: Engineer's Project No.: H19.120756 Contractor's Project No.: Agency's Project No.: SAP 079-658-004 & 079-665-002					
Application No.: 11 Application Period: From 07/27/24 to 08/29/24						Application Date: 08/30/24					
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
94	1" CORPORATION STOP	68.00	EACH	440.00	29,920.00	21.00	9,240.00	25.00	11,000.00		11,000.00
95	2" CORPORATION STOP	3.00	EACH	885.00	2,655.00	41.00	36,285.00	41.00	36,285.00		36,285.00
96	6" GATE VALVE AND BOX	9.00	EACH	2,690.00	24,210.00	9.00	24,210.00	11.00	29,590.00		29,590.00
97	8" GATE VALVE AND BOX	21.00	EACH	3,550.00	74,550.00	19.00	67,450.00	20.00	71,000.00		71,000.00
98	10" GATE VALVE AND BOX	4.00	EACH	5,090.00	20,360.00	4.00	20,360.00	4.00	20,360.00		20,360.00
99	12" GATE VALVE AND BOX	4.00	EACH	6,075.00	24,300.00	1.00	6,075.00	5.00	30,375.00		30,375.00
100	1" CURB STOP AND BOX	68.00	EACH	455.00	30,940.00	19.00	8,645.00	23.00	10,465.00		10,465.00
101	2" CURB STOP AND BOX	3.00	EACH	860.00	2,580.00	41.00	35,260.00	41.00	35,260.00		35,260.00
102	1" WATER SERVICE PIPE	2,311.00	L F	53.00	122,483.00	2,608.99	138,276.42	2,691.83	142,666.94		142,666.94
103	2" WATER SERVICE PIPE	111.00	L F	88.00	9,768.00	1,060.42	93,317.31	1,060.42	93,317.31		93,317.31
104	4" PVC WATERMAIN	39.00	L F	55.00	2,145.00	-	-	-	-		-
105	6" PVC WATERMAIN	320.00	L F	63.00	20,160.00	312.10	19,662.30	366.70	23,102.10		23,102.10
106	8" PVC WATERMAIN	2,496.00	L F	74.00	184,704.00	2,527.40	187,027.60	2,598.30	192,274.20		192,274.20
107	10" PVC WATERMAIN	503.00	L F	89.00	44,767.00	434.00	38,626.00	434.00	38,626.00		38,626.00
108	12" PVC WATERMAIN	827.00	L F	106.00	87,662.00	-	-	931.30	98,717.80		98,717.80
109	WATERMAIN FITTINGS	4,017.00	L B	19.00	76,323.00	4,001.00	76,019.00	5,558.00	105,602.00		105,602.00
110	VALVE BOX TOP SECTION & CAP	58.00	EACH	240.00	13,920.00	20.76	4,982.40	20.76	4,982.40		4,982.40
111	WATERMAIN TRACER SYSTEM	1.00	L S	20,150.00	20,150.00	0.50	10,075.00	0.50	10,075.00		10,075.00
112	REMOVE MANHOLE	12.00	EACH	625.00	7,500.00	8.00	5,000.00	13.00	8,125.00		8,125.00
113	REMOVE CATCH BASIN	26.00	EACH	560.00	14,560.00	15.00	8,400.00	28.00	15,680.00		15,680.00
114	REMOVE SEWER PIPE (STORM)	2,830.00	L F	17.45	49,383.50	3,133.00	54,670.85	3,133.00	54,670.85		54,670.85
115	28" SPAN RC PIPE SEWER CLASS IVA	350.00	L F	190.00	66,500.00	-	-	351.20	66,728.00		66,728.00
116	CONNECT TO EXISTING STORM SEWER	4.00	EACH	835.00	3,340.00	4.00	3,340.00	4.00	3,340.00		3,340.00
117	CONNECT TO EXISTING STRUCTURE	3.00	EACH	1,010.00	3,030.00	1.00	1,010.00	3.00	3,030.00		3,030.00
118	10" PIPE SEWER	76.00	L F	75.00	5,700.00	75.00	5,625.00	75.00	5,625.00		5,625.00
119	CASTING ASSEMBLY (STORM)	58.00	EACH	965.00	55,970.00	13.00	12,545.00	13.00	12,545.00		12,545.00
120	ADJUST FRAME AND RING CASTING (STORM)	20.00	EACH	550.00	11,000.00	13.00	7,150.00	13.00	7,150.00		7,150.00
121	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	4.00	L F	650.00	2,600.00	4.00	2,600.00	4.00	2,600.00		2,600.00
122	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	96.00	L F	770.00	73,920.00	83.90	64,603.00	85.90	66,143.00		66,143.00
123	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	21.00	L F	1,180.00	24,780.00	7.60	8,968.00	15.40	18,172.00		18,172.00
124	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	4.00	L F	1,635.00	6,540.00	4.30	7,030.50	4.30	7,030.50		7,030.50
125	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	120.00	L F	362.00	43,440.00	93.70	33,919.40	107.70	38,987.40		38,987.40
126	REMOVE SERVICE CABINET	3.00	EA	1,410.00	4,230.00	1.00	1,410.00	3.00	4,230.00		4,230.00
127	LIGHTING UNIT TYPE SPECIAL 1-ORNAMENTAL ACORN LIGHT	34.00	E A	5,530.00	188,020.00	22.00	121,660.00	34.00	188,020.00		188,020.00
128	LIGHTING UNIT TYPE SPECIAL 2-ORNAMENTAL DOUBLE	20.00	E A	8,545.00	170,900.00	12.00	102,540.00	20.00	170,900.00		170,900.00
129	LIGHTING UNIT TYPE SPECIAL 3-COBRAHEAD OVERHEAD	8.00	EA	3,640.00	29,120.00	-	-	8.00	29,120.00		29,120.00
130	GFCl DUPLEX RECEPTACLE PEDESTAL	10.00	E A	1,285.00	12,850.00	6.00	7,710.00	6.00	7,710.00		7,710.00
131	DECIDUOUS TREE - 2.5" CAL. B&B	20.00	E A	1,235.00	24,700.00	16.00	19,760.00	16.00	19,760.00		19,760.00
132	TREE GRATE & FRAMES	10.00	E A	4,100.00	41,000.00	6.00	24,600.00	6.00	24,600.00		24,600.00
133	STRUCTURAL SOIL BORROW (CV)	100.00	C Y	330.00	33,000.00	110.00	36,300.00	110.00	36,300.00		36,300.00
134	FURNISH AND INSTALL BENCH	6.00	EA	2,085.00	12,510.00	-	-	-	-		-
135	WASTE RECEPTACLE	6.00	EA	2,065.00	12,390.00	-	-	-	-		-
136	1-1/2" SCH 40 PVC TRENCHED	5,752.00	LF	5.85	33,649.20	1,059.00	6,195.15	1,059.00	6,195.15		6,195.15

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF WABASHA							Owner's Project No.:				
Engineer: BOLTON & MENK							Engineer's Project No.: H19.120756				
Contractor: PEMBER COMPANIES							Contractor's Project No.:				
Project: 2023 STREET & UTILITY IMPROVEMENTS							Agency's Project No.: SAP 079-658-004 & 079-665-002				
Contract:											
Application No.: 11 Application Period: From 07/27/24 to 08/29/24 Application Date: 08/30/24											
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
137	1-1/2" SCH 40 PVC BEHIND CURB	1,730.00	LF	4.25	7,352.50	4,713.60	20,032.80	4,713.60	20,032.80		20,032.80
138	TWO 1-1/2" HDPE CONDUIT HDD	205.00	LF	26.00	5,330.00	190.00	4,940.00	190.00	4,940.00		4,940.00
139	3/4 INCH SCH 40 PVC TRENCHED	280.00	LF	3.20	896.00	280.00	896.00	280.00	896.00		896.00
140	HANDHOLE	10.00	EA	1,060.00	10,600.00	6.00	6,360.00	6.00	6,360.00		6,360.00
141	LIGHT FOUNDATION DESIGN E MODIFIED	62.00	EA	1,280.00	79,360.00	36.00	46,080.00	62.00	79,360.00		79,360.00
142	1-1/C#6 AWG	26,705.00	LF	1.55	41,392.75	4,158.40	6,445.52	4,158.40	6,445.52		6,445.52
143	1-1/C#4 AWG	2,556.00	LF	2.05	5,239.80	6,149.80	12,607.09	6,149.80	12,607.09		12,607.09
144	1-1/C#10 AWG	1,908.00	LF	0.90	1,717.20	630.00	567.00	630.00	567.00		567.00
145	TEMPORARY ELECTRICAL SERVICE	1.00	LS	19,030.00	19,030.00	1.00	19,030.00	1.00	19,030.00		19,030.00
146	ELECTRICAL SERVICE CABINET A	1.00	LS	12,530.00	12,530.00	1.00	12,530.00	1.00	12,530.00		12,530.00
147	ELECTRICAL SERVICE CABINET B	1.00	LS	10,385.00	10,385.00	1.00	10,385.00	1.00	10,385.00		10,385.00
148	LOAM TOPSOIL BORROW (PLANTINGS)	9.00	CY	100.00	900.00	9.00	900.00	9.00	900.00		900.00
149	PERENNIAL NO. 1 CONTAINER	86.00	EA	63.00	5,418.00	-	-	-	-		-
150	CAST STONE ASSEMBLY	12.00	EA	2,450.00	29,400.00	12.00	29,400.00	12.00	29,400.00		29,400.00
151	BOLLARD	6.00	EA	2,075.00	12,450.00	6.00	12,450.00	6.00	12,450.00		12,450.00
152	12" RC PIPE SEWER DESIGN 3006 CLASS V	1,773.00	LF	70.25	124,553.25	1,301.70	91,444.43	1,362.10	95,687.53		95,687.53
153	15" RC PIPE SEWER DESIGN 3006 CLASS V	491.00	LF	81.10	39,820.10	609.30	49,414.23	609.30	49,414.23		49,414.23
154	18" RC PIPE SEWER DESIGN 3006 CLASS III	682.00	LF	85.65	58,413.30	675.90	57,890.84	675.90	57,890.84		57,890.84
155	24" RC PIPE SEWER DESIGN 3006 CLASS III	275.00	LF	101.20	27,830.00	169.30	17,133.16	272.50	27,577.00		27,577.00
SM	STORED MATERIALS				-		-		-	-	-
		-	-		-		-		-		
Original Contract Totals					\$ 6,012,787.85		\$ 4,377,744.27		\$ 5,158,849.71	\$ -	\$ 5,158,849.71
Change Orders											
CO1-1	ADDITIONAL SIGNAGE FOR PARKING AND BUSINESS ACCESS	1.00	LS	1,400.00	1,400.00	1.00	1,400.00	1.00	1,400.00		1,400.00
CO2-1	BRIDGE/MAIN STREET INTERSECTION 21" PIPE	1.00	LS	9,775.49	9,775.49	1.00	9,775.49	1.00	9,775.49		9,775.49
					-		-		-		-
Change Order Totals					\$ 11,175.49		\$ 11,175.49		\$ 11,175.49	\$ -	\$ 11,175.49
Original Contract and Change Orders											
Project Totals					\$ 6,023,963.34		\$ 4,388,919.76		\$ 5,170,025.20	\$ -	\$ 5,170,025.20

Stored Materials Summary

Contractor's Application for Payment

Owner:	CITY OF WABASHA								Owner's Project No.:										
Engineer:	BOLTON & MENK								Engineer's Project No.:										
Contractor:	PEMBER COMPANIES								Contractor's Project No.:										
Project:	2023 STREET & UTILITY IMPROVEMENTS								Agency's Project No.:										
Contract:																			
Application No.:	11		Application Period:		From	07/27/24		to	08/29/24		Application Date:								
08/30/24																			
A	B	C	D	E	F	G	H	I	J	K	L	M							
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Materials Stored			Incorporated in Work			Materials Remaining in Storage (I-L) (\$)							
						Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)								
	T013460		Valves and Hydrants - Core & Main		1	135,518.17	-	135,518.17	122,000.00	13,518.17	135,518.17	-							
	48792		Electrical Stanchions and Service Cabinets-Povolny		6	20,085.94		20,085.94	10,000.00	10,085.94	20,085.94	-							
	S007080826.002		Type 3 Light Fixtures-Viking		6	4,887.25		4,887.25	-	4,887.25	4,887.25	-							
	S007080825.002		Type 3 Light Poles Anchor Bases- Viking		6	1,863.77		1,863.77	-	1,863.77	1,863.77	-							
	S007080825.004		Type 3 Light Poles-Viking		6	14,113.86		14,113.86	-	14,113.86	14,113.86	-							
	S007080824.002		Type 1 & 2 Lights-Viking		6	258,207.99		258,207.99	170,000.00	88,207.99	258,207.99	-							
	S007080824.005		Light Bollards - Viking		6	5,851.31		5,851.31	5,851.31		5,851.31	-							
								-			-	-							
								-			-	-							
								-			-	-							
								-			-	-							
Totals						\$	440,528.29	\$	-	\$	440,528.29	\$	307,851.31	\$	132,676.98	\$	440,528.29	\$	-

Funding Breakdown					Contractor's Application for Payment				
Owner:	CITY OF WABASHA				Owner's Project No.:				
Engineer:	BOLTON & MENK				Engineer's Project No.:	H19.120756			
Contractor:	PEMBER COMPANIES				Contractor's Project No.:				
Project:	2023 STREET & UTILITY IMPROVEMENTS				Agency's Project No.:	SAP 079-658-004 & 079-665-002			
Contract:									
Application No.:	11	Application Period:	From	07/27/24	to	08/29/24	Application Date:	08/30/24	

		SAP 079-658-004 CSAH 58 (BRIDGE AVE & MAIN ST)												SAP 079-658-004 CSAH 65 (PEMBROKE AVE)												LOCAL PROJECTS - ADA PED RAMPS, 2ND STREET STORM SEWER, & ALLEGHANY AVE ALLEY IMPROVEMENTS						
Item No.	MnDOT Number	Description	Units	Unit Price	Participating		Storm Sewer		PFA Eligible Water		PFA Eligible Sewer		City Funds		Total		Participating		Storm Sewer		PFA Eligible Water		PFA Eligible Sewer		City Funds		Total		Total		TOTAL PROJECT	
					Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
1	2016.615	CONSTRUCTION ALLOWANCE	UNIT	\$1.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	14,228.42	\$ 14,228.42	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	14,228.42	\$ 14,228.42
2	2021.501	MOBILIZATION	LS	\$203,685.00	0.104	\$ 21,101.77	0.022	\$ 4,521.81	0.170	\$ 34,667.19	0.118	\$ 24,116.30	0.081	\$ 16,579.96	0.496	\$ 100,987.02	0.044	\$ 9,043.61	0.007	\$ 1,507.27	0.074	\$ 15,072.69	0.059	\$ 12,058.15	0.037	\$ 7,536.35	0.222	\$45,218.07	0.02	\$4,521.81	0.74	\$150,726.90
3	2101.502	CLEARING	EACH	\$715.00	2.00	\$ 1,430.00	-	\$ -	1.20	\$ 858.00	0.80	\$ 572.00	-	\$ -	4.00	\$ 2,860.00	5.00	\$ 3,575.00	0.00	\$ -	3.00	\$ 2,145.00	2.00	\$ 1,430.00	0.00	\$ -	0.00	\$ 7,150.00	0.00	\$ 0.00	14.00	\$10,010.00
4	2101.502	GRUBBING	EACH	\$345.00	2.00	\$ 690.00	-	\$ -	1.20	\$ 414.00	0.80	\$ 276.00	-	\$ -	4.00	\$ 1,380.00	5.00	\$ 1,725.00	0.00	\$ -	3.00	\$ 1,035.00	2.00	\$ 690.00	0.00	\$ -	10.00	\$3,450.00	0.00	\$ 0.00	14.00	\$4,830.00
5	2104.502	REMOVE LIGHT FOUNDATION	EACH	\$565.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	43.000	\$ 24,295.00	43.00	\$ 24,295.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	25.00	\$14,125.00	25.00	\$34,420.00	0.00	\$ 0.00	68.00	\$38,420.00
6	2104.502	REMOVE SIGN	EACH	\$42.50	4.80	\$ 204.00	-	\$ -	0.60	\$ 25.50	0.60	\$ 25.50	-	\$ -	6.00	\$ 255.00	8.00	\$ 340.00	0.00	\$ -	1.00	\$ 42.50	1.00	\$ 42.50	0.00	\$ -	10.00	\$425.00	0.00	\$ 0.00	16.00	\$680.00
7	2104.602	SALVAGE LIGHTING UNIT	EACH	\$210.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	7.000	\$ 1,470.00	7.00	\$ 1,470.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	6.00	\$1,260.00	6.00	\$1,260.00	0.00	\$ 0.00	13.00	\$2,730.00
8	2104.502	SALVAGE SIGN	EACH	\$42.50	9.60	\$ 408.00	-	\$ -	1.20	\$ 51.00	1.20	\$ 51.00	-	\$ -	12.00	\$ 510.00	2.40	\$ 102.00	0.00	\$ -	0.30	\$ 12.75	0.30	\$ 12.75	0.00	\$ -	3.00	\$127.50	0.00	\$ 0.00	15.00	\$637.50
9	2104.502	SALVAGE BENCH	EACH	\$135.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	4.000	\$ 540.00	4.00	\$ 540.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 50.00	0.00	\$ 0.00	4.00	\$540.00
10	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$5.85	232.50	\$ 1,360.13	-	\$ -	139.50	\$ 816.08	93.00	\$ 544.05	0.000	\$ -	465.00	\$ 2,720.25	183.50	\$ 1,073.48	0.00	\$ -	110.10	\$ 644.09	73.40	\$ 429.39	0.00	\$ -	367.00	\$2,146.95	5.00	\$29.25	837.00	\$4,896.45
11	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$3.35	583.50	\$ 1,954.73	-	\$ -	350.10	\$ 1,172.84	233.40	\$ 781.89	0.000	\$ -	1167.00	\$ 3,909.45	443.00	\$ 1,484.05	0.00	\$ -	265.80	\$ 890.58	177.20	\$ 593.62	0.00	\$ -	886.00	\$2,968.10	206.00	\$690.10	2259.00	\$7,567.65
12	2104.503	REMOVE CURB AND GUTTER	LF	\$5.80	2,503.90	\$ 14,522.62	-	\$ -	1,502.34	\$ 8,713.57	1,001.56	\$ 5,809.05	0.000	\$ -	5007.80	\$ 29,045.24	15.00	\$ 87.00	0.00	\$ -	9.00	\$ 52.20	6.00	\$ 34.80	0.00	\$ -	30.00	\$174.00	228.30	\$1,324.14	5266.10	\$30,543.38
13	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$185.00	143.90	\$ 26,621.15	-	\$ -	86.34	\$ 15,979.29	57.56	\$ 10,648.86	0.000	\$ -	5,324.30	\$ 11,645.55	114.65	\$ 2,121.03	0.00	\$ -	68.79	\$ 12,722.62	45.86	\$ 848.41	0.00	\$ -	229.30	\$4,242.05	0.00	\$ 0.00	517.10	\$9,566.35
14	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	\$11.00	37.90	\$ 416.90	-	\$ -	22.74	\$ 250.14	15.16	\$ 166.76	0.000	\$ -	75.80	\$ 833.80	4.60	\$ 50.60	0.00	\$ -	2.76	\$ 30.36	1.84	\$ 20.24	0.00	\$ -	9.20	\$101.20	0.00	\$ 0.00	85.00	\$935.00
15	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	\$5.55	5,935.15	\$ 32,940.08	-	\$ -	3,561.09	\$ 19,764.05	2,374.06	\$ 13,176.03	0.000	\$ -	11870.30	\$ 65,880.17	4,276.15	\$ 23,732.63	0.00	\$ -	2,565.69	\$ 14,239.58	1,710.46	\$ 9,493.05	0.00	\$ -	8552.30	\$47,465.27	1553.90	\$8,624.15	21976.50	\$121,969.58
16	2104.518	REMOVE CONCRETE WALK	SF	\$1.35	19,675.95	\$ 26,562.53	-	\$ -	11,805.57	\$ 15,937.52	7,870.38	\$ 10,625.01	0.000	\$ -	39351.90	\$ 53,125.07	7,632.35	\$ 10,303.67	0.00	\$ -	4,579.41	\$ 6,182.20	3,052.94	\$ 4,121.47	0.00	\$ -	15264.70	\$20,607.35	1303.90	\$1,760.27	55920.50	\$75,492.68
17	2104.604	REMOVE CONCRETE PAVEMENT WITH BITUMINOUS OVERLAY	SY	\$12.90	936.75	\$ 12,084.08	-	\$ -	562.05	\$ 7,250.45	374.70	\$ 4,833.63	0.000	\$ -	1873.50	\$ 24,168.15	121.10	\$ 1,562.19	0.00	\$ -	72.66	\$ 937.31	48.44	\$ 624.88	0.00	\$ -	242.20	\$3,124.38	0.00	\$ 0.00	2115.70	\$27,292.53
18	2104.618	REMOVE BRICK PAVERS	SF	\$2.70	381.30	\$ 1,029.51	-	\$ -	228.78	\$ 617.71	152.52	\$ 411.80	0.000	\$ -	762.60	\$ 2,059.02	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	762.60	\$2,059.02
19	2106.507	EXCAVATION - COMMON	CY	\$29.50	2,922.00	\$ 86,199.00	-	\$ -	1,753.20	\$ 51,719.40	1,168.80	\$ 34,479.60	0.000	\$ -	5844.00	\$ 172,398.00	1,080.50	\$ 31,874.75	0.00	\$ -	648.30	\$ 19,124.85	432.20	\$ 12,749.90	0.00	\$ -	2161.00	\$63,749.50	111.00	\$3,274.50	8116.00	\$239,422.00
20	2106.507	EXCAVATION - SUBGRADE	CY	\$25.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
21	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$25.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
22	2108.504	GEOTEXTILE FABRIC TYPE 9	SY	\$3.50	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	10.00	\$ 1,500.00	10.00	\$ 1,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	10.00	\$1,500.00
24	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$31.50	2,116.80	\$ 66,679.20	-	\$ -	1,270.08	\$ 40,007.52	846.72	\$ 26,671.68	0.000	\$ -	4233.60	\$ 133,358.40	1,261.00	\$ 39,721.50	0.00	\$ -	756.60	\$ 23,832.90	504.40	\$ 15,888.60	0.00	\$ -	2522.00	\$79,443.00	81.00	\$2,551.50	6836.60	\$215,352.90
25	2301.602	DRILL AND GROUT NO. 4 BARS (EPOXY COATED)	EACH	\$7.00	28.50	\$ 199.50	-	\$ -	17.10	\$ 119.70	11.40	\$ 79.80	0.000	\$ -	57.00	\$ 399.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	57.00	\$399.00
26	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 2.0" THICK	SY	\$14.40	1,730.78	\$ 24,923.29	-	\$ -	2,740.41	\$ 39,461.88	2,740.41	\$ 39,461.88	0.000	\$ -	7211.60	\$ 103,847.04	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	7211.60	\$103,847.04
27	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SY	\$29.50	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
28	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SY	\$42.85	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
29	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 4.0" THICK	SY	\$67.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.000	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	266.10	\$11,402.39	266.10	\$11,402.39
30	2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) 2.0" THICK	SY	\$15.70	2,741.33	\$ 43,038.85	-	\$ -	4,340.44	\$ 68,144.85	4,340.44	\$ 68,144.85	0.000	\$ -	11422.20	\$ 179,328.54	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	11422.20	\$179,328.54
31	2502.503	6" PVC PIPE DRAIN	LF	\$28.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	2,157.60	\$ 60,412.80	2,157.60	\$ 60,412.80	0.00	\$ -	0.00	\$ -	0.00	\$ -	720.20	\$ 20,165.60	0.00	\$ -	720.20	\$20,165.60	0.00	\$ 0.00	11422.20	\$179,328.54
32	2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	\$615.00	-	\$ -	-	\$ -	-	\$ -	7.00	\$ 4,305.00	0.000	\$ -	7.00	\$ 4,305.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	2.00	\$ 1,230.00	0.00	\$ -	2.00	\$615.00	1.00	\$ 615.00	10.00	\$6,150.00
33	2502.602	SUMP PUMP SERVICE CONNECTION	EACH	\$1,500.00	-	\$ -	-	\$ -	-	\$ -	12.00	\$ 18,000.00	0.000	\$ -	12.00	\$ 18,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	8.00	\$ 12,000.00	0.00	\$ -	8.00	\$12,000.00	2.00	\$3,000.00	22.00	\$33,000.00
34	2506.602	CONNECT TO PIPE DRAIN	EACH	\$925.00	-	\$ -	-	\$ -	-	\$ -	5.00	\$ 4,625.00	0.000	\$ -	5.00	\$ 4,625.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	5.00	\$4,625.00	0.00	\$ 0.00
35	2506.602	CONNECT TO EXISTING STRUCTURE	EACH	\$500.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ 0.00	0.00	\$ 0.00	0.00	\$ 0.00
36	2521.518	4" CONCRETE WALK	SF	\$6.65	18,929.04	\$ 125,878.12	-	\$ -	2,366.13	\$ 15,734.76	2,366.13	\$ 15,734.76	0.000	\$ -	23661.30	\$ 157,347.65	8,383.44	\$ 55,749.88	0.00	\$ -	1,047.93	\$ 6,968.73	1,047.93	\$ 6,968.73	0.00	\$ -	10479.30	\$69,687.35	0.00	\$ 0.00	34140.60	\$227,034.99
37	2521.518	6" CONCRETE WALK	SF	\$8.75	4,705.20	\$ 41,170.50	-	\$ -	588.15	\$ 5,146.31	588.15	\$ 5,146.31	0.000	\$ -	5881.50	\$ 51,463.13	1,802.72	\$ 15,773.80	0.00	\$ -	225.34	\$ 1,971.73	225.34	\$ 1,971.73	0.00	\$ -	2253.40	\$19,717.25	0.00	\$ 0.00	8134.90	\$71,180.38
38	2521.618	4" CONCRETE WALK - SPECIAL 1	SF	\$9.60	860.64	\$ 8,262.14																										

Funding Breakdown				Contractor's Application for Payment	
Owner:	CITY OF WABASHA			Owner's Project No.:	
Engineer:	BOLTON & MENK			Engineer's Project No.:	H19.120756
Contractor:	PEMBER COMPANIES			Contractor's Project No.:	
Project:	2023 STREET & UTILITY IMPROVEMENTS			Agency's Project No.:	SAP 079-658-004 & 079-665-002
Contract:					
Application No.:	11	Application Period:	From 07/27/24 to 08/29/24	Application Date:	08/30/24

					SAP 079-658-004 CSAH 58 (BRIDGE AVE & MAIN ST)										SAP 079-658-004 CSAH 65 (PEMBROKE AVE)										LOCAL PROJECTS - ADA PED RAMPS, 2ND STREET STORM SEWER, & ALLEGHANY AVE ALLEY IMPROVEMENTS							
					Participating		Storm Sewer		PFA Eligible Water		PFA Eligible Sewer		City Funds		Total		Participating		Storm Sewer		PFA Eligible Water		PFA Eligible Sewer		City Funds		Total		Total		TOTAL PROJECT	
Item No.	MnDOT Number	Description	Units	Unit Price	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost
99	2504.602	12" GATE VALVE AND BOX	EACH	\$6,075.00					5.00	\$30,375.00			5.00	\$30,375.00							0.00	\$0.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	5.00	\$30,375.00
100	2504.602	1" CURB STOP AND BOX	EACH	\$455.00					18.00	\$8,190.00			18.00	\$8,190.00							5.00	\$2,275.00			5.00	\$2,275.00	0.00	\$0.00	0.00	\$0.00	23.00	\$10,465.00
101	2504.602	2" CURB STOP AND BOX	EACH	\$860.00					27.00	\$23,220.00			27.00	\$23,220.00							14.00	\$12,040.00			14.00	\$12,040.00	0.00	\$0.00	0.00	\$0.00	41.00	\$35,260.00
102	2504.603	1" WATER SERVICE PIPE	L F	\$53.00					2,543.68	\$134,815.04			2,543.68	\$134,815.04							148.15	\$7,851.90			148.15	\$7,851.90	0.00	\$0.00	0.00	\$0.00	2,691.83	\$142,666.94
103	2504.603	2" WATER SERVICE PIPE	L F	\$88.00					703.07	\$61,869.98			703.07	\$61,869.98							357.36	\$31,447.33			357.36	\$31,447.33	0.00	\$0.00	0.00	\$0.00	1,060.42	\$93,317.31
104	2504.603	4" PVC WATERMAIN	L F	\$55.00					0.00	\$0.00			0.00	\$0.00							0.00	\$0.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
105	2504.603	6" PVC WATERMAIN	L F	\$63.00					224.60	\$14,149.80			224.60	\$14,149.80							142.10	\$8,952.30			142.10	\$8,952.30	0.00	\$0.00	0.00	\$0.00	366.70	\$23,102.10
106	2504.603	8" PVC WATERMAIN	L F	\$74.00					1,393.10	\$103,089.40			1,393.10	\$103,089.40							1,205.20	\$89,184.80			1,205.20	\$89,184.80	0.00	\$0.00	0.00	\$0.00	2,598.30	\$192,274.20
107	2504.603	10" PVC WATERMAIN	L F	\$89.00					434.00	\$38,626.00			434.00	\$38,626.00							0.00	\$0.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	434.00	\$38,626.00
108	2504.603	12" PVC WATERMAIN	L F	\$106.00					931.30	\$98,717.80			931.30	\$98,717.80							0.00	\$0.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	931.30	\$98,717.80
109	2504.608	WATERMAIN FITTINGS	L B	\$19.00					3,952.00	\$75,088.00			3,952.00	\$75,088.00							1,599.00	\$30,381.00			1,599.00	\$30,381.00	0.00	\$0.00	0.00	\$0.00	5,551.00	\$105,602.00
110		VALVE BOX TOP SECTION & CAP	EACH	\$240.00					20.76	\$4,982.40			20.76	\$4,982.40							0.00	\$0.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	20.76	\$4,982.40
111		WATERMAIN TRACER SYSTEM	L S	\$20,150.00					0.25	\$5,037.50			0.25	\$5,037.50							0.25	\$5,037.50			0.25	\$5,037.50	0.00	\$0.00	0.00	\$0.00	0.50	\$10,075.00
112	2104.502	REMOVE MANHOLE	EACH	\$625.00			7.47	\$4,668.75	0.81	\$506.25	0.72	\$450.00	9.00	\$5,625.00					3.32	\$2,075.00	0.36	\$225.00	0.32	\$200.00	4.00	\$2,500.00	0.00	\$0.00	0.00	\$0.00	13.00	\$8,125.00
113	2104.502	REMOVE CATCH BASIN	EACH	\$560.00			17.43	\$9,760.80	1.89	\$1,058.40	1.68	\$940.80	21.00	\$11,760.00					5.81	\$3,253.60	0.63	\$352.80	0.56	\$313.60	7.00	\$3,920.00	0.00	\$0.00	0.00	\$0.00	28.00	\$15,680.00
114	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$17.45			1,684.90	\$29,401.51	182.70	\$3,188.12	162.40	\$2,833.88	2,030.00	\$35,423.50					915.49	\$15,975.30	99.27	\$1,732.26	88.24	\$1,539.79	1,103.00	\$19,247.35	0.00	\$0.00	0.00	\$0.00	3,133.00	\$54,670.85
115	2503.503	28" SPAN RC PIPE SEWER CLASS I/VA	L F	\$190.00			291.50	\$55,384.24	31.61	\$6,005.52	28.10	\$5,338.24	351.20	\$66,728.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	351.20	\$66,728.00
116	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$835.00			1.66	\$1,386.10	0.18	\$150.30	0.16	\$133.60	2.00	\$1,670.00					1.66	\$1,386.10	0.18	\$150.30	0.16	\$133.60	2.00	\$1,670.00	0.00	\$0.00	0.00	\$0.00	4.00	\$3,340.00
117	2503.602	CONNECT TO EXISTING STRUCTURE	EACH	\$1,010.00			2.49	\$2,514.90	0.27	\$272.70	0.24	\$242.40	3.00	\$3,030.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	3.00	\$3,030.00
118	2503.603	10" PIPE SEWER	L F	\$75.00			62.25	\$4,668.75	6.75	\$506.25	6.00	\$450.00	75.00	\$5,625.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	75.00	\$5,625.00
119	2506.502	CASTING ASSEMBLY (STORM)	EACH	\$965.00			10.79	\$10,412.35	1.17	\$1,129.05	1.04	\$1,003.60	13.00	\$12,545.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	13.00	\$12,545.00
120	2506.502	ADJUST FRAME AND RING CASTING (STORM)	EACH	\$550.00			10.79	\$5,934.50	1.17	\$643.50	1.04	\$572.00	13.00	\$7,150.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	13.00	\$7,150.00
121	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	L F	\$650.00			3.32	\$2,158.00	0.36	\$234.00	0.32	\$208.00	4.00	\$2,600.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	4.00	\$2,600.00
122	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	\$770.00			36.85	\$28,376.04	4.00	\$3,076.92	3.55	\$2,735.04	44.40	\$34,188.00					34.45	\$26,522.65	3.74	\$2,875.95	3.32	\$2,556.40	41.50	\$31,955.00	0.00	\$0.00	0.00	\$0.00	85.90	\$66,143.00
123	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	L F	\$1,180.00			12.78	\$15,082.76	1.39	\$1,635.48	1.23	\$1,453.76	15.40	\$18,172.00					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	15.40	\$18,172.00
124	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	L F	\$1,635.00			3.57	\$5,835.32	0.39	\$632.75	0.34	\$562.44	4.30	\$7,030.50					0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	4.30	\$7,030.50
125	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	L F	\$360.00			70.47	\$25,509.05	7.64	\$2,766.04	6.79	\$2,458.70	84.90	\$30,733.80					18.92	\$6,850.49	2.05	\$742.82	1.82	\$660.29								
126	2104.502	REMOVE SERVICE CABINET	E A	\$1,410.00									1.00	\$1,410.00											2.00	\$2,820.00	0.00	\$0.00	0.00	\$0.00	3.00	\$4,230.00
127	2545.502	LIGHTING UNIT TYPE SPECIAL 1-ORNAMENTAL ACORN LIGHT	E A	\$5,530.00									22.00	\$121,660.00											12.00	\$66,360.00	0.00	\$0.00	0.00	\$0.00	34.00	\$188,020.00
128	2545.502	LIGHTING UNIT TYPE SPECIAL 2-ORNAMENTAL DOUBLE ACORN	E A	\$8,545.00									14.00	\$119,630.00											6.00	\$51,270.00	0.00	\$0.00	0.00	\$0.00	20.00	\$170,900.00
129	2545.502	LIGHTING UNIT TYPE SPECIAL 3-COBRAHEAD OVERHEAD LIGHT	E A	\$3,640.00									2.00	\$7,280.00											6.00	\$21,840.00	0.00	\$0.00	0.00	\$0.00	8.00	\$29,120.00
130	2545.602	GFCI DUPLEX RECEPTACLE PEDESTAL	E A	\$1,285.00									6.00	\$7,710.00											0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	6.00	\$7,710.00
131	2571.502	DECIDUOUS TREE - 2.5" CAL. B&B	E A	\$1,235.00									16.00	\$19,760.00											0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	16.00	\$19,760.00
132	2571.602	TREE GRATE & FRAMES	E A	\$4,100.00									6.00	\$24,600.00											0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	6.00	\$24,600.00
133	2105.607	STRUCTURAL SOIL BORROW (CV)	C Y	\$330.00									80.00	\$26,400.00											30.00	\$9,900.00	0.00	\$0.00	0.00	\$0.00	110.00	\$36,300.00
134	2540.602	FURNISH AND INSTALL BENCH	E A	\$2,085.00									0.00	\$0.00							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
135	2540.602	WASTE RECEPTACLE	E A	\$2,065.00									0.00	\$0.00							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
136	2545.503	1-1/2" SCH 40 PVC TRENCHED	L F	\$5.85									364.60	\$2,132.91											694.40	\$4,062.24	0.00	\$0.00	0.00	\$0.00	1,059.00	\$6,195.15
137	2545.503	1-1/2" SCH 40 PVC BEHIND CURB	L F	\$4.25									2,954.10	\$12,554.93											1,759.50	\$7,477.88	0.00	\$0.00	0.00	\$0.00	4,713.60	\$20,032.80
138	2545.503	TWO 1-1/2" HDPE CONDUIT HDD	L F	\$26.00									190.00	\$4,940.00							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	190.00	\$4,940.00
139	2545.503	3/4 INCH SCH 40 PVC TRENCHED	L F	\$3.20									280.00	\$896.00							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	280.00	\$896.00
140	2545.502	HANDHOLE	E A	\$1,060.00									6.00	\$6,360.00							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	6.00	\$6,360.00
141	2545.502	LIGHT FOUNDATION DESIGN E MODIFIED	E A	\$1,280.00									38.00	\$48,640.00							24.00	\$30,720.00			24.00	\$30,720.00	0.00	\$0.00	0.00	\$0.00	62.00	\$79,360.00
142	2545.503	1-1/CW6 AWG	L F	\$1.55									4,158.40	\$6,445.52							0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	4,158.40	\$6,445.52
143	2545.503	1-1/CW4 AWG	L F	\$2.05									6,149.80	\$12,607.09																		

		Non-PFA Eligible		PFA Eligible		Total
		MnDOT LRIP Eligible	City of Wabasha	Water	Sewer	
Participating	Total Work Completed	\$1,005,491.33				\$1,005,491.33
	Retainage	5.0%	\$50,274.57			\$50,274.57
	Eligible Amount	\$955,216.76				\$955,216.76
	Previous Payments	\$915,320.20				\$915,320.20
	Total Amount Due	\$39,896.56				\$39,896.56
Storm Sewer	Total Work Completed	\$456,819.48				\$456,819.48
	Retainage	5.0%	\$22,840.97			\$22,840.97
	Eligible Amount	\$433,978.50				\$433,978.50
	Previous Payments	\$347,517.95				\$347,517.95
	Total Amount Due	\$86,460.55				\$86,460.55
Non-Participating	Total Work Completed		\$851,975.96	\$1,632,687.09	\$1,223,051.36	\$3,707,714.41
	Retainage	5.0%	\$42,598.80	\$81,634.35	\$61,152.57	\$185,385.72
	Eligible Amount	\$809,377.16	\$1,551,052.73	\$1,161,898.80		\$3,522,328.69
	Previous Payments	\$602,027.89	\$1,310,816.00	\$1,119,834.87		\$3,032,678.76
	Total Amount Due	\$207,349.27	\$240,236.73	\$42,063.93		\$489,649.93
Totals	Total Work Completed	\$1,462,310.81	\$851,975.96	\$1,632,687.09	\$1,223,051.36	\$5,170,025.21
	Retainage	5.0%	\$73,115.54	\$42,598.80	\$81,634.35	\$258,501.26
	Eligible Amount	\$1,389,195.27	\$809,377.16	\$1,551,052.73	\$1,161,898.80	\$4,911,523.95
	Previous Payments	\$1,262,838.15	\$602,027.89	\$1,310,816.00	\$1,119,834.87	\$4,295,516.91
	Total Amount Due	\$126,357.12	\$207,349.27	\$240,236.73	\$42,063.93	\$616,007.04

*Participating means eligible for MnDOT LRIP funding. Non-participating means not eligible for MnDOT LRIP funding. Some project elements are eligible for both MnDOT LRIP and PFA Funding.

Certificate Of Completion

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Heather Hanson

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1960 Premier Drive

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MANKATO, MN 56001

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Heather.hanson@bolton-menk.com

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8/30/2024 5:33:40 PM

Heather.hanson@bolton-menk.com

Signer Events

Brian Malm

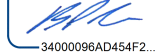
brian.malm@bolton-menk.com

Principal Engineer

Bolton & Menk, Inc.

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:


34000096AD454F2...**Timestamp**

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Signed: 8/30/2024 5:50:09 PM

Signature Adoption: Uploaded Signature Image
Using IP Address: 65.141.17.74**Electronic Record and Signature Disclosure:**

Accepted: 3/3/2020 4:43:38 PM

ID: 27e36b48-064b-401d-8352-dcca02a4639e

Ryan Pember

rpember@pembercompanies.com

Project Manager

Security Level: Email, Account Authentication
(None)

Signed by:


7353922C7AB9407...

Sent: 8/30/2024 5:50:10 PM

Viewed: 8/30/2024 9:13:18 PM

Signed: 9/3/2024 7:22:09 AM

Signature Adoption: Pre-selected Style
Using IP Address: 173.245.129.232**Electronic Record and Signature Disclosure:**

Accepted: 9/3/2024 7:22:01 AM

ID: 25352558-914d-4021-a8c2-398b509bedc3

Caroline Gregerson

cityadmin@wabasha.org

City Administrator

Security Level: Email, Account Authentication
(None)

DocuSigned by:


A0A1BACD9400400...

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Viewed: 9/3/2024 9:41:12 AM

Signed: 9/3/2024 9:41:17 AM

Signature Adoption: Pre-selected Style
Using IP Address: 192.151.165.14**Electronic Record and Signature Disclosure:**

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Carbon Copy Events	Status	Timestamp
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Jen Steinmeyer jsteinmeyer@pembercompanies.com Office Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/30/2024 5:50:11 PM
Tyler Grabau finance@wabasha.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 7:22:11 AM Viewed: 9/3/2024 9:19:04 AM
Pam Harbath pam.harbath@bolton-menk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2024 9:41:19 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/30/2024 5:36:12 PM
Certified Delivered	Security Checked	9/3/2024 9:41:12 AM
Signing Complete	Security Checked	9/3/2024 9:41:17 AM
Completed	Security Checked	9/3/2024 9:41:19 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Bolton & Menk:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@bolton-menk.com

To advise Bolton & Menk of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@bolton-menk.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Bolton & Menk

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@bolton-menk.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. If any fees are incurred you will be billed for them at that time.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@bolton-menk.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions will take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Bolton & Menk as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Bolton & Menk during the course of your relationship with Bolton & Menk.

Meeting Date: 09/03/2024

ITEM TITLE: Approve 2025 Preliminary Budget Levy, Approve 2025 Capital Improvement Projects, and Call for Public Hearing December 3, 2024

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The City of Wabasha 2025 proposed preliminary levy is attached. The proposed 2025 levy increase is 9.4%. Once the preliminary levy is approved, the levy can be lowered but cannot be increased. Also attached is the Resolution setting the City of Wabasha 2025 preliminary levy and setting the dates and times for the truth-in-taxation hearing.

This resolution must be submitted to the County Auditor's Office by September 30th.

The final City of Wabasha 2025 budget will be considered for adoption on December 3, 2024, at 6:00 PM.

Major budget highlights:

- **Debt Service Levies:** 2025 debt service levies are for the 2019A Debt Service (\$40,000) and 2023A General Obligation Improvement (\$211,594) per the debt schedules and confirmation from Mike Bubany. Since the 2023A levy amount varies year to year, there is a \$19,406 levy decrease in the debt service portion of the budget from 2024 to 2025.
- **Capital Improvement Plan (CIP):** Mike Bubany's recommendation was to make an additional CIP contribution in 2023, 2024 to meet the City's future capital requirements and decrease this amount once future planned borrowing goes onto the City's levy. In our capital financial plan, we have future expenses for street repairs and addressing the Ambulance building. This budget assumes an additional \$45,000 contribution to the CIP. The amount is about \$30,000 less than Mike's original recommendation of a total CIP contribution of \$300,000. The 2025 preliminary budget includes a \$270,000 CIP contribution.
- **Wage Increase:** The draft budget assumes a 3% wage increase for non-union employees. The council decided not to move forward with a 9-step scale to match the Police department. This budget assumes keeping the current 11-step scale. Administrator Gregerson still recommends that this be addressed in the future.
- **Police Salaries:** The draft budget includes a market adjustment for police salaries per the Police Union contract. This has a significant impact on the levy (the cost of the police market adjustment is \$68,000 and has a 3% levy impact). The 2025 budget also corrects a couple areas that weren't previously budgeted which have led to under budgeting Police holiday payouts and the \$1 night shift differential.
- **Ambulance:** Staff are requesting the addition of a full-time paramedic. This will help meet expectations of St. Elizabeth's contract (additional \$20,000 in revenue) and help cover shifts. Accounting for additional revenues, the Ambulance budget impact is about 7%, even though the expense increase of the additional position is 30%. There could be some savings (about \$7,000) by hiring two part-time paramedics who are not eligible for health insurance benefits, but it requires finding two individuals and schedules that suit our needs.
- **Health Insurance:** The draft budget assumes a Health Insurance cost increase of 11% from 2024 to 2025.
- **Dental Insurance:** The draft budget assumes Dental Insurance cost increase of 11% from 2024 to 2025.
- **Life Insurance:** The draft budget assumes life insurance rates increase 10% from 2024 to 2025.
- **Contributions:** The draft budget assumes four contributions (same as 2024).
 - Summer Rec: \$8,000
 - Wabasha-Kellogg Chamber of Commerce: \$15,000
 - Historic Preservation Commission: \$2,000
 - Main Street: \$6,000
 - Council should discuss what will happen if the Port Authority does not approve paying for this.
- **Water/Sewer Transfer to the General Fund:** The draft budget assumes a \$5,000 transfer from

Water/Sewer funds to the General Fund. Our Deputy Clerk salary and benefits will be paid by Utilities as well, with the assumption that her work and our Office Manager's work is equivalent to a full-time position.

- **Port Authority Transfer to the General Fund:** The draft budget includes a \$43,000 transfer from the Port Authority to the General Fund to account for City Administrator and Finance Director staff time (up from \$15,000 in 2024). This change lowered the levy by 1%.
- **Port Authority Levy:** The draft budget assumes a 0% Port Authority levy increase from 2024 to 2025.
- Under **Capital Improvement**, there is a sidewalk project for Malone Park, a new ambulance, for which there is grant funding available and applied, with those savings placed in the CIP for future projects, and Eagle Basin playground, which is anticipated to be 60% funded by grants. Council should provide any feedback on the CIP.

Overall, the preliminary levy increase from 2024 to 2025 is 9.4%. On a home valued at \$200,000 in 2024, that equates to an estimated annual tax increase of \$195 (74.2% tax rate). There is considerable new single family development that occurred and a TIF that went off-line that we anticipate will lead to an increase to the tax base.

ACTION REQUIRED:

Approve the 2025 Preliminary Levy.

Attachments

36-2024 2025 Preliminary Budget Levy Resolution
2025 BUDGET WORKSHEET Preliminary Levy
2025 CIP Details
10 Year CIP

RESOLUTION # 36-2024

RESOLUTION SETTING PRELIMINARY ANNUAL CITY BUDGET, PRELIMINARY PROPERTY TAX LEVY FOR THE YEAR 2025, AND SETTING DATES AND TIMES FOR REQUIRED TRUTH-IN-TAXATION HEARING.

BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota, that the attached City preliminary budget be approved for the year 2025.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City estimates that the following sums of money will be levied for the current year, collectable in 2025 upon the taxable property in the City of Wabasha, for the following purposes:

General Fund:	\$ 2,281,705
Library Fund:	\$ 188,724
Port Authority:	\$ 61,381
2019A Debt Service-Street Project	\$ 40,000
2023A General Obligation Improvement	\$ 211,594
TOTAL LEVY:	\$ 2,783,404

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the required Truth-IN-Taxation hearing is scheduled for Tuesday, December 3, 2024 at 6:00 PM in the City Council Chambers, 900 Hiawatha Drive East, Wabasha, Minnesota, and that a continuation hearing, if needed, is scheduled for Tuesday, December 17, 2023, at that same location and hour.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Wabasha County, Minnesota.

Adopted by the City Council of the City of Wabasha, Minnesota on this 3rd day of September 2024.

Dated: _____

Emily Durand, Mayor

ATTEST:

Wendy Busch, City Clerk

City of Wabasha, Minnesota
Summary Budget Page
2025 Proposed Budget

Summary of Levy Breakdown

	2024 Budget	Proposed 2025 Budget	Percent Increase (Year to Year)
General Fund	\$2,030,471	\$2,281,705	12.4%
Library Fund	\$182,142	\$188,724	3.6%
Port Authority	\$61,381	\$61,381	0.0%
2019A Debt Service - Street Proj	\$40,000	\$40,000	0.0%
2023A General Obligation Improvement	\$231,000	\$211,594	-8.4%
Total	\$2,544,995	\$2,783,404	9.4%

General Fund

Revenue:
\$2,281,979 Tax Levy
\$685,977 Local Government Aid
\$125,600 Aids & Credits
\$52,100 Licenses & Permits
\$1,025,446 Fees and Charges for Services
\$500 Investment Earnings (Interest)
\$0 Grants
\$7,000 Insurance Reimbursement
\$5,000 Utility Payment for Staff
\$43,257 Port Authority Staff Reimbursement
\$46,441 W-K Schools Police Contract
\$54,900 Street Light Utility Fees
Reception Center Reimbursement
\$4,328,199 Total General Fund Revenue

\$2,046,220 Per General Fund Revenue Tab
 \$2,046,220 Non-Levy Revenue (From Above)
 \$0 Difference

Expenditures:
\$28,744 Mayor/Council
\$58,000 Elections/Engineering
\$451,461 Administration
\$75,000 Auditor/Legal
\$40,400 City Hall
\$1,309,065 Police
\$210,872 Fire/Fire Relief
\$98,426 Planning/Zoning
\$723,736 Ambulance
\$865,212 Public Works (Streets and Parks)
\$9,362 Emergency Management
\$106,921 Pool
\$299,000 Misc/Transfers
\$52,000 IT Dept
\$4,328,199 Total General Fund Expenditures

\$4,328,199 Per Summary Page
 \$0 Deficit/Surplus:
 \$0 Difference to General Fund Reserves

Library Fund

Revenue:
\$188,724 Tax Levy
\$50,440 County Funds
\$2,500 Fees for Service
\$241,663 Total Library Revenue

Expenditures:
\$241,663 Library Expenses
\$241,663 Total Library Expenses

General Fund Revenue Summary

Account Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Through August 13	2025 Proposed
AIDS & CREDITS							
R 100-33401 Local Government Aid	\$605,559	\$605,559	\$609,023	\$608,654	\$685,058	\$342,529	\$685,977
R 100-33402 Market Value Credit AG	\$1,600	\$1,573	\$1,600	\$1,698	\$1,600	\$0	\$1,600
R 100-33406 Police State Aid	\$67,000	\$80,131	\$78,000	\$87,115	\$89,000	\$0	\$89,000
R 100-33407 Fire State Aid	\$29,000	\$35,710	\$31,000	\$33,775	\$35,000	\$0	\$35,000
Misc Grant Revenue (Fund 502)	\$25,000	\$39,930	\$25,000		\$25,000		\$0
TOTAL AIDS & CREDITS	\$729,159	\$762,904	\$745,623	\$731,242	\$835,658	\$342,529	\$811,577

FEES FOR SERVICE

R 100-32137 Golf Cart Permit	\$600	\$340	\$600	\$400	\$400	\$4,720	\$400
R 100-32138 ATV Permit	\$500	\$660	\$500	\$610	\$1,100	\$3,730	\$1,100
R 100-32140 Transient Merchant Licence	\$0	\$90	\$0	\$60	\$0	\$0	\$0
R 100-32145 Garbage	\$2,000	\$625	\$2,000	\$375	\$500	\$725	\$500
R 100-34109 Clean Up Day	\$0	\$4,910	\$2,000	\$4,748	\$5,000	\$4,705	\$5,000
R 100-34150 Dog Pound Fees	\$250	\$240	\$250	\$550	\$250	\$370	\$250
R 100-34160 Vehicle Impound Fees	\$0	\$1,560	\$0	\$560	\$500	\$100	\$500
R 100-34161 Towing Charge	\$0	\$1,250	\$250	\$1,095	\$250	\$175	\$250
R 100-32181 Rent or Use of Land (DHS Storage)	\$0	\$9,250	\$8,700	\$5,300	\$9,500	\$7,425	\$8,775
R 100-34201 Police - Misc Revenue	\$0	\$620	\$0	\$9,896	\$0	\$10,533	\$0
R 100-34204 Fire Revenue	\$80,000	\$59,474	\$60,000	\$72,441	\$80,000	\$65,673	\$91,864
R 100-34207 Ambulance Services	\$240,000	\$256,787	\$240,000	\$367,824	\$330,000	\$241,004	\$410,000
R 100-34210 Ambulance Township Revenue	\$0	\$0	\$0	\$34,579	\$40,000	\$30,460	\$35,000
R 100-34212 Ambulance Training Center Revenue	\$2,000	\$120	\$500	\$6,790	\$1,500	\$6,283	\$5,000
R 100-34213 Misc - Ambulance	\$0	\$342	\$0	\$15,551	\$8,000	-\$1,367	\$5,000
Ambulance Revenue Hospital Contract							\$18,847
R 100-34302 Street Rental Equipment	\$0	\$2,100	\$0	\$2,700	\$0	-\$300	\$2,100
R 100-34305 Street-County Road Maintenance	\$10,100	\$10,591	\$10,578	\$10,578	\$10,959	\$10,959	\$10,959
R 100-34720 Pool- Fees	\$35,000	\$30,804	\$35,000	\$45,533	\$42,000	\$44,245	\$47,000
R 100-34780 Park -Misc. Revenue	\$400	\$611	\$400	\$1,070	\$400	\$177	\$400
R 100-34781 Park-Campsite Lease	\$134,000	\$130,965	\$144,000	\$152,485	\$147,135	\$129,700	\$149,700
R 100-34782 Park-Campsite Fees	\$2,000	\$2,931	\$2,000	\$1,413	\$2,000	\$1,228	\$1,500
R 100-34786 Park -Campers-winter storage	\$2,000	\$7,750	\$2,000	\$9,000	\$2,000	\$1,400	\$7,000
R 100-34787 Park-slip leases	\$19,750	\$35,300	\$20,000	\$45,800	\$45,800	\$42,100	\$45,000
R 100-34790 Park - Boat Slip Daily Fees	\$500	\$1,235	\$500	\$55	\$500	\$0	\$0
R 100-34791 Park- Reservation Fees	\$1,500	\$1,113	\$1,500	\$1,527	\$1,500	\$1,442	\$1,500
R 100-35101 Police-Court Fines	\$16,000	\$12,331	\$16,000	\$14,422	\$14,000	\$7,721	\$14,000
R 100-34104 Plan Checking Fees	\$12,000	\$11,842	\$12,000	\$13,858	\$12,000	\$6,994	\$12,000
R 100-34106 Misc. Sales	\$0	\$73	\$0	\$215	\$0	\$3	\$0
R 100-36200 Miscellaneous Revenue/ Fees for Service	\$2,000	\$18,228	\$2,000	\$9,536	\$2,000	\$11,886	\$4,000
R 100-36221 Cable franchise fee	\$56,000	\$56,869	\$56,000	\$53,341	\$56,000	\$37,099	\$56,000
R 100-36290 Harbor Lease Agreement	\$25,000	\$28,045	\$27,061	\$26,947	\$28,441	\$937	\$29,180
R 100-36334 Kellogg Police Protection	\$45,435	\$43,371	\$46,798	\$70,205	\$48,681	\$48,681	\$48,681
TOTAL FEES FOR SERVICE	\$687,035	\$730,428	\$690,637	\$979,465	\$890,415	\$718,807	\$1,011,506

General Fund Revenue Summary

Account Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Through August 13	2025 Proposed
LICENSES & PERMITS							
R 100-32100 Liquor Licenses	\$15,000	\$14,383	\$15,000	\$21,160	\$20,000	\$20,350	\$20,000
R 100-32130 Games of Skill/Musical License	\$0	\$100	\$0	\$0	\$0	\$0	\$0
R 100-32132 Owners of Games of Skill License	\$0	\$400	\$0	\$350	\$0	\$425	\$0
R 100-32210 Building Permits	\$20,000	\$24,703	\$22,000	\$25,043	\$22,000	\$10,699	\$24,000
R 100-32555 Plumbing Permit	\$500	\$811	\$500	\$1,014	\$500	\$331	\$500
R 100-32556 Mechanical Permit	\$500	\$1,362	\$500	\$1,914	\$500	\$975	\$500
R 100-32221 Zoning Fees	\$1,000	\$1,800	\$1,500	\$5,700	\$1,500	\$1,650	\$1,500
R 100-34103 Zoning and Subdivision	\$0	\$0	\$0	\$250	\$0	\$26,261	\$0
R 100-32222 Sign Permit	\$100	\$300	\$100	\$505	\$100	\$300	\$100
R 100-32557 Digging Permit	\$500	\$550	\$500	\$1,179	\$1,000	\$564	\$1,000
R 100-36110 Building Permit State Surcharge	\$1,000	\$989	\$1,000	\$1,891	\$1,000	\$1,891	\$1,000
TOTAL LICENSES & PERMITS	\$38,600	\$45,398	\$41,100	\$59,006	\$46,600	\$63,446	\$48,600
MISCELLANEOUS REVENUE							
R 100-31420 Lodging Tax	\$2,000	\$4,014	\$3,500	\$3,596	\$2,500	\$1,596	\$3,500
R 100-31421 Short-Term Rental Registration	\$0	\$0	\$0	\$7,200	\$500	\$1,000	\$500
R 100-36210 Interest Earnings	\$4,000	\$1,288	\$0	\$16,509	\$500	-\$22,971	\$500
R 100-36323 Workmans Comp Dividend	\$0	\$1,965	\$0	\$167	\$0	\$0	\$0
R 100-36327 Property/Casualty Insurance Dividend	\$3,000	\$11,424	\$3,000	\$3,611	\$10,000	\$0	\$5,000
R 100-33104 REP Center Reimbursement	\$0	\$19,384	\$0	\$33,299	\$15,570	\$0	\$0
R 100-36317 Insurance Refunds and Recoveries	\$0	\$2,282	\$0	\$18,500	\$2,000	\$2,941	\$2,000
R 100-34721 Pool Concessions Revenue	\$0	\$0	\$0	\$0	\$0	\$2,174	\$6,000
HSA Employee Contributions (offset by expense)					\$7,440		\$7,440
TOTAL MISCELLANEOUS REVENUE	\$9,000	\$40,357	\$6,500	\$82,882	\$38,510	-\$15,260	\$24,940
R 100-36335 Police W-K School Resource Officer	\$42,000	\$42,500	\$43,000	\$43,775	\$45,088	\$0	\$46,441
R 100-37270 Water/Sewer Enterprise Transfer In	\$145,000	\$55,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000
R 100-37272 Port Authority - Salary Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$7,500	\$43,257
R 100-31063 Street Light Utility Fee	\$50,000	\$54,962	\$50,000	\$50,866	\$54,962	\$32,752	\$54,900
	\$252,000	\$167,462	\$113,000	\$114,641	\$120,050	\$40,252	\$149,598
TOTAL GENERAL FUND REVENUE	\$1,715,794	\$1,746,549	\$1,596,860	\$1,967,236	\$1,931,233	\$1,149,774	\$2,046,220

CITY COUNCIL

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41100-106 Elected Officials	\$19,305	\$18,150	\$9,208	\$18,000	\$18,000	Mayor: \$3,000 Council: \$2,500
E 100-410-41100-121 PERA Contributions	\$125	\$0	\$0	\$0	\$0	
E 100-410-41100-122 FICA Contributions	\$1,155	\$1,125	\$571	\$1,116	\$1,116	6.2% of Pay
E 100-410-41100-124 Medicare Contributions	\$270	\$263	\$134	\$261	\$261	1.45% of Pay
E 100-410-41100-308 Continuing Ed	\$1,464	\$50	\$1,147	\$1,500	\$1,500	
E 100-410-41100-330 Meeting Expense	\$0	\$255	\$0	\$500	\$500	
E 100-410-41100-331 Travel Expense	\$520	\$413	\$258	\$300	\$300	
E 100-410-41100-350 Printing and Binding	\$0	\$29	\$0	\$300	\$300	
E 100-410-41100-351 Legal Notice Publishing	\$0	\$0	\$0	\$1,000	\$0	
E 100-410-41100-433 Dues and Subscriptions	\$3,139	\$3,294	\$6,767	\$5,900	\$6,767	
Total:	\$25,977	\$23,580	\$18,085	\$28,877	\$28,744	

ELECTION

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41200-109 Election Judges	\$3,977	\$0	\$1,781	\$7,500	\$0	
E 100-410-41200-151 Workers Comp Insurance Premium	\$0	\$2	\$0	\$0	\$0	
E 100-410-41200-219 General Supplies	\$979	\$0	\$296	\$3,000	\$0	
E 100-410-41200-350 Printing and Binding	\$867	\$0	\$0	\$800	\$0	
E 100-410-41200-351 Legal Notice Publishing	\$305	\$0	\$0	\$400	\$0	
E 100-410-41200-403 Office Equipment Maint. Agreem	\$5,927	\$1,440	\$765	\$1,300	\$3,000	
E 100-410-41200-560 Furniture and Fixtures	\$0	\$0	\$0	\$0	\$0	
Total:	\$12,054	\$1,442	\$2,842	\$13,000	\$3,000	

ENGINEERING						
Account Description	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41300-303 Engineering Fees	\$35,620	\$27,115	\$35,347	\$35,000	\$30,000	
E 100-410-41300-315 Building Inspector Fees	\$23,586	\$24,531	\$32,446	\$24,000	\$24,000	
E 100-410-41300-317 Consultant Fees	\$0	\$381	\$528	\$0	\$0	
E 100-410-41300-435 Bldg. Permit Surcharge-State	\$835	\$709	\$2,409	\$1,000	\$1,000	
Total:	\$60,040	\$52,736	\$70,729	\$60,000	\$55,000	

ADMINISTRATION

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41500-101 Full-time Employees-Regular	\$293,002	\$268,191	\$165,442	\$278,625	\$292,716	Gregerson, Grabau, Busch (60%), Springer,
E 100-410-41500-121 PERA Contributions	\$21,993	\$20,015	\$12,429	\$20,897	\$21,954	7.5% of Full-time Payroll
E 100-410-41500-122 FICA Contributions	\$17,211	\$15,504	\$9,650	\$17,275	\$18,148	6.2% of Full-time Payroll
E 100-410-41500-124 Medicare Contributions	\$4,025	\$3,626	\$2,257	\$4,040	\$4,244	1.45% of Full-time Payroll
E 100-410-41500-131 Health Insurance	\$65,454	\$55,185	\$43,833	\$65,886	\$67,427	2 Family, 1 Single, 1 Waived
E 100-410-41500-133 Dental Insurance	\$2,753	\$2,130	\$1,832	\$2,748	\$3,330	2 Family, 1 Single, 1 E+D
E 100-410-41500-134 Life Insurance	\$1,775	\$1,438	\$940	\$1,791	\$2,067	
E 100-410-41500-151 WC Ins. Premium	\$1,734	\$1,793	\$1,897	\$2,100	\$4,174	
E 100-410-41500-308 Continuing Education	\$9,412	\$4,882	\$2,223	\$6,000	\$6,000	
E 100-410-41500-311 Contractor Fees	\$6,630	\$7,224	\$4,937	\$6,000	\$6,000	
E 100-410-41500-321 Telephone	\$2,594	\$3,217	\$3,351	\$3,000	\$5,000	
E 100-410-41500-322 Postage	\$34	\$223	\$0	\$300	\$300	
E 100-410-41500-326 H S A - Administrative Fees	\$6,811	\$2,993	\$804	\$3,000	\$3,000	
E 100-410-41500-327 H.S.A. Employee Contributions	\$810	\$7,090	\$6,075	\$7,440	\$7,440	
E 100-410-41500-330 Meeting Expense	\$185	\$570	\$107	\$750	\$750	
E 100-410-41500-331 Travel Expense	\$1,312	\$1,946	\$135	\$1,500	\$1,500	
E 100-410-41500-350 Printing and Binding	\$2,278	\$3,590	\$3,283	\$2,200	\$3,500	
E 100-410-41500-351 Legal Notice Publishing	\$2,508	\$419	\$2,097	\$500	\$1,500	
E 100-410-41500-354 Franchise Fee Publication	\$2,753	\$0	\$0	\$0	\$0	
E 100-410-41500-364 Bond Insurance-Finance	\$0	\$0	\$0	\$0	\$0	
E 100-410-41500-433 Dues and Subscriptions	\$1,346	\$3,734	\$1,220	\$2,110	\$2,110	
E 100-410-41500-436 Insurance Deductible for Claim	\$0	\$2,500	\$0	\$0	\$0	
E 100-410-41500-558 Computer Replacement	\$14	\$125	\$0	\$0	\$0	
E 100-410-41500-581 Uniforms	\$0	\$177	\$0	\$500	\$300	
Total:	\$444,631	\$406,572	\$262,512	\$426,661	\$451,461	

ACCOUNTING						
Account Description	2022 Actual	2023 Actual	2024 Through August 13	2024 Budget	2025 Proposed	Comments
E 100-410-41700-301 Auditing and Accounting Serv.	\$30,600	\$44,539	\$49,393	\$35,000	\$37,500	Single Audits will be paid for by Utiliites Commission and Port Authority
E 100-410-41700-307 County Auditor Fees	\$485	\$320	\$337	\$1,000	\$1,000	
E 100-410-41700-317 Consultant Fees	\$1,500	\$3,600	\$5,874	\$2,000	\$1,500	TIF fees charged back to TIF
Total:	\$32,585	\$48,459	\$55,603	\$38,000	\$40,000	

LEGAL

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41800-304 Legal Fees	\$44,911	\$33,684	\$19,490	\$45,000	\$35,000	
E 100-410-41800-316 Recorder Fees	\$0	\$0	\$0	\$200	\$0	
E 100-410-41800-317 Consultant Fees	\$0	\$0	\$0	\$0	\$0	
E 100-410-41800-318 TIF Fees	\$0	\$0	\$0	\$0	\$0	
Total:	\$44,911	\$33,684	\$19,490	\$45,200	\$35,000	

CITY HALL

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41900-200 Office Supplies	\$2,310	\$1,762	\$1,078	\$2,500	\$2,500	
E 100-410-41900-211 Cleaning/Janitorial Supplies	\$1,617	\$1,030	\$393	\$1,200	\$1,200	
E 100-410-41900-223 Building Maint/Repair Supplies	\$2,586	\$552	\$3,141	\$1,300	\$1,300	
E 100-410-41900-313 Cleaning Services	\$2,993	\$4,571	\$2,412	\$3,500	\$4,100	
E 100-410-41900-321 Telephone	\$83	\$395	\$335	\$3,000	\$3,000	
E 100-410-41900-322 Postage	\$2,077	\$2,050	\$1,550	\$2,100	\$2,300	
E 100-410-41900-361 General Liability/Property Ins	\$9,366	\$11,365	\$10,632	\$12,000	\$12,000	
E 100-410-41900-381 Electric/Gas Utility	\$8,569	\$7,944	\$2,900	\$10,000	\$8,000	
E 100-410-41900-384 Refuse Disposal	\$1,573	\$877	\$1,020	\$1,100	\$0	
E 100-410-41900-401 Building Contract Maintenance	\$47	\$0	\$650	\$250	\$250	
E 100-410-41900-409 Maintenance Agreements	\$226	\$76	\$4,600	\$1,200	\$1,200	
E 100-410-41900-413 Office Equipment Rent	\$639	\$384	\$435	\$650	\$650	
E 100-410-41900-418 P.O.Box Rent/Safe Deposit Box	\$160	\$178	\$188	\$150	\$200	
E 100-410-41900-433 Dues and Subscriptions	\$2,777	\$898	\$890	\$0	\$1,000	
E 100-410-41900-558 Computer Replacement	\$0	\$1,516	\$0	\$1,500	\$1,500	
E 100-410-41900-560 Furniture and Fixtures	\$32	\$0	\$3,848	\$1,200	\$1,200	
Total:	\$35,054	\$33,597	\$34,071	\$41,650	\$40,400	

IT

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-410-41920-311 Contracted Fees	\$7,622	\$17,261	\$4,786	\$0	\$1,000	GIS
E 100-410-41920-312 Computer Support	\$12,286	\$18,222	\$17,675	\$8,000	\$32,000	
E 100-410-41920-320 Internet/Website Service	\$18,737	\$14,425	\$8,472	\$35,000	\$17,000	
E 100-410-41920-558 Computer Replacement Fund	\$0	\$0	\$0	\$2,000	\$2,000	
Total:	\$38,645	\$49,908	\$30,933	\$45,000	\$52,000	

POLICE

<u>Account Description</u>	<u>2022</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>	<u>2024 Through</u> <u>August 13</u>	<u>2024</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u>	<u>Comments</u>
E 100-420-42100-101 Full-time Employees-Regular	\$610,329	\$677,702	\$413,095	\$645,093	\$760,537	*see Employees below
Overtime				\$26,000	\$26,450	Overtime/Holiday Pay
Shift Differential					\$4,380	Shift Differential
E 100-420-42100-103 Part-time Employees	\$1,380	\$1,205	\$842	\$2,311	\$1,200	
E 100-420-42100-121 PERA Contributions	\$101,635	\$108,535	\$68,871	\$118,784	\$140,072	17.7% of Full-time/overtime Payroll
E 100-420-42100-122 FICA Contributions	\$3,366	\$6,689	\$2,388	\$3,983	\$4,185	6.2% of Full-time Payroll
E 100-420-42100-124 Medicare Contributions	\$8,439	\$9,267	\$5,657	\$9,354	\$11,475	1.45% of Full-time Payroll
E 100-420-42100-131 Health Insurance	\$138,999	\$149,029	\$123,512	\$202,083	\$188,532	5 family, 1 E+D, 3 single
E 100-420-42100-133 Dental Insurance	\$4,772	\$4,316	\$3,591	\$5,449	\$6,163	1 family, 1 E+D, 7 single
E 100-420-42100-134 Life Insurance	\$3,109	\$2,968	\$1,768	\$3,766	\$3,890	
E 100-420-42100-140 UNEMPLOYMENT TAXES	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-151 Workers Comp Ins. Premium	\$46,548	\$51,160	\$54,524	\$48,000	\$52,000	
E 100-420-42100-212 Motor Fuels	\$22,861	\$22,185	\$10,935	\$23,000	\$22,000	
E 100-420-42100-219 General Supplies	\$1,154	\$816	\$1,116	\$1,000	\$1,000	
E 100-420-42100-221 Equipment Maintenance/Parts	\$5,916	\$5,404	\$3,138	\$6,000	\$6,000	
E 100-420-42100-305 Medical/physical fees	\$53	\$0	\$0	\$0	\$0	
E 100-420-42100-308 Continuing Ed	\$2,321	\$6,907	\$5,400	\$8,000	\$8,000	
E 100-420-42100-321 Telephone	\$4,621	\$4,526	\$2,470	\$4,500	\$4,500	
E 100-420-42100-322 Postage	\$182	\$139	\$12	\$300	\$300	
E 100-420-42100-325 Towing Expenses	\$1,725	\$1,950	\$400	\$0	\$0	
E 100-420-42100-350 Printing and Binding	\$0	\$160	\$31	\$50	\$50	
E 100-420-42100-351 Legal Notice Publishing	\$16	\$0	\$0	\$0	\$0	
E 100-420-42100-361 General Liability/Property Insurance	\$26,398	\$32,917	\$31,202	\$34,000	\$34,000	
E 100-420-42100-412 Building Rent	\$9,959	\$11,050	\$7,350	\$12,600	\$13,230	
E 100-420-42100-430 Miscellaneous	\$88	\$51	\$75	\$0	\$0	
E 100-420-42100-433 Dues and Subscriptions	\$1,783	\$1,962	\$367	\$1,500	\$3,000	
E 100-420-42100-436 Insurance Deductible for Claim	\$0	\$0	\$2,500	\$1,000	\$1,000	
E 100-420-42100-437 Misc Licenses and Permits	\$0	\$108	\$0	\$0	\$0	
E 100-420-42100-551 Equipment Replacement Fund	\$0	\$0	\$397	\$500	\$9,500	\$9,000 removed from CIP
E 100-420-42100-558 Computer Replacement Fund	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-570 Office Equipment & Furnishings	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-580 Other Equipment	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-581 Uniforms	\$9,473	\$6,735	\$3,646	\$6,000	\$7,600	
E 100-420-42100-582 Radio Equipment	\$0	\$0	\$0	\$0	\$0	
Total:	\$1,005,126	\$1,105,780	\$743,286	\$1,163,274	\$1,309,065	

Employees: Stark, Wagoner, Johnson, Metcalf, Meurer, Swanson, Roemer, Jacobs, Venez

FIRE

Account Description	2022 Actual	2023 Actual	2024 Through August 13	2024 Budget	2025 Proposed	Comments
E 100-420-42200-103 Part-time Employees	\$45,345	\$48,288	\$5,664	\$46,706	\$48,000	
E 100-420-42200-121 PERA Contributions	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-122 FICA Contributions	\$2,811	\$2,958	\$349	\$2,896	\$2,976	6.2% of Payroll
E 100-420-42200-124 Medicare Contributions	\$658	\$701	\$82	\$677	\$696	1.45% of Payroll
E 100-420-42200-125 FIRE RELIEF PENSION STATE	\$31,570	\$33,775	\$0	\$35,000	\$35,000	Equal to Fire State Aid revenue
E 100-420-42200-140 UNEMPLOYMENT TAXES	\$621	\$0	\$0	\$0	\$0	
E 100-420-42200-151 WC Ins. Premium	\$8,527	\$10,328	\$10,359	\$8,400	\$10,000	
E 100-420-42200-200 Office Supplies	\$1,391	\$558	\$677	\$1,000	\$1,000	
E 100-420-42200-212 Motor Fuels	\$3,787	\$3,148	\$4,002	\$3,500	\$5,000	2024: \$2,000 is a miscoded legal invoice. Actual amount is \$3,281
E 100-420-42200-219 General Supplies	\$1,254	\$182	\$0	\$300	\$300	
E 100-420-42200-221 Equipment Maintenance/Parts	\$47,293	\$32,926	\$18,688	\$25,000	\$25,000	
E 100-420-42200-223 Building Maint/Repair Supplies	\$1,315	\$5,365	\$18,614	\$6,000	\$6,000	2024 is over due to architect fees for fire hall addition
E 100-420-42200-240 Small Tools and Minor Equip.	\$0	\$0	\$0	\$500	\$500	
E 100-420-42200-305 Medical/physical fees	\$0	\$3,260	\$196	\$1,000	\$1,000	
E 100-420-42200-308 Continuing Education	\$10,305	\$13,307	\$11,128	\$8,000	\$12,000	
E 100-420-42200-321 Telephone	\$877	\$833	\$861	\$1,500	\$1,500	
E 100-420-42200-322 Postage	\$0	\$0	\$11	\$0	\$0	
E 100-420-42200-350 Printing and Binding	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-351 Legal Notice Publishing	\$0	\$0	\$0	\$200	\$0	
E 100-420-42200-361 General Liability/Property Ins	\$3,917	\$4,402	\$5,195	\$5,200	\$5,200	
E 100-420-42200-365 AMB/FIRE DISABILITY ACCIDENT	\$2,345	\$0	\$0	\$1,000	\$1,000	
E 100-420-42200-381 Electric/Gas Utility	\$8,014	\$5,965	\$2,172	\$7,000	\$6,500	
E 100-420-42200-384 Refuse Disposal	\$1,188	\$1,400	\$714	\$1,000	\$1,000	
E 100-420-42200-402 Other Contract Maintenance	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-404 Mach & Equip Maint. Agreement	\$1,038	\$0	\$0	\$0	\$0	
E 100-420-42200-415 Other Equipment Rent	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-430 Miscellaneous	\$207	\$86	\$0	\$0	\$0	
E 100-420-42200-433 Dues and Subscriptions	\$1,455	\$1,433	\$22	\$1,200	\$1,200	
E 100-420-42200-436 Insurance Deductible for Claim	\$3,602	\$0	\$500	\$1,000	\$1,000	
E 100-420-42200-437 Misc Licenses and Permits	\$0	\$0	\$83	\$1,000	\$1,000	
E 100-420-42200-438 Vehicle License	\$39	\$0	\$43	\$0	\$0	
E 100-420-42200-551 Equipment Replacement	\$0	\$10,730	\$0	\$35,000	\$35,000	
E 100-420-42200-580 Other Equipment	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-581 Uniforms	\$12,672	\$5,808	\$968	\$5,000	\$5,000	
E 100-420-42200-582 Radio Equipment	\$2,120	\$4,849	\$1,315	\$5,000	\$5,000	
Total:	\$192,351	\$190,305	\$81,641	\$203,079	\$210,872	

PLANNING & ZONING

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-420-42300-103 Part-time Employees	\$25,203	\$29,514	\$17,967	\$30,795	\$32,350	
E 100-420-42300-121 PERA Contributions	\$1,890	\$2,198	\$1,348	\$2,310	\$2,426	7.5% of Full-time Payroll
E 100-420-42300-122 FICA Contributions	\$1,532	\$1,778	\$1,099	\$1,909	\$2,006	6.2% of Full-time Payroll
E 100-420-42300-124 Medicare Contributions	\$358	\$416	\$257	\$447	\$469	1.45% of Full-time Payroll
E 100-420-42300-133 Dental Insurance	\$0	\$0	\$0	\$475	\$475	
E 100-420-42300-134 Life Insurance	\$0	\$0	\$0	\$0	\$0	
E 100-420-42300-151 WC Ins. Premium	\$0	\$0	\$0	\$100	\$100	
E 100-420-42300-306 Survey Fees	\$0	\$0	\$0	\$250	\$250	
E 100-420-42300-308 Continuing Ed	\$0	\$125	\$0	\$1,000	\$150	
E 100-420-42300-311 Contractor Fees	\$51,317	\$32,155	\$26,692	\$51,000	\$50,000	
E 100-420-42300-316 Recorder Fees	\$623	\$112	\$368	\$300	\$300	
E 100-420-42300-317 Consultant Fees	\$3,691	\$152	\$0	\$1,200	\$1,200	
E 100-420-42300-331 Travel Expense	\$0	\$941	\$0	\$0	\$0	
E 100-420-42300-351 Legal Notice Publishing	\$384	\$522	\$1,145	\$700	\$700	
E 100-420-42300-453 Historic Preservation Commission	\$1,133	\$0	\$0	\$2,000	\$2,000	
E 100-420-42300-455 Main Street Allocation	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Total:	\$92,131	\$73,914	\$54,875	\$98,485	\$98,426	

EMERGENCY MANAGEMENT

<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Proposed</u>	<u>Comments</u>
E 100-420-42400-103 Part-time Employees	\$1,973	\$0	\$625	\$2,500	\$0	
E 100-420-42400-219 General Supplies	\$3,295	\$0	\$25	\$300	\$500	
E 100-420-42400-221 Equipment Maintenance/Parts	\$0	\$775	\$2,097	\$0	\$2,000	
E 100-420-42400-223 Building Maint/Repair Supplies	\$0	\$0	\$0	\$0	\$0	
E 100-420-42400-308 Continuing Education	\$0	\$0	\$1,467	\$1,500	\$750	
E 100-420-42400-311 Contractor Fees	\$0	\$0	\$812	\$0	\$3,312	
E 100-420-42400-312 Computer Support	\$0	\$0	\$0	\$0	\$500	
E 100-420-42400-387 Emergency Mgmt/Flood Expense	\$0	\$20,808	\$9,060	\$2,000	\$2,000	
E 100-420-42400-433 Dues and Subscriptions	\$0	\$0	\$0	\$0	\$200	
E 100-420-42400-581 Uniforms	\$0	\$0	\$0	\$0	\$100	
Total:	\$5,268	\$21,583	\$14,086	\$6,300	\$9,362	

AMBULANCE

Account Description	2022 Actual	2023 Actual	2024 Through August 13	2024 Budget	2025 Budget	Comments
E 100-420-42500-101 Full-time Employees-Regular	\$150,115	\$210,663	\$137,836	\$215,404	\$279,712	Marking, Cook, Klamfoth, Simonson, Request to add: Vacant: Full-time Paramedic
E 100-420-42500-103 Part-time Employees	\$90,395	\$94,854	\$77,099	\$136,273	\$139,527	Paid On-Call Staff, three Part-Time EMTs, 1 part-time paramedic
Overtime				\$14,000	\$24,000	Overtime / Holiday Pay
Weekend Shift Differential					\$3,000	\$2 per hour shift differential weekends
E 100-420-42500-121 PERA Contributions	\$11,436	\$16,085	\$11,831	\$17,205	\$23,003	7.5% of Full-time Payroll and Part-time who will meet hours threshold
E 100-420-42500-122 FICA Contributions	\$14,741	\$17,978	\$12,930	\$22,672	\$27,667	6.2% of Payroll
E 100-420-42500-124 Medicare Contributions	\$3,447	\$4,205	\$3,024	\$5,302	\$6,470	1.45% of Payroll
E 100-420-42500-131 Health Insurance	\$27,695	\$42,288	\$35,735	\$56,669	\$68,309	1 Family, 3 Single, 1 E+D
E 100-420-42500-133 Dental Insurance	\$891	\$1,568	\$1,311	\$3,145	\$3,354	3 Single, 2 E+D
E 100-420-42500-134 Life Insurance	\$727	\$1,064	\$611	\$1,279	\$1,344	
E 100-420-42500-151 Workers Comp Insurance Premium	\$16,233	\$18,097	\$22,649	\$17,000	\$21,000	
E 100-420-42500-200 Office Supplies	\$4,791	\$542	\$610	\$500	\$1,000	
E 100-420-42500-206 Training Center Expenditures	\$430	\$11,299	\$3,781	\$4,000	\$4,500	
E 100-420-42500-212 Motor Fuels	\$5,748	\$8,244	\$4,779	\$8,000	\$10,000	
E 100-420-42500-215 Oxygen-Supplies	\$987	\$2,514	\$1,497	\$2,000	\$3,000	
E 100-420-42500-217 Medical Supplies	\$13,509	\$16,772	\$14,457	\$18,000	\$20,000	
E 100-420-42500-219 General Supplies	\$2,579	\$1,186	\$481	\$1,500	\$1,500	
E 100-420-42500-221 Equipment Maintenance/Parts	\$1,977	\$521	\$1,189	\$4,000	\$2,000	
E 100-420-42500-223 Building Maint/Repair Supplies	\$901	\$855	\$1,264	\$1,000	\$1,500	
E 100-420-42500-308 Continuing Ed	\$1,687	\$4,594	\$998	\$5,000	\$7,500	
E 100-420-42500-310 First Responders	\$0	\$0	\$0	\$0	\$0	
E 100-420-42500-311 Contractor Fees	\$21,053	\$29,929	\$12,222	\$28,000	\$28,000	
E 100-420-42500-312 Computer Support	\$0	\$0	\$6,069	\$0	\$4,300	
E 100-420-42500-321 Telephone	\$1,012	\$2,383	\$1,896	\$2,500	\$2,500	
E 100-420-42500-322 Postage	\$0	\$185	\$20	\$50	\$100	
E 100-420-42500-331 Travel Expense	\$151	\$2,480	\$4,156	\$3,000	\$4,500	
E 100-420-42500-350 Printing and Binding	\$385	\$466	\$0	\$500	\$500	
E 100-420-42500-361 General Liability/Property Ins	\$3,593	\$4,390	\$4,081	\$5,000	\$5,000	
E 100-420-42500-365 AMB/FIRE DISABILITY ACCIDENT	\$3,518	\$1,184	\$0	\$2,000	\$2,000	
E 100-420-42500-381 Electric/Gas Utility	\$3,079	\$2,872	\$1,084	\$3,200	\$3,200	
E 100-420-42500-388 Lodging	\$0	\$523	\$110	\$800	\$1,000	
E 100-420-42500-401 Building Contract Maintenance	\$0	\$0	\$0	\$500	\$0	
E 100-420-42500-409 Maintenance Agreements	\$1,104	\$779	\$445	\$750	\$750	
E 100-420-42500-414 Vehicle Maintenance	\$699	\$8,924	\$13,779	\$3,000	\$5,000	
E 100-420-42500-430 Miscellaneous	\$5,278	\$5,502	\$4,991	\$5,000	\$5,000	
E 100-420-42500-433 Dues and Subscriptions	\$2,444	\$1,577	\$1,057	\$1,200	\$4,500	
E 100-420-42500-436 Insurance Deductible for Claim	\$464	\$2,681	\$1,041	\$500	\$500	
E 100-420-42500-437 Misc Licenses and Permits	\$0	\$1,448	\$503	\$0	\$500	
E 100-420-42500-551 Equipment Replacement	\$0	\$0	\$0	\$0	\$0	
E 100-420-42500-570 Office Equipment & Furnishings	\$1,304	\$717	\$263	\$500	\$4,500	
E 100-420-42500-581 Uniforms	\$2,155	\$4,901	\$2,523	\$3,500	\$3,500	
E 100-420-42500-582 Radio Equipment	\$2,345	\$120	\$0	\$0	\$0	
Total:	\$396,873	\$524,389	\$386,321	\$592,949	\$723,736	

Ambulance Weekend Differential: \$2 for weekends

PUBLIC WORKS

Account Description	2022 Actual	2023 Actual	2024 Through August 13	2024 Budget	2025 Proposed	Comments
E 100-430-43100-101 Full-time Employees-Regular	\$261,626	\$274,349	\$176,276	\$297,160	\$323,377	Johnson, Costello (90%), Wobbe, Huth, McNallan (50%)
E 100-430-43100-103 Part-time Employees	\$16,109	\$19,111	\$11,874	\$33,840	\$23,655	
E 100-430-43100-121 PERA Contributions	\$18,500	\$20,486	\$13,278	\$22,287	\$24,253	7.5% of Full-time Payroll
E 100-430-43100-122 FICA Contributions	\$16,247	\$17,155	\$11,202	\$20,522	\$21,516	6.2% of Payroll
E 100-430-43100-124 Medicare Contributions	\$3,800	\$4,012	\$2,620	\$4,799	\$5,032	1.45% of Payroll
E 100-430-43100-131 Health Insurance	\$73,592	\$47,947	\$34,223	\$47,827	\$51,813	1 family, 1 E+S, 2 single, 1 waived
E 100-430-43100-133 Dental Insurance	\$1,686	\$1,621	\$1,514	\$2,019	\$3,218	1 family, 1 single, 1 E+S, 1 E+D, 1 waived
E 100-430-43100-134 Life Insurance	\$1,479	\$1,376	\$931	\$1,747	\$1,747	
E 100-430-43100-140 Unemployment Taxes	\$0	\$8,951	\$660	\$0	\$0	
E 100-430-43100-141 Unemployment Insurance Bill	\$0	\$0	\$208	\$0	\$0	
E 100-430-43100-151 WC Ins. Premium	\$23,018	\$23,738	\$25,657	\$25,000	\$25,000	
E 100-430-43100-211 Cleaning/Janitorial Supplies	\$3,091	\$3,136	\$3,745	\$4,000	\$5,000	
E 100-430-43100-212 Motor Fuels	\$23,611	\$24,867	\$11,493	\$25,000	\$25,000	
E 100-430-43100-215 Oxygen- Welding Supplies	\$52	\$527	\$1,097	\$1,000	\$1,200	
E 100-430-43100-216 Chemical and Chemical Products	\$835	\$2,008	\$820	\$1,000	\$1,000	
E 100-430-43100-219 General Supplies	\$10,689	\$12,435	\$4,808	\$10,000	\$10,000	
E 100-430-43100-221 Equipment Maintenance/Parts	\$23,902	\$43,779	\$10,934	\$28,000	\$28,000	
E 100-430-43100-223 Building Maint/Repair Supplies	\$2,714	\$2,158	\$5,106	\$3,000	\$4,000	
E 100-430-43100-224 Street Maintenance Materials	\$353	\$6,003	\$3,690	\$7,000	\$7,000	
E 100-430-43100-240 Small Tools and Minor Equip.	\$1,003	\$1,689	\$1,247	\$1,800	\$1,800	
E 100-430-43100-303 Engineering Fees	-\$45,963	\$0	\$0	\$0	\$0	
E 100-430-43100-305 Medical/physical fees	\$572	\$530	\$315	\$800	\$800	
E 100-430-43100-308 Continuing Education	\$1,666	\$2,375	\$2,165	\$2,500	\$4,000	
E 100-430-43100-321 Telephone	\$2,924	\$3,283	\$2,399	\$3,000	\$3,500	
E 100-430-43100-350 Printing and Binding	\$58	\$34	\$0	\$0	\$0	
E 100-430-43100-351 Legal Notice Publishing	\$829	\$273	\$914	\$0	\$500	
E 100-430-43100-361 General Liability/Property Insurance	\$37,870	\$43,799	\$43,430	\$48,000	\$48,000	
E 100-430-43100-381 Electric/Gas Utility	\$19,028	\$16,432	\$6,422	\$16,000	\$16,000	
E 100-430-43100-382 Street Lights	\$54,523	\$48,177	\$26,221	\$54,962	\$54,900	
E 100-430-43100-383 Forestry	\$12,833	\$14,970	\$12,238	\$20,000	\$20,000	
E 100-430-43100-384 Refuse Disposal	\$11,773	\$13,464	\$6,519	\$11,000	\$12,100	
E 100-430-43100-385 Clean Up Day Expense	\$4,859	\$5,055	\$3,687	\$4,000	\$4,000	
E 100-430-43100-386 Snow Removal	\$37,455	\$22,902	\$27,127	\$35,000	\$15,000	
E 100-430-43100-401 Building/Equipment Contract Maintenance	\$0	\$393	\$539	\$3,000	\$1,500	
E 100-430-43100-404 Machine and Equipment Maintenance	\$0	\$0	\$14,385	\$0	\$0	
E 100-430-43100-402 Other Contract Maintenance	\$552	\$525	\$0	\$0	\$0	
E 100-430-43100-406 Street Maintenance	\$12,774	\$25,238	\$0	\$30,000	\$50,000	
E 100-430-43100-410 Rentals	\$0	\$0	\$320	\$0	\$0	
E 100-430-43100-411 Land Rent	\$15,650	\$16,850	\$16,850	\$16,850	\$16,850	
E 100-430-43100-436 Insurance Deductible for Claim	\$15,611	\$0	\$0	\$3,000	\$3,000	
E 100-430-43100-437 Miscellaneous Licenses and Permits	\$1,339	\$990	\$830	\$1,000	\$1,000	
E 100-430-43100-438 Vehicle License	\$231	\$21	\$213	\$750	\$750	
E 100-430-43100-439 Taxes	\$2,876	\$2,744	\$2,686	\$3,500	\$3,500	
E 100-430-43100-454 Bike Share Expenses	\$99	\$464	\$0	\$0	\$0	
E 100-430-43100-527 PARK MAINTENANCE	\$38,839	\$30,392	\$13,120	\$30,000	\$30,000	
E 100-430-43100-579 Safety Equipment	\$3,463	\$1,610	\$976	\$2,200	\$2,200	
E 100-430-43100-580 Other Equipment	\$4,911	\$1,542	\$0	\$4,000	\$4,000	
E 100-430-43100-581 Uniforms	\$933	\$459	\$360	\$500	\$2,000	
E 100-430-43100-583 Signs	\$2,668	\$1,874	\$5,584	\$5,000	\$7,000	
E 100-430-43100-596 Flags	\$1,155	\$1,248	\$236	\$2,000	\$2,000	
Total:	\$727,821	\$770,991	\$508,914.98	\$833,064	\$865,212	

POOL

Account Description	2022 Actual	2023 Actual	2024 Through August 15	2024 Budget	2025 Proposed	Comments
E 100-450-45300-103 Part-time Employees	\$52,071	\$54,327	\$46,077	\$54,000	\$59,000	
E 100-450-45300-122 FICA Contributions	\$3,315	\$3,368	\$2,856	\$3,368	\$3,658	6.2% of Payroll
E 100-450-45300-124 Medicare Contributions	\$755	\$788	\$668	\$788	\$788	
E 100-450-45300-151 WC Ins. Premium	\$2,775	\$2,940	\$3,214	\$2,700	\$3,000	
E 100-450-45300-207 Training & instructional suppl	\$5,181	\$3,048	\$3,391	\$3,000	\$3,000	
E 100-450-45300-216 Chemical and Chemical Products	\$5,023	\$3,395	\$3,407	\$5,000	\$5,000	
E 100-450-45300-219 General Supplies	\$1,629	\$321	\$2,737	\$2,000	\$2,500	
E 100-450-45300-221 Equipment Maintenance/Parts	\$5,742	\$9,648	\$10,787	\$6,000	\$8,000	
E 100-450-45300-223 Building Maint/Repair Supplies	\$2,546	\$344	\$17	\$2,000	\$5,000	
E 100-450-45300-308 Continuing Ed	\$244	\$443	\$0	\$2,000	\$1,800	
E 100-450-45300-321 Telephone	\$110	\$162	\$248	\$300	\$300	
E 100-450-45300-322 Postage	\$1	\$0	\$0	\$0	\$0	
E 100-450-45300-333 Concessions	\$0	\$0	\$5,804	\$0	\$6,000	
E 100-450-45300-350 Printing and Binding	\$281	\$518	\$72	\$50	\$75	
E 100-450-45300-352 General Notices & Public Info	\$96	\$432	\$0	\$200	\$200	
E 100-450-45300-361 General Liability/Property Ins	\$0	\$0	\$0	\$0	\$0	
E 100-450-45300-381 Electric/Gas Utility	\$14,514	\$13,609	\$3,185	\$12,000	\$5,000	
E 100-450-45300-402 Other Contract Maintenance	\$75	\$393	\$0	\$500	\$500	
E 100-450-45300-404 Mach & Equip Maint. Agreement	\$0	\$0	\$0	\$0	\$0	
E 100-450-45300-436 Insurance Deductible for Claim	\$0	\$0	\$0	\$0	\$0	
E 100-450-45300-437 Misc Licenses and Permits	\$25	\$830	\$40	\$1,000	\$1,000	
E 100-450-45300-542 Pool Improvements	\$77	\$196	\$3,482	\$500	\$500	
E 100-450-45300-581 Uniforms	\$3,412	\$400	\$1,611	\$700	\$1,600	
Total:	\$97,871	\$95,161	\$87,596	\$96,106	\$106,921	

MISCELLANEOUS						
<u>Account Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Through August 13</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Comments</u>
E 100-490-45400-430 Miscellaneous	-\$2,760	\$7,465	\$11,199	\$0	\$0	
E 100-490-45400-440 Summer Recreation	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
E 100-490-45400-449 City Publicity	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	Contribution to the Wabasha Kellogg Chamber
E 100-490-45400-450 Wabasha Food Share Expenses	\$683	\$4,632	\$2,117	\$4,000	\$4,000	
E 100-490-45400-451 PUBLIC IMP. PROJECTS	\$0	\$0	\$0	\$0	\$0	
E 100-490-45400-471 Fireworks	\$8,300	\$4,550	\$2,175	\$2,000	\$2,000	
E 100-490-45400-478 Reception Center	\$22,263	\$24,981	\$281	\$15,570	\$0	
E 100-490-45400-720 Transfers Out	\$172,000	\$167,304	\$0	\$225,000	\$270,000	Contribution to CIP. Police Equipment Replacement removed
E 100-490-45400-740 Section 217D	\$0	\$0	\$1,038,748	\$0	\$0	
Total:	\$223,486	\$231,933	\$1,077,520	\$269,570	\$299,000	

LIBRARY

Account Description	2022 Actual	2023 Actual	2024 Through August 13	2024 Budget	2025 Proposed	Comments
E 211-471-47100-101 Full-time Employees-Regular	\$49,360	\$52,976	\$32,084	\$54,992	\$57,775	
E 211-471-47100-103 Part-time Employees	\$52,017	\$53,762	\$33,306	\$67,868	\$70,738	Fenske, Glomski, Schumacher, Knox, Mueller
E 211-471-47100-121 PERA Contributions	\$7,034	\$7,454	\$4,834	\$9,214	\$9,639	7.5% of Payroll
E 211-471-47100-122 FICA Contributions	\$6,196	\$6,477	\$4,003	\$7,617	\$7,968	6.2% of Payroll
E 211-471-47100-124 Medicare Contributions	\$1,449	\$1,515	\$936	\$1,781	\$1,863	1.45% of Payroll
E 211-471-47100-131 Health Insurance	\$8,092	\$13,887	\$10,764	\$15,371	\$17,004	1 Single
E 211-471-47100-133 Dental Insurance	\$558	\$569	\$465	\$698	\$804	1 E+S
E 211-471-47100-134 Life Insurance	\$290	\$281	\$188	\$342	\$342	
E 211-471-47100-140 UNEMPLOYMENT TAXES	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-151 WC Ins. Premium	\$687	\$753	\$730	\$800	\$800	
E 211-471-47100-200 Office Supplies	\$1,875	\$1,634	\$1,291	\$1,500	\$1,500	
E 211-471-47100-201 Processing Supplies	\$1,636	\$908	\$1,411	\$1,200	\$1,200	
E 211-471-47100-308 Continuing Ed	\$191	\$0	\$0	\$500	\$500	
E 211-471-47100-311 Contractor Fees	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-312 Computer Support	\$3,720	\$4,057	\$3,726	\$5,000	\$5,000	
E 211-471-47100-321 Telephone	\$984	\$1,429	\$1,070	\$1,500	\$1,500	
E 211-471-47100-322 Postage	\$60	\$0	\$68	\$150	\$150	
E 211-471-47100-323 Other Communication/Library	\$7,441	\$7,066	\$3,303	\$10,000	\$10,000	
E 211-471-47100-331 Travel Expense	\$106	\$116	\$111	\$300	\$300	
E 211-471-47100-352 General Notices & Public Info	\$0	\$0	\$0	\$100	\$100	
E 211-471-47100-361 General Liability/Property Ins	\$2,197	\$2,759	\$2,664	\$3,600	\$3,600	
E 211-471-47100-380 Utility Service	\$4,759	\$4,995	\$2,086	\$5,000	\$5,000	
E 211-471-47100-401 Building Contract Maintenance	\$6,645	\$6,647	\$4,664	\$6,780	\$6,780	
E 211-471-47100-413 Office Equipment Rent	\$1,443	\$1,230	\$777	\$1,300	\$1,300	
E 211-471-47100-430 Miscellaneous	\$79	\$1,539	\$26	\$0	\$0	
E 211-471-47100-433 Dues and Subscriptions	\$0	\$4	\$0	\$0	\$0	
E 211-471-47100-443 Programs/Library	\$1,709	\$1,693	\$1,434	\$1,500	\$1,500	
E 211-471-47100-560 Furniture and Fixtures	\$0	\$573	\$0	\$0	\$0	
E 211-471-47100-570 Office Equipment & Furnishings	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-580 Other Equipment	\$18,198	\$378	\$530	\$1,000	\$1,000	
E 211-471-47100-581 Uniforms	\$0	\$209	\$0	\$300	\$300	
E 211-471-47100-590 Books	\$33,796	\$32,030	\$19,883	\$35,000	\$35,000	
E 211-471-47100-591 Library Reserve Fund	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-720 Transfers Out	\$0	\$0	\$0	\$0	\$0	
Total:	\$210,521	\$204,939	\$130,354	\$233,415	\$241,663	

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2025

Project # 25-AMB-01
Project Name Replace 972

Type Unassigned
Useful Life
Category Unassigned

Department Ambulance
Contact Ambulance Director



Description **Total Project Cost:** \$328,500

Repalce 972

Justification

This Ambulance will have been in service for 13 years. The Ambulance Department looks to replace the ambulances every 10-13 years in order to stay up-to-date on the latest technology to safely transport patients and crew.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	328,500					328,500
Total	328,500					328,500

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	174,090					174,090
Grants	50,000					50,000
State Aid	104,410					104,410
Total	328,500					328,500

Budget Impact/Other

Capital Improvement Plan
City of Wabasha, Minnesota

Data in Year 2025

Project #

MAINTENANCE

Project Name

Library Building Maintenance



Type

Unassigned

Department

Library

Useful Life

Contact

Library Director

Category

Unassigned

Description

Total Project Cost: \$60,000

Library Building Maintenance. This will be used for maintenance to the Library building.

Justification

The main Library was built in 1968. Because this is an aging facility, it is important to have funds set aside for ongoing maintenance costs. For example, this past year one of the large windows was cracked during the winter and needed to be replaced.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
10,000	Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
10,000	Capital Improvement Fund	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Budget Impact/Other

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2025

Project # 25-PARKS-02
Project Name Pfeilsticker Playground Swings

Type Unassigned
Useful Life
Category Unassigned

Department Parks
Contact



Description	Total Project Cost: \$4,000
Swings at Pfeilsticker Park	

Justification
Grant funded swings at Pfeilsticker Park

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	4,000					4,000
Total	4,000					4,000

Funding Sources	2025	2026	2027	2028	2029	Total
Grants	4,000					4,000
Total	4,000					4,000

Budget Impact/Other
Anticipated to be grant funded.

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2025

Project # 25-PARKS-03
Project Name Eagles Basin Playground Equipment

Type Unassigned

Department Parks

Useful Life

Contact Public Works Director

Category Unassigned



Description

Total Project Cost: \$85,000

Park Playground Equipment (Eagles Basin)

Justification

Playgrounds serve as a public gathering place, a way for children to recreate in community, and bring people together. Not all neighborhood parks in Wabasha currently include a playground. As described in the analysis section of the Master Parks and Trails Plan for Wabasha, Eagle Basin and the surrounding area is currently underserved by park facilities, specifically playgrounds. The City hopes to secure a number of grants to support the playground and could save funds on labor by having the public works department install the equipment. But have a huge impact for the rural town.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	85,000					85,000
Total	85,000					85,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	40,000					40,000
Grants	45,000					45,000
Total	85,000					85,000

Budget Impact/Other

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2025

Project #

25-PARKS-01

Project Name

2025 Storm Sewer Maintenance

Type

Unassigned

Department

Public Works

Useful Life

Category

Unassigned

Contact

Public Works Director

Description

Total Project Cost: \$10,000

2025 Storm Sewer Maintenance

Justification

Expenditures	2025	2026	2027	2028	2029	Total
Other	10,000					10,000
Total	10,000					10,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

Capital Improvement Plan
City of Wabasha, Minnesota

Data in Year 2025

Project #

PW Toolcat

Project Name

Toolcat Revolving Purchase

Type

Unassigned

Department

Public Works

Useful Life

Contact

Public Works Director

Category

Equipment: PW Equip

Description

Total Project Cost: \$55,000

Toolcat Revolving Purchase

Justification

With the government state bid contract, working with the dealer, we can trade in this piece of equipment yearly at a cost of \$5,000. This will keep us updated with the latest equipment, keeping it under warranty the entire time we are using it, not having to replace tires yearly.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
5,000	Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
5,000	Capital Improvement Fund	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Budget Impact/Other

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2025

Project # **SIDEWALKS**

Project Name **Sidewalks**



Type Unassigned

Useful Life

Category Unassigned

Department Sidewalks

Contact Public Works Director

Description

Total Project Cost: \$40,000

Malone Park sidewalks no longer meet ADA requirements and need significant repair.

Justification

We have a few sections on city sidewalk that will need to be replaced. We can't include all of them in the 2023 project due to their location, so we have to set this money aside for replacement and ADA improvements.

Expenditures	2025	2026	2027	2028	2029	Total
Other	10,000		30,000			40,000
Total	10,000		30,000			40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Improvement Fund	10,000		30,000			40,000
Total	10,000		30,000			40,000

Budget Impact/Other

City of Wabasha, Minnesota

Capital Improvement Plan

2025 thru 2034

PROJECTS BY FUNDING SOURCE

Source	#	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Borrowing												
Ambulance Hall	26-AMB-01		900,000									900,000
Walking Trails	29-PARKS-01					100,000						100,000
Ladder/Pumper Replacement	32-FIRE-01								900,000			900,000
Borrowing Total			900,000			100,000			900,000			1,900,000
Capital Improvement Fund												
Replace 972	25-AMB-01	174,090										174,090
2025 Storm Sewer Maintenance	25-PARKS-01	10,000										10,000
Eagles Basin Playground Equipment	25-PARKS-03	40,000										40,000
Signage/Tuckpointing/Building Maintenance	26-ADMIN-01		15,000									15,000
Ambulance Hall	26-AMB-01		104,410									104,410
Two Lucas Devices	26-AMB-02		70,000									70,000
Riprap	26-PW-01		20,000									20,000
Walking Trails	27-PARKS-01					75,000						75,000
All-Abilities Playground: Schmidt Park	27-PARKS-02			75,000								75,000
Replace 2007 Plow Truck	27-PW-01			225,000								225,000
2027 Storm Sewer Maintenance	27-PW-02			10,000								10,000
Two Monitors/AEDs	28-AMB-01				125,000							125,000
Marcou/Jaycee Park Campground	28-PARKS-01							100,000				100,000
Front End Loader	28-PW-01				170,000							170,000
W4 Tanker Replacement	29-FIRE-01					300,000						300,000
Replace 2005 Chevy One Ton Dump Truck	29-PW-01					75,000						75,000
New Ambulance: 2030	30-AMB-01						350,000					350,000
Two Cots and Two Power Loads	30-AMB-02						125,000					125,000
Police Computers	32-POLICE-01								25,000			25,000

Source	#	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
New Pool	34-POOL 01										2,000,000	2,000,000
Mill and Overlay (Street Repaving)	M&O			100,000	100,000							200,000
Library Building Maintenance	MAINTENANCE	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Toolcat Revolving Purchase	PW Toolcat	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Sidewalks	SIDEWALKS	10,000		30,000								40,000
Police Squad Car	SQUAD CAR		50,000		50,000		50,000		50,000		50,000	250,000
Capital Improvement Fund Total		244,090	269,410	450,000	455,000	460,000	535,000	110,000	85,000	10,000	2,060,000	4,678,500
Grants												
Replace 972	25-AMB-01	50,000										50,000
Pfeilsticker Playground Swings	25-PARKS-02	4,000										4,000
Eagles Basin Playground Equipment	25-PARKS-03	45,000										45,000
Grants Total		99,000										99,000
State Aid												
Replace 972	25-AMB-01	104,410										104,410
State Aid Total		104,410										104,410
GRAND TOTAL		447,500	1,169,410	450,000	455,000	560,000	535,000	110,000	985,000	10,000	2,060,000	6,781,910

City Council Regular

10. 2.

Meeting Date: 09/03/2024

ITEM TITLE: Approval to Utilize TIF Funds to Create a Facade Improvement Program

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Mike Bubany is estimating the amount of the admin costs we'll be able to transfer and use for the facade improvement program will be between \$15,000 and \$20,000, but the exact amount will not be calculated until we receive the second half tax settlement in December. The maximum amount per his calculation would be \$21,323 (calculation attached).

The transfer would occur when second half taxes are received in December. Once taxes are received in December, Mike will run the calculation to determine the exact amount we can transfer. Staff anticipates a process to announce the program and begin accepting applications and that cash needed for the project will not be needed until next year.

Council will need to approve the use of these funds, as without this approval, it would be funds that just go back to the City's general fund and staff would recommend they be used to build up the City's reserves and meet our targets.

COMMITTEE RECOMMENDATION:

The Port Authority recommends to Council to dedicate these funds to funding the Facade Improvement Program. With Council approval, they would launch the program and wait for the funds.

ACTION REQUIRED:

Approve the creation of a Facade Improvement Program in December 2024 when funds are available.

Attachments

6133_Wabasha_Facade_Improvement_Program_Guidelines_2024

6133_Wabasha_Facade_Improvement_Program_Application_2024

Facade Improvement Program Calculation



BUSINESS FAÇADE IMPROVEMENT PROGRAM GUIDELINES

The City of Wabasha and Wabasha Port Authority recognizes that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the Wabasha Port Authority is announcing the Business Façade Improvement Program. This program is limited to businesses located in the City of Wabasha and limited funding is available. Therefore, projects will be considered on a first come first served basis and final approval is at the discretion of the Wabasha Port Authority.

A. Program Overview:

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Wabasha businesses by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can only be used for exterior repairs/improvements, code violation corrections, signage, handicapped accessibility and energy efficiency improvements.

- ⇒ The minimum amount of assistance per building is \$ 500
- ⇒ The maximum amount of assistance is \$ 2500 for a non-historical building and \$ 5000 for a historical building.
- ⇒ The maximum percentage of assistance per building cannot exceed 50% of the total project cost;
 - The breakdown will be 50% façade improvement program and 50% owner contribution.
- ⇒ Upon completion of project and after proper documentation is shown the applicant will be reimbursed the approved amount.
- ⇒ The project funding is on a first come basis, while funding is available and final approval is at the discretion of the Port Authority.

B. Eligibility:

- a. Applicant must be located within the City limits of Wabasha.
- b. Applicant must own the property or have the written consent of the property owner.
- c. Applicant must be current on all City loans and utility payments.
- d. Zoned non residential

- e. Eligible projects include exterior improvements visible to the public. These may include but is not limited to the following:
 - i. Rehabilitation or replacement of exterior windows and/or doors visible from public areas
 - ii. Replacement of missing decorative building features that are fixed in place or permanent
 - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
 - iv. Awnings
 - v. Approved exterior lighting and signage
 - vi. Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)
- f. Ineligibility projects:
 - i. Any interior work
 - ii. Exterior improvements that are not visible from the public realm. Examples include roofs (except if allowable above) or improvements to the back of the building.
 - iii. Landscape improvements or plants
 - iv. Building acquisition
 - v. Building additions or new construction
 - vi. Routine maintenance
 - vii. Parking lots
 - viii. Any improvements completed or in progress at the time of the application

C. Application Process:

1. Applicant must submit a Business Façade Improvement Program Application (see attachment) with appropriate documentation that indicates the following:
 - a. Detailed description of the entire project
 - b. Before pictures
 - c. Bona fide written cost estimates of the entire project
 - d. Indicate the amount of Business Façade Improvement funds being requested
 - e. Indicate the eligible improvements for which the Business Façade Improvements Programs funds will be used
 - f. Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating that the necessary funds are available in applicant's bank account.
 - g. Any other documentation requested by the Port Authority.

2. The Port Authority Coordinator identifies if the project meets eligibility requirements and, if so, will bring it to the Port Authority for further review.
3. Upon Port Authority Coordinator review, the Port Authority Coordinator will either recommend the project for final approval by the Port Authority or deny the request.
4. The Port Authority will be provided with all the appropriate documentation for final approval. The Port Authority reserves the right of ultimate review. The Port Authority may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
5. The Port Authority Coordinator will contact the applicant and relay the Port Authority's decision and if approved will arrange for the signing of required documents.
6. Applicant makes approved façade improvements and pays all invoices related to the improvements.
7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications and provides receipts for work completed including pictures of the improvements that have been made to the Port Authority Coordinator.
8. The Port Authority Coordinator will bring all final documentation to the Port Authority board for final approval. The Port Authority will approve or deny reimbursement based on the completed project, documentation and receipts of work completed and paid for by applicant.



Wabasha Port Authority
900 Hiawatha Drive East
Wabasha, MN 55981
(651)565-4568

BUSINESS FAÇADE IMPROVEMENT PROGRAM APPLICATION

Name of Applicant: _____ Date: _____

1. Mailing address: _____
2. Email Address: _____
3. Phone number: _____
4. Business Name and Contact Person: _____
5. Business Address of proposed work: _____
6. Does the applicant own the building: _____ Yes _____ No
(If no, please attach a letter from the building owner evidencing a commitment to the applicant)
7. Project Summary: _____

(If more space is needed, please attach an additional sheet of paper with 7. Project Summary at the top)

8. Estimated Total Project Cost: \$ _____ (Please attach quotes, estimates and/or bids)
9. Total Amount Requested: \$ _____ (Minimum request **\$500**; Maximum request **\$2,500 (non-historical) and \$5,000 (historical)**; Maximum percentage of assistance per building cannot exceed **50%** of total project cost)

10. Proposed project start date: _____

11. Proposed project completion date: _____

Applicant Certification

I/We, the undersigned certify that I/We have the authority to sign this application, that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. I/We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the Port Authority reserves the right to deny reimbursement.

Name/Title (Printed)

Signature

Date

Name/Title (Printed)

Signature

Date

Façade Improvement Program Calculation

\$ 24,286	2023 EOY Cash			
\$ (20,747)	Less Feb Pmt			
\$ 40,000	Plus estimated Increment in 2024 (total)			
\$ (20,695)	Less Aug Pmt			
\$ (6,213)	Less prepaid final Pmt			
\$ 16,631	Estimated EOY Balance 2024			
\$ 213,227	Total TIF Rec'd (2023 cum total plus estimated 2024)			
\$ 21,323	Max 10%			
\$ 6,000	Setup Costs DDA			
\$ 2,000	Contract Work Taft			
\$ 10,500	7 years reporting at \$1,500			
\$ 18,500	Total ESTIMATED Admin Costs			

Meeting Date: 09/03/2024

ITEM TITLE: Grant Schuth request for legal agreement for private 2200 foot water line, with MNDOT ROW portion publicly owned

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Grant Schuth appeared before the Utility Commission with the challenge that he has a private well with poor quality water. His neighbors the Gilbertsons have run a long private 2 inch line many years ago to the City's main. Their property is currently outside of City limits. MnDot will not allow a private water service within the Highway 60 right of way but would allow a public watermain extension within the right of way. The Schuths have contacted the neighboring property about a private easement so that the water service could be extended outside of MNDot right of way, but the neighbors would not agree to this.

The Schuths are requesting to allow 2 things:

- 1) Connect to the City water system
- 2) Allow for the proposed water service extension to be a public water line within MnDOT right of way but be responsible for the costs.

City Engineer recommended denial of the request due to the length of the water line and other issues. The Utilities Board reviewed the proposal and recommended requiring the Schuths annex into the City, as a condition of the request, and also meet with the City Attorney if it's possible to create an agreement that would "absolve" any future liability for the city to cover any costs associated with this water line, even though the city would technically own about 1000 feet of the line. The also want to require that the Schuths pay for the legal costs associated with the agreement.

Mike Flaherty can draw up this agreement but has not seen a similar case. He cautions that while the legal agreement would probably hold up for the current ownership, but because this would ultimately involved city-owned line, he could not guarantee that under new ownership, or in perpetuity, the City would not be at risk for some liability in the future. For example, who has to fix the publicly owned portion or if MnDOT, wants it moved in the future, cover the cost of moving it. It may not be legal to withhold an essential service to a city property due to breach of a private sewer line agreement. Any substantial repairs may require the City to pay for these costs and attempt to assess the charges to the Schuth property. Mike can do his best to draft an agreement to protect the City's interests but cannot guarantee the City will not have to pay for repair/replacement costs of the sewer line in the future. This would be a unique agreement that presents the City with future risk.

He recommends a cost escrow agreement, of up to \$5000, be signed before moving forward for drawing up the legal agreements.

He strongly advised against connecting the property to municipal utilities without first annexing the property into the City. That could take as few as two months or as many as several months to complete, depending on the process used and the availability of information from the property owner. This process will either require agreement with the township (orderly annexation agreement) or for the City to annex the property by ordinance.

The City Engineer Brian Malm **continues** to recommend that the City not move forward with the request.

- The length of dead end water main or service pipes should be limited. In long dead-end pipes, water can become stagnant because the volume of use compared to the volume in the pipe is low and water sits in the pipe for too long. This can lead to taste and odor problems as well as the possibility of a reduction in disinfectant residuals in the pipe, allowing regrowth of microbial pathogens. The proposed watermain or water service extension would be approximately 2,200-ft, which is well past typical 500-ft dead-end water

main minimum requirements. If the extension were a typical city watermain it would need to be flushed on a regular basis, however, flushing private service lines is not typically done since they are privately owned. The service line could be set up for flushing, but that would add O&M cost related to lost water from flushing and for city staff time to do the flushing. The homeowner could accomplish the flushing by running larger volumes of water themselves on a regular basis, but it would be difficult for the city to monitor that. Pressure may or may not be an issue with such a long service. The use of a booster pump at the home would improve that, but it would need to be sized properly to avoid under pressure or even suction in the service line, which can lead to potential groundwater infiltration (pressure needs to be no lower than 20 psi per MDH standards).

COMMITTEE RECOMMENDATION:

Utilities Board approved moving forward with the request, conditioning it upon annexation and that the a legal agreement be signed that Schuths are responsible for all costs.

STAFF RECOMMENDATION:

Utilities Supervisor, City Engineer, and Attorney do not recommend moving forward with this request.

ACTION REQUIRED:

- 1) Approve or deny request by Grant Schuth, since this requires a City legal agreement.
- 2) Approve having Attorney Flaherty draft cost escrow agreement.

Attachments



Legend

- City Limits
- Water Tracer Wire Box
- Water Building
- Booster Station
- Reservoir
- Curb Stop
- Water Valve
- Water Hydrant
- Water Well
- Water Pipe
- Water Service
- Abandoned Water Pipe
- Parcels (02/26/24)

Schuth Property Water Extension



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Wabasha is not responsible for any inaccuracies herein contained.



0 527 Feet

© Bolton & Menk, Inc - Web GIS 7/18/2024 2:00 PM



Real People. Real Solutions.

City Council Regular

10. 4.

Meeting Date: 09/03/2024

ITEM TITLE: Authorize Port Authority to list for sale city-owned lots at Milligan and Hiawatha Drive

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The Port Authority is focused on creating new housing in Wabasha and has identified these two city-owned parcels to potentially list for sale for the purpose of creating new housing. Port Authority to list sale amount. City-owned property can be listed for below market price if it has an economic development purpose. Port Authority to determine sale price and methodology for listing. Parcel A has been agreed to by the Port Authority. Parcel C (Cannon Park) would be pending the ability to remove the Cannon. It has a deed restriction from 1977 that it was a quit claim deed for park purposes but the attorney's opinion is that it would not impact the sale of the property. And if it did, the City could address it at that time with the County. Parcel B would remain as City owned. If a buyer is obtained, the City would approve the sale at a future meeting.

Gregerson requested that Kristi Trisko provide feedback on what footprint house could be built there. They are "odd" lots due to the road. Port may want to consider selling them for \$1 to be able to have the potential builder invest in the home.

Please note, if cannon can be removed and parcel is sold, there would not longer be a Cannon Park. This was identified in the City's Master Parks and Trails Plan as an underutilized park. Staff recommends taking this change to parks board, should the project move forward.

ACTION REQUIRED:

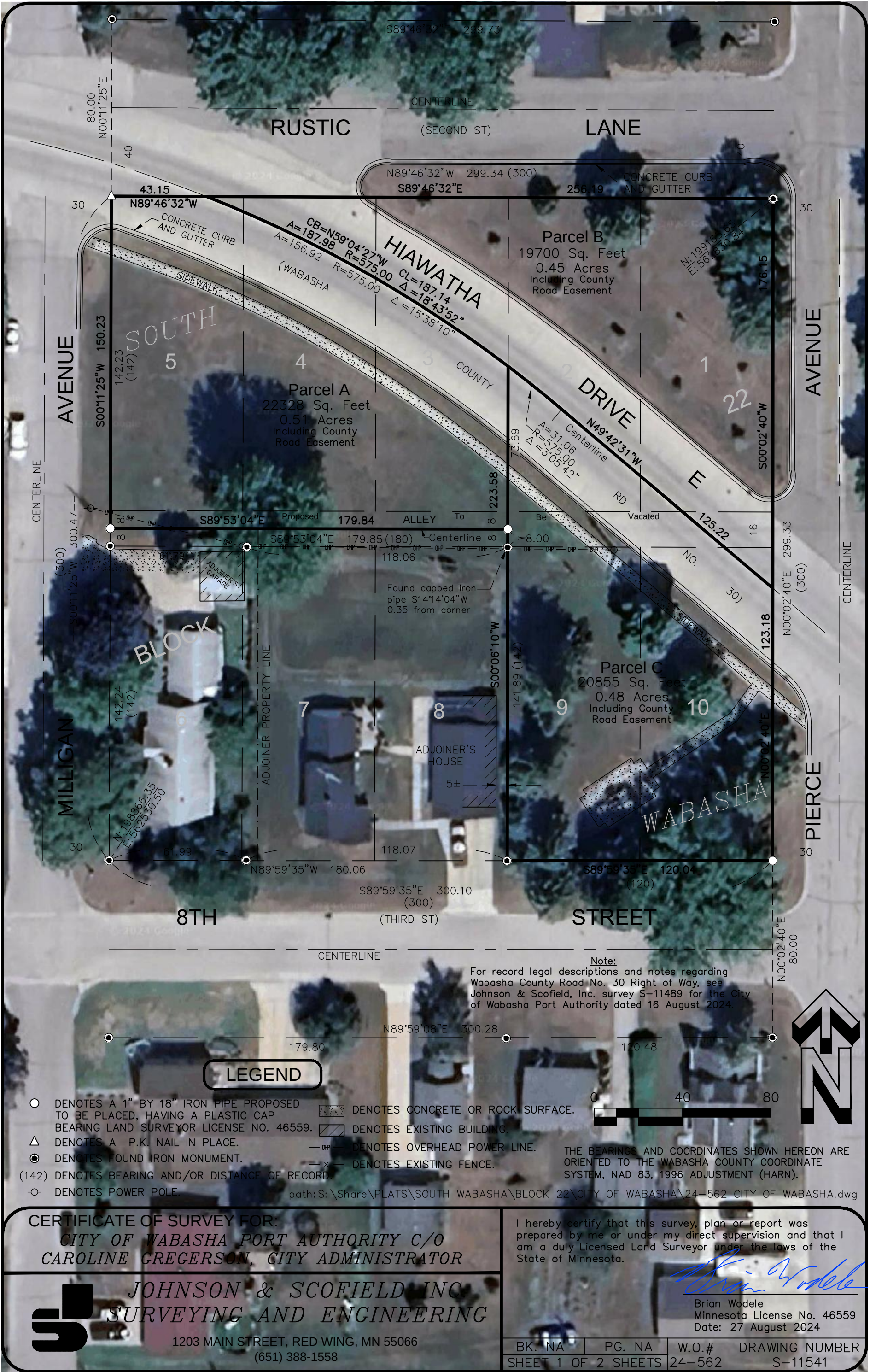
Approve Port Authority to list for sale Parcel A on attached survey, for new construction of housing, consistent with zoning, and potentially Parcel C if the cannon be moved to another park for a reasonable cost.

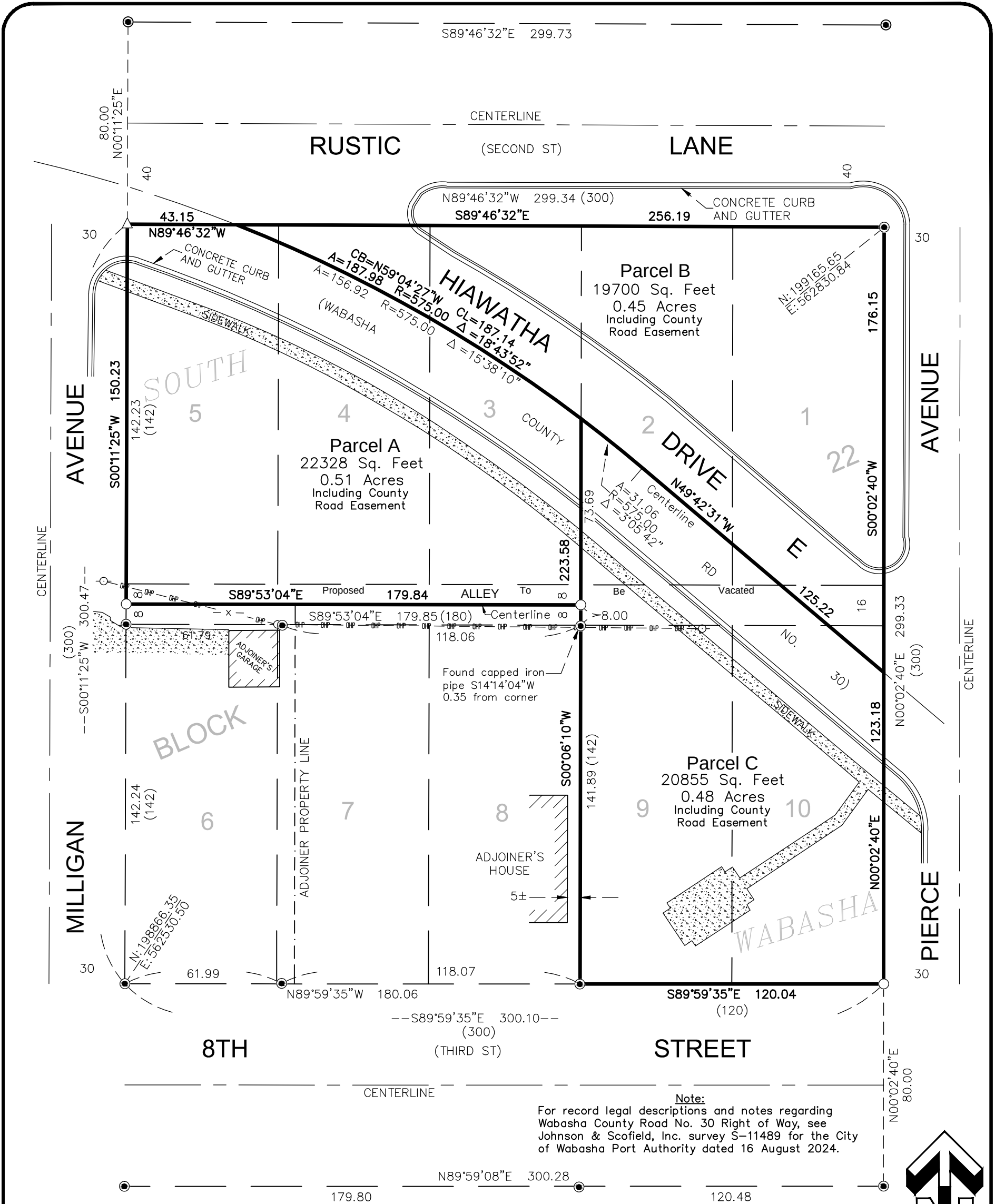
Attachments

Survey Map Aerial

Certified Survey Map of Lots

Buildable Area with Setbacks

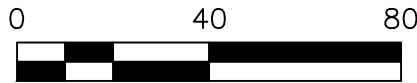




Note:
For record legal descriptions and notes regarding
Wabasha County Road No. 30 Right of Way, see
Johnson & Scofield, Inc. survey S-11489 for the City
of Wabasha Port Authority dated 16 August 2024.

LEGEND

- DENOTES A 1" BY 18" IRON PIPE PROPOSED TO BE PLACED, HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 46559.
- △ DENOTES A P.K. NAIL IN PLACE.
- DENOTES FOUND IRON MONUMENT.
- (142) DENOTES BEARING AND/OR DISTANCE OF RECORD.
- DENOTES POWER POLE.
- ▨ DENOTES CONCRETE OR ROCK SURFACE.
- ▧ DENOTES EXISTING BUILDING.
- OHP- DENOTES OVERHEAD POWER LINE.
- x- DENOTES EXISTING FENCE.



THE BEARINGS AND COORDINATES SHOWN HEREON ARE ORIENTED TO THE WABASHA COUNTY COORDINATE SYSTEM, NAD 83, 1996 ADJUSTMENT (HARN).

path: S:\Share\PLATS\SOUTH WABASHA\BLOCK 22\CITY OF WABASHA\24-562 CITY OF WABASHA.dwg

CERTIFICATE OF SURVEY FOR:
CITY OF WABASHA PORT AUTHORITY C/O
CAROLINE GREGERSON, CITY ADMINISTRATOR



JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING

1203 MAIN STREET, RED WING, MN 55066
(651) 388-1558

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Brian Wodele

Brian Wodele
Minnesota License No. 46559
Date: 27 August 2024

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 2 SHEETS	24-562	S-11541	

Milligan Ave

25' Setback

Total: 69.90 ft

69.90 ft

Total: 113.61 ft

600

113.61 ft

5' Setback

25' Setback

Hiawatha Dr E

Pierce Ave

600

605

611

5' Setback

79.68 ft

Total: 79.68 ft

85.22 ft

15' Setback

Total: 85.22 ft

25' Setback

8th St E

20 40ft

1:500

City Council Regular

10. 5.

Meeting Date: 09/03/2024

ITEM TITLE: Resolution 37-2024 Resolution Approving collective bargaining agreement between Wabasha and LELS

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

See attached resolution for background and Council action. This item was discussed previously in a closed session with Council and the final document represents general consensus. This is the result of negotiations that began in May. The final wages represent a market adjustment to bring officers up to the average of police officer wages in smaller communities in Southeastern Minnesota. It moves officers to the approximate equivalent of a grade 9 on the Wabasha pay scale, which was recommended by third party consultant David Drown Associates, after doing a brief wage analysis. Year 2 is 4% general wage increase, Year 3 is 4% general wage increase. The Council action also includes actions to support internal pay equity for the exempt police sergeant, who does a number of patrol shifts throughout the year to reduce overtime and cover sick and vacations for officers. The cost impact of the proposal in year one, included impact to overtime and benefits, is estimated to be \$68,000.

The Council requested that uniform allowance continue to be reimbursement only. This contract keeps it as reimbursement.

It changes holidays from 12 to 13 holidays due to addition of Juneteenth.

COMMITTEE RECOMMENDATION:

Approved by Ad-Hoc Committee, represents recommended changes by Council provided in Closed Session.

Attachments

37-2024 Resolution Collective Bargaining Agreement

2025-2027 Labor Agreement



RESOLUTION 37-2024

Resolution Approving collective bargaining agreement between the City of Wabasha and the Law Enforcement Labor Services (Local No. 427) and Council action for Police Sergeant.

WHEREAS, since the Labor Agreement between the City of Wabasha and the Law Enforcement Labor Service (Local No. 427) will expire on December 31, 2024;

WHEREAS, the parties have reached a tentative agreement on a successor agreement for calendar year 2025-2027;

WHEREAS, the membership of LELS Local No. 427 have ratified the tentative agreement;

WHEREAS, the City Administrator collected a significant amount of market data in our area for police patrol officers and engaged a third party human resource consultant, David Drown Associates, who supports the patrol officer wages included in the final agreement and who also concluded that the agreement does not negatively impact pay equity;

WHEREAS, the Council acknowledges that the non-union police sergeant does a significant amount of patrol shifts to ensure 24-7 policing services, reduce potential overtime, and there should be pay equity between patrol officers and sergeant;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WABASHA, MINNESOTA AS FOLLOWS:

1. That the tentative agreement between the City of Wabasha and the Law Enforcement Labor Service (Local No. 427) and attached as part of this resolution is hereby approved and ratified.
2. That the salaried, exempt, Police Sergeant also be credited for years of service within the Wabasha Police Department both as patrol officer and as sergeant (17 years), placing him on step 11 of grade 10 on the Wabasha pay and class scale.
3. That in accordance with Article XII. 12.1 of the agreement, the benefit accorded to patrol officers for paid holidays for Eight (8) hours, or time off at the officer's discretion, for 13 holidays, may also be provided to the Police Sergeant.
4. That staff take all necessary and reasonable steps to effectuate this resolution starting January, 1, 2025.

Emily Durand, Mayor

Attested:

Wendy Busch, City Clerk

**LABOR AGREEMENT
BETWEEN
THE CITY OF WABASHA
AND
LAW ENFORCEMENT LABOR SERVICES, INC.
(Local No. 427)**

January 1, 2025 through December 31, 2027

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**LABOR AGREEMENT BETWEEN THE
CITY OF WABASHA AND
LAW ENFORCEMENT LABOR SERVICE, INC.
(WABASHA POLICE DEPARTMENT)**

This Agreement entered into as of January 1, 2025 by and between the City of Wabasha, a municipal corporation, (hereinafter referred to as the "City") and Law Enforcement Labor Services, Inc. (hereinafter referred to as "Union") as exclusive bargaining agent for the employees in the bargaining unit set forth in Article I below.

WHEREAS, Minnesota Legislature has endorsed the practices and procedures of collective bargaining as one way of conducting its relations with its employees' and relations of any political subdivision with its employees, insofar as such practices and procedures are appropriate to the function of obligations of the City to retain the right effectively to operate in a responsible and efficient manner and are so consonant with the paramount needs of the City, and its citizens;

WHEREAS, it is the intention of this Agreement to set forth the entire Agreement of the parties covering the employment conditions where not otherwise mandated by statute, charter or ordinance, to maintain and increase the individual productivity in the quality of services, to prevent interruptions of work and interference of the efficient operation of the City and to provide an orderly and prompt method for handling and processing grievances;

WHEREAS, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the City by statutes of the State of Minnesota City Charter and City Ordinances and Resolutions.

ARTICLE I. RECOGNITION

- 1.1 The City recognizes the Union as the exclusive bargaining representative for all police officers employed by the City of Wabasha, Minnesota, in the Police Department, as governed by M.S. 179A.03, Subd. 14, excluding supervisory and confidential employees.
- 1.2 The City agrees that there shall be no intimidation, coercion, or discrimination against any of the employees covered by this Agreement because of their legal activities in the Union.
- 1.3 The City and the Union agree that there shall be no discrimination against any employee because of race, creed, religion, sex or national origin.

ARTICLE II. GRIEVANCES

2.1 DEFINITION OF A GRIEVANCE

A grievance shall be defined as a dispute or disagreement raised by an employee against the City involving the interpretation or application of the specific expressed provisions of this Agreement.

2.2 PROCEDURE

Grievances, as defined by Section 2.1, shall be resolved in conformance with the following procedure:

Step 1: The employee who has a grievance shall submit it in writing within ten working days from the date the grievance arose to the Chief of Police. The supervisor shall give a written answer within ten (10) working days after such presentation by such employee; upon request of employee said answer shall be in writing.

Step 2: If the grievance is not settled in Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing by the employee to the City Administrator, or a designated representative, within seven working days after the designated supervisor's answer in Step 1 and shall be signed by both the employee and the Union Steward. The written reasons shall set forth the nature of the grievance, the facts upon which it is based, the provision or provisions of the Agreement allegedly violated, and the relief requested. The City Administrator, or the designated representative, shall discuss the grievance within ten (10) working days with the Union Steward at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the City Administrator (or a designated representative) and the Union Business Agent. If no settlement is reached, the City Administrator, or the designated representative, shall give the City's written answer to the Union Business Agent within ten (10) working days following their meeting.

Step 3: If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Police Civil Service Commission within ten (10) working days after the City Administrator's or a designated representative's answer in Step 2. A meeting between the City Administrator or a designated representative, and the Chief Union Steward shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, settlement shall be reduced to writing and signed by the City Administrator or the designated representative and the Union Business Agent. If no settlement is reached, the City Administrator, or the designated representative, shall give the City's written answer to the Union within ten (10) working days following the meeting.

If the grievance is not settled in accordance with the foregoing Grievance Procedure, the Union may refer the grievance to the Minnesota Bureau of Mediation Services for mediation or to arbitration within ten (10) working days after receipt of the City's answer in Step 3. If the grievance is submitted to Mediation and is not resolved, it

may be appealed to arbitration within ten (10) working days of the end of the mediation.

The Employer and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services. For grievance matters involving written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute 626.892.

2.4 ARBITRATOR AUTHORITY

The Arbitrator selected shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The Arbitrator shall consider and decide only the specific issues submitted in writing by the City and the Union and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator shall be without power to make decisions on whether the City violated any law, rule, or regulation, except to determine whether a decision would be contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the City and the Union and shall be based solely on the arbitrator's interpretation or application of the expressed terms of this Agreement and to the facts of the grievance presented.

2.5 WAIVER

It is expressly understood and agreed that if a grievance is not presented within the time limit(s) set forth above, it shall be considered "waived." If a grievance is not appealed to the succeeding step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the time limit(s) specified, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next procedure.

2.6 The term "working days" as used in this article shall mean the days Monday through Friday inclusive (excluding holidays).

2.7 The parties hereto may, by mutual written agreement, agree to submit more than one grievance to the Arbitrator.

2.8 The fee and expenses of the Arbitrator shall be divided equally between the City and Union; provided that, however, each party shall be responsible for compensating its own representatives and witnesses. Testimony or participation of other Employees will not be paid by the City except as provided in this Article or as otherwise required by law. If either party desires a verbatim record of

the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

ARTICLE III. HOURS AND OVERTIME

3.1 This article is intended only to define the normal hours of the week and to provide a basis of the calculation of overtime pay. Nothing herein shall be construed as a guaranty of hours of work per day, week or per week.

3.2 Work Schedule:

Section 1. Normal work year shall consist of 2,080 hours to be accounted for by each Employee through:

Scheduled hours of work
Holidays
Roll Call
Required Training

Nothing contained in this or any other article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employees.

Section 2. Employees shall be compensated at the rate of one and one-half times (1½) their regular, base rate of pay for all overtime work as defined in this Agreement. Overtime shall be defined as time worked in excess of an assigned shift or time worked beyond 80 compensated hours in a fourteen (14) day pay period. The 14-day pay period shall be determined by the Employer. The periods shall be consecutive, shall not overlap, and shall be the same for all employees. Overtime will be calculated to the nearest fifteen (15) minutes. Any shift change requires a five (5) day notice, excluding emergencies. If under five (5) days, overtime shall be treated as compensatory time or cash at the discretion of the Employer.

3.3 Overtime shall be considered any regular duty assigned or delegated, above an employee's normal shift. Employees may be assigned overtime at the discretion of the employer. Employees shall be required to work overtime unless excused by the employer. In the case of a staffing emergency, as defined herein, an officer will be required to work overtime to meet the staffing needs of the employer. A staffing emergency would arise in the event of insufficient coverage for a defined period of time to provide public safety for the City of Wabasha residents and other contract work. This staffing emergency may result from illness, injury, or situational emergencies as determined by the Chief of Police.

3.4 Officers shall be entitled to receive on-call pay as provided in Article 3.7 when they are given less than 24 hours' notice of cancellation of appearance. Court Time outside a normal work shift: Any Officer who is required to attend court because of

his work or at the discretion of the Chief of Police will receive a minimum of two (2) hours pay.

- 3.5 Compensatory time shall be taken either as compensatory time or in cash and no more than one hundred (100) hours may be accrued.
- 3.6 Employees have the option to convert compensatory time to overtime pay two (2) times per year on the first pay period in March and in August. A maximum total of eighty (80) hours compensatory time may be converted annually.
- 3.7 Any employee who is directed to remain on-call for a designated period of time shall receive compensation at the rate of twelve percent (12%) of their base rate of pay for each hour on-call hours. On-call shall mean remaining accessible to a telephone in order to respond immediately to call back for active duty. On-call hour(s) shall be designated, recorded, and reported to payroll by the Chief of Police.

ARTICLE IV. SALARIES AND LONGEVITY

- 4.1 Employees' base hourly rates of pay shall be set forth in Appendix A. Employees will be paid on the 1st and 15th of the month with a pay calendar created annually for all employees by Administration to ensure consistency and to lessen confusion on overtime hours worked.

ARTICLE V. MANAGEMENT RIGHTS

- 5.1 It is recognized that, except as expressly stated herein, the City shall retain the rights and authority necessary for it to operate and direct the affairs of the City in all of its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all of the operations and/or services of the City; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and/or transfer employees, to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge and/or relieve employees due to lack of work and/or other legitimate reasons; to make and enforce reasonable rules and regulations; and, to change or eliminate existing methods, equipment and/or facilities. The assignment of employees to various shifts and jobs within the Police Department shall be at the sole discretion of the City.

ARTICLE VI. UNION OFFICIALS

- 6.1 There shall be no more than two Union Stewards from the Police Department.
- 6.2 The Steward(s) and the other Union officials shall not leave their work stations without prior permission of their supervisor and then only for such activities as are specifically provided for in this Agreement. They shall notify their supervisor upon return to their

work stations. The Union shall furnish the City with a complete and current list of its officers, stewards and grievance committee members and update said list within ten (10) working days of any change of steward(s) and/or other Local Union officials.

- 6.3 Representatives of the Union, previously accredited to the City in writing by the Union, shall be permitted to come on the premises of the City for the purposes of investigating or discussing grievances if they have first obtained permission from the Chief of Police, City Administrator or a designated representative, provided that the Union representative does not interfere with the work of the employees and reports back to the City Administrator after completion of investigation or discussion of grievances.
- 6.4 The Union agrees that Union activity of any kind or nature shall be conducted in such a manner so as not to interfere with the performance of the employee's duties.

ARTICLE VII. DISCIPLINE

- 7.1 The employer will discipline for just cause only. Discipline will be in one or more of the following forms:
- a. Oral reprimand
 - b. Written reprimand
 - c. Suspension
 - d. Demotion, or
 - e. Discharge
- 7.2 Notices of suspension, demotions and discharges will be in written form and will state the reason(s) for the action taken. Suspensions will set forth the time period for which the suspension shall be effective. Demotions will state the classification to which the employee is demoted. The Union shall be provided with a copy of each such notice.
- 7.3 Prior to any formal termination or suspension hearing, the employee and the employee's representative shall be given notice and an opportunity to respond to any charges or allegations against him/her in a meeting between the employee and his/her representative together with the Chief of Police and City Administrator, or designated representative. In the event that the Chief of Police and City Administrator, or designated representative determine that disciplinary action is still warranted following such meeting, the matter shall be referred to the Police Civil Service Commission, which shall try the charges after no less than ten (10) days written notice to the employee. The Commission shall then convey written notice of their decision to the employee. Such notice shall set forth all charges as filed. The hearing on such charges shall be open to the public and be in compliance with Minnesota Statutes Chapter 419.
- 7.4 A. An oral reprimand may be reduced in writing for record keeping purposes. The oral reprimand may be referenced to in subsequent performance evaluations.
- B. Written reprimands, notices of suspension, and notices of discharge which are to

become part of an employee's personnel file, shall be read and acknowledged by the signature of the employee. The employee will receive a copy of such reprimands and/or notices.

- 7.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning. Such questioning shall not be delayed more than five (5) working days.
- 7.6 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 7.7 Grievances relating to this Article may be initiated by the Union in Step 3 of the grievance procedure.

ARTICLE VIII. SAFETY EQUIPMENT

- 8.1 The City agrees to provide safe working conditions for its employees, and employees agree that they will be aware of, know the uses of and will in all instances use all the safety equipment furnished to them by the City.

ARTICLE IX. JURY SERVICE

- 9.1 When an employee has been absent from work because of jury service, they shall be paid their regular salary by the employer with the understanding that, at the completion of jury service, the employee shall present their jury service check to Management. Notice of such Jury Service shall be presented to the City prior to such service to allow for schedule changes.

ARTICLE X. VACATIONS

10.1

<u>Years of Service</u>	<u>Rate of Credit</u>	<u>Hours Per Year</u>	<u>Maximum Accumulation</u>
1	4 hours	48	48
2 to 5	8 hours	96	192
6 to 10	10 hours	120	240
11 to 15	12 hours	144	288
16+	16 hours	192	384

- 10.2 Amount Allowed. Each permanent full-time employee in municipal service shall earn vacation leave with pay according to the table above. Adjustments are made monthly and shall be calculated based on the first month following the employee's service anniversary.

- 10.3 Vacation schedules shall be determined by the Chief of Police in accordance with departmental requirements and in accordance with table 10.1 above. Requests for vacation shall be made at least two weeks in advance. The Chief of Police or his designee shall review and notify the employee if the vacation request is approved or denied in a timely fashion, not to exceed ten (10) calendar days.
- 10.4 Vacation time shall be compensated at the employee's regular rate of pay. When a holiday occurs during a regular vacation, said holiday shall not be charged against earned vacation pay. Since the purpose of a vacation is to give an employee an opportunity to rest and relax, no additional compensation will normally be paid an employee in lieu of vacation.
- 10.5 Each employee who leaves the City employment for any reason, whether voluntary or involuntary will be paid for earned, unused vacation days that have been earned and not taken.
- 10.6 Unauthorized time off will not be charged against vacation. Such absences must be covered by payroll deductions.
- 10.7 Where there are conflicts over a particular period, the senior person shall be given the preference. National Guard and Army Reserve will take precedence over vacations where a limited number of employees can be let off at any one time.
- 10.8 Employees shall cash out accrued and unused vacation hours in excess of their annual accrual limit based on years of service. Vacation hours cashed out pursuant to this provision shall be paid at fifty percent (50%) of the employee's regular rate of pay.

ARTICLE XI. LEAVES OF ABSENCE

- 11.1 An unauthorized absence from duty during required hours of attendance, whether for a day or more, or for any part of a day, shall be treated as absence without leave. Such absences may be made the grounds for disciplinary action. Where conditions warrant, and adequate reasons are given for failure to secure prior authorization, the absence may be authorized by a later grant of leave. If an employee is absent without leave for two calendar weeks, his employment with the City automatically terminates.
- 11.2 If an employee is either on an approved leave of absence without pay for ten or more working days in any calendar month or is suspended for ten or more working days in any calendar month, or is absent without leave for three or more days in any calendar month without securing subsequent authorization for such leave, the employee shall not accrue any vacation or sick leave for that month. Any holidays occurring in conjunction with absence without leave, or leave without pay shall be forfeited by the employee.
- 11.3 When the interests of the City can be benefitted, the Police Commission may grant a leave of absence without pay for special reasons for periods beyond those allowable for pay provided the appointment authority is willing, either to allow the position from which

leave is taken to remain vacant, or to fill it by temporary appointment until the expiration of such leave.

ARTICLE XII. HOLIDAYS

- 12.1 All permanent full time employees shall receive the following twelve (13) paid holidays per year:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents Day	Columbus Day
Good Friday	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Floating Holiday (1)	

Employees are entitled to the following: Eight (8) hours regular pay, or time off at the officer's discretion for thirteen (13) holidays Officers will be paid time and one-half while working a holiday. Employees shall receive the aforementioned holiday compensation on the payroll period of the holiday.

All permanent employees shall receive one (1) personally scheduled holiday, referred to in the Agreement as floating holiday, each calendar year. The floating holiday consists of eight (8) hours. The floating holiday hours may be arranged in advance with the Employer in increments greater than four (4) hours. Floating holidays may not be accumulated from year to year. (A new permanent employee shall receive a prorated number of floating holiday hours for the balance of the calendar year at the rate of four (4) hours for every full six (6) months remaining in the calendar year.)

- 12.2 Employees required to work any portion of their shift a holiday shall be paid at one and one-half times (1½) their regular hourly rate of compensation.

ARTICLE XIII. SICK LEAVE

- 13.1 Amount. Every permanent full-time employee is entitled to sick leave with pay earned at the same rate as vacation outlined in Section 10. Sick leave may be accumulated to a maximum of 75 days or the prorated amount of 75 days based upon their average work week.
- 13.2 Purposes. Sick leave may be granted to employees not on personal leave when the employee is unable to perform work duties due to illness, disability, necessary medical treatment, dental, chiropractic care, childbirth or pregnancy disability, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Employees may also use sick leave due to an illness of or injury to the

employee's spouse, child, adult child father, mother, brother, sister, spouse's mother or father, grandparent, or grandchild, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury, for such reasonable periods of time as the employee's attendance may be necessary. Sick leave may also be granted for a maximum of three days for the death of an employee's spouse, children, parents, step-parents, father, mother, grandparents, brother or sister, or the death of a spouse's mother or father; and a maximum of eight hours shall be allowed for the death of a non-immediate family member or friend.

ARTICLE XIV. SEVERANCE PAY

- 14.1 All permanent full-time employees who have successfully completed their work trial period, upon retirement, to ruination or death, shall be entitled to sixty percent (60%) of the unused sick leave as severance pay. For the purpose of computing severance pay, sick leave accumulation shall not exceed 75 days of the prorated amount for semi-full-time employees.

Employees discharged for just cause shall not receive severance pay, and employees not leaving City employment in good standing may, by City Council discretion, be declared ineligible for severance pay.

ARTICLE XV. WORKERS COMPENSATION

- 15.1 Workers' Compensation leave, as distinguished from sick leave, shall mean leave with pay given to an employee due to absences from duty caused by accident or injury as defined in the Workers' Compensation Act of the State of Minnesota as amended, arising out of and in the course of City employment.
- 15.2 The employee agrees and shall be obligated to turn over to the City all amounts received by the employee as temporary weekly compensation under the Act until certified by appropriate medical authority selected by the City as being capable of performance of assigned duties.
- 15.3 Any full-time employee who is employed by the City and is injured on their regular job, shall be entitled to full pay up to a period of ninety (90) days while they are absent from work by reason of such injury, and their accrued sick leave will not be charged until after and beginning with the 91st day of absence from work by reason of such injury. An employee who claims an absence from work due to an injury sustained on their regular job is subject to examination to be made on behalf of the City by a person competent to perform the same and as is designated by the City. Where doubt exists as to the employee's physical and mental capability to perform, the employer shall have the right to require the employee to take a medical examination at the City's expense at a reasonable time.

- 15.4 Nothing in this Article shall be construed to limit the City's right and authority as specified in Article V.

ARTICLE XVI. MILITARY LEAVE

- 16.1 Each employee of the City who is a member of a Reserve or National Guard unit shall be entitled to a Military Leave not to exceed fifteen (15) days in any calendar year when required to engage in duty in such unit. No such employee shall be subjected to any loss or reduction of vacation or holiday privileges due to such absences.

ARTICLE XVII. HEALTH INSURANCE

- 17.1 Employees and Dependents. Employees shall be eligible to receive the same health and dental insurance benefits as other City employees, including but not limited to premium and VEBA or HSA contributions.
- 17.2 Duration. Any employee terminated voluntarily or involuntarily for reasons other than gross misconduct is entitled to continue coverage for 18 months or until the employee is covered under another group health plan as the result of employment, re-employment, or marriage, or becomes entitled to Medicare, Medicaid or public assistance benefits at the employees' costs as per COBRA. Under the law, employees who would otherwise lose coverage due to reduction in hours may remain in the health plan. Non-employees can elect to retain group health care coverage for 36 months if a member of their family who has group health insurance dies while employed by the city, a spouse is divorced or separated from a covered employee, a spouse becomes eligible for Medicare or Medicaid, or public assistance benefits, or a dependent child turns 18 and would otherwise lose coverage. A conversion option is required for qualified beneficiaries after the 36-month coverage period. The City may charge individuals and families choosing the continued coverage up to 102 percent of the applicable costs, defined as a reasonable estimated of the cost of providing coverage for a similarly situated beneficiary.

Under Minnesota law (Minn. Stat. 62A.17), within ten (10) days of termination, the City must notify the employee of the right to continue coverage.

ARTICLE XVIII. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- 18.1 The parties acknowledge that during the negotiations, which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or

ARTICLE XIX. TRAINING

19.1 Notwithstanding the fact that the responsibility to maintain State (Police Officer Standard and Training) certification with individual employees, the City will cooperate with employees to assist in all areas of training, including:

- A. Make information regarding training programs available to employees.
- B. When prior approval is received from the Chief of Police, all reasonable costs incurred in such training shall be paid to include:
 - 1. The Employer shall pay employees for all required training time including travel time per F.L.S.A. and other necessary expenses incurred in training.
 - 2. The Employer shall reimburse employees for reasonable costs incurred in obtaining state required P.O.S.T. training, including but not limited to mileage, meals and lodging.
 - 3. Employees shall be paid mileage at the current IRS rate if employee is mandated to use their own personal vehicle.
 - 4. Employer will pay post board licensing cost for employees.

ARTICLE XX. FUNERAL LEAVE

20.1 Employees may use a maximum of three (3) sick days with pay during each twelve months of employment after completion of the initial probationary period because of a death in the immediate family of the employee including spouse, children, parents, step-parents, brothers and sisters, grandparents and spouses parents. Such leave shall not be accumulative in the event it is not used during that period.

ARTICLE XXI. UNIFORM ALLOWANCE

21.1 The City will provide for all new employees and reasonably replace thereafter all required uniforms and equipment at no cost to the employee, in accordance with 21.2 below.

- 21.2 Full time employees will have an allotment of Nine hundred fifty dollars (\$950.00) to use for clothing and personal items related to work, when receipts are submitted for qualified purchases. . Items purchased for, reimbursement must be police uniform or safety related (i.e. holster, flashlights, boots and uniform clothing). On December 31 of each year all permanent employees unused uniform allowance allotments shall be transferred into a law enforcement training fund. With the Chief of Police's approval these additional training funds shall be utilized by permanent employees to subsidize payment of MN POST accredited law enforcement training.
- 21.3 If at any time the Chief of Police finds any part of an officer's uniform to be unserviceable, the officer shall replace it within five (5) working days. If such an event occurs and the officer's uniform allowance has been depleted, or insufficient funds are available, the city shall pay for the replacement and charge the officer's pay for the amount of the replacement. Such charges shall be withheld from the pay period following the purchase.

ARTICLE XXII. DEDUCTION OF DUES

- 22.1 Employer hereby agrees to deduct from the wages of the employees governed hereby monthly dues as designated by the Union and the same be payable at the end of each month to Law Enforcement Labor Services, Inc., subject only to authorization being signed by each employee involved.

ARTICLE XXIII. SEVERABILITY

- 23.1 If any provision of this Agreement is declared by proper legislative, administrative or judicial authority to be unlawful, unenforceable or not in accordance with applicable law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE XXIV. SENIORITY

- 24.1 Seniority shall be determined by the employee's length of continuous employment with the Police Department and posted in an appropriate location. Seniority rosters may be maintained by the Chief on the basis of time in grade and time within specific classifications.
- 24.2 During the probationary period, a newly hired or rehired employee may be discharged at the sole discretion of the Employer. During the one year probationary period, a promoted or reassigned employee may be replaced in their previous position at the sole discretion of the Employer.
- 24.3 A reduction of work force will be accomplished on the basis of seniority. An employee on layoff shall have an opportunity to return to work within two (2) years of the time of his/her layoff before any new employee is hired.

ARTICLE XXV. SHIFT DIFFERENTIAL

25.1 Employees working between the hours of 6:00 pm and 6:00 a.m. shall receive a shift differential of \$1.00/hour for all hours worked.

ARTICLE XXVII. DURATION

27.1 This Agreement shall remain in full force and effect from the January 1, 2025 through December 31, 2027 upon acceptance by the City and the Union.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed this _____ day of _____, 2024.

FOR THE CITY

FOR THE UNION

City Administrator

Business Agent

Mayor

Union Steward

APPENDIX A WAGE RATES

January 1, 2025

<u>Steps</u>								
1	2	3	4	5	6	7	8	9
\$31.00	\$31.93	\$32.89	\$33.87	\$34.89	\$35.94	\$37.02	\$38.13	\$39.30

January 1, 2026

<u>Steps</u>								
1	2	3	4	5	6	7	8	9
\$32.24	\$33.21	\$34.20	\$35.23	\$36.29	\$37.73	\$38.50	\$39.65	\$40.87

January 1, 2027

<u>Steps</u>								
1	2	3	4	5	6	7	8	9
\$33.53	\$34.54	\$35.57	\$36.64	\$37.74	\$38.83	\$40.04	\$41.24	\$42.51

If in 2027, the average top patrol pay for Chatfield, Zumbrota, Goodview, Lake City, La Crescent, Caledonia, St. Charles, Wabasha County, Plainview, Caledonia is 4.5% or greater than top pay for City of Wabasha Patrol Officer, negotiations can be re-opened by either party. If a comparable city police officers' contract is not settled, use the city's 2026 wage plus 3%.

Specialty Pay:

Employees assigned to the position of School Resource Officer will receive 5% in addition to their base rate of pay.

Employees assigned to the position of Investigator will receive 6% in addition to their base rate of pay.

Work Performance:

If an Employee is on a performance improvement plan (PIP) at the time of step movement or COLA adjustment, the employee must first successfully complete the terms of the PIP. Once the employee successfully completes the terms of the PIP, the employee will receive their step increase and COLA adjustment retroactive to the original date of implementation.

Increases (step) shall be effective as follows:

1. All employees shall receive step increases effective January 1.

City Council Regular

11. 1.

Meeting Date: 09/03/2024

ITEM TITLE: 39-2024 September Donations Resolution

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

All donations must be accepted at city council.

ACTION REQUIRED:

approve resolution 39-2024 accepting the donations as listed.

Attachments

39-2024 September Donations

CITY OF WABASHA
RESOLUTION No. 39-2024
RESOLUTION ACCEPTING DONATIONS

WHEREAS The City of Wabasha is generally authorized to accept donations of real and personal property under Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS the following persons and entities have offered to contribute the cash amounts or items set forth below to the city for the following.

- **LIBRARY**
 - \$50 – In memory of Beth Hager by Kenneth & Karen Hannah
 - \$500 – Anonymous

WHEREAS all such donations contributed are determined to be a benefit to the citizens of the City of Wabasha; and

WHEREAS The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WABASHA, MINNESOTA, AS FOLLOWS:

1. The donations described above are hereby acknowledged and accepted and shall be used in accordance with the terms prescribed by the donor.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Wabasha on September 3rd, 2024.

Approved:

Mayor - Emily Durand

Attested:

City Clerk – Wendy Busch

City Council Regular

11. 2.

Meeting Date: 09/03/2024

ITEM TITLE: 40-2024 Resolution Accepting \$5000 Grant from League of Minnesota Cities

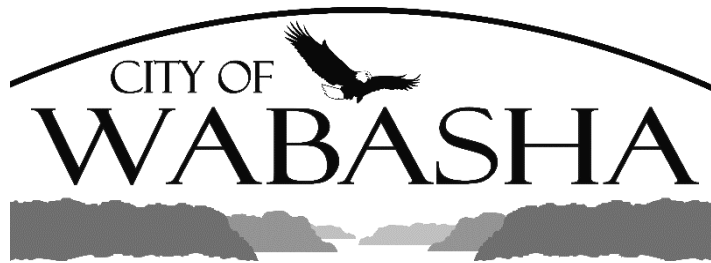
DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

For the purpose of writing the TED Grants and other grants to fund the Highway Re-Route Project.

Attachments



Grant Navigation Support Resolution

RESOLUTION NO. 40-2024

A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Grant”) in which LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the City of Wabasha (“City”) submitted an application for the Grant, a for support in finding grant funding for Highway 60 Re-Alignment (“Project”).

WHEREAS, the City has been notified that it has been awarded \$5000 from the Grant (“Funding”) to find additional grant funding for the Project.

WHEREAS, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF W a b a s h a MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with Bolton Menk (“Contractors”) to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. Caroline Gregerson, City Administrator, is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City’s official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.

9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of Wabasha, Minnesota this 3rd day of September, 2024.

Mayor

Attested:

City Clerk

EXHIBIT A
(Grant Navigator Application)