

WABASHA UTILITIES COMMISSION

January 2, 2024 4:00 PM

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
 - 1) January Warrants
 - 2) 12-4-23 Ut Comm Minutes
 - 3) December Financials
- 4) Adjustment Requests
- 5) General Business
- 6) Old Business
- 7) Other Business
- 8) Adjourn

Utilities Commission

3) 1)

Meeting Date: 01/02/2024

ITEM TITLE: January Warrants

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review for approval of payment.

ACTION REQUIRED:

motion to approve January UT Warrants.

Attachments

1-2-24 UT Warrants

CITY OF WABASHA

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Receipts

Current Period: December 2023

Payments Batch 1224UT

\$55,729.16

Refer 11821 FIRST LEASE LLC

Cash Payment E 810-500-49449-615 Lease Principal JETTER TRUCK PAYMENT \$1,306.56
 Invoice FEBRUARY 24

Cash Payment E 810-500-49449-616 Lease Interest JETTER TRUCK PAYMENT \$291.57
 Invoice FEBRUARY 24

Transaction Date 12/29/2023 First State Bank 10100 Total \$1,598.13

Refer 11822 DANCKWART LANDSCAPING, LLC

Cash Payment E 800-500-49000-588 Water/Sewer Line WATER LINE BREAK BRIDGE AVE \$3,336.64
 Invoice 19325

Transaction Date 12/29/2023 First State Bank 10100 Total \$3,336.64

Refer 11823 WABASHA COUNTY

Cash Payment E 800-500-49000-212 Motor Fuels WATER & SEWER GASOLINE \$152.95
 Invoice 2023-1111

Cash Payment E 810-500-49449-212 Motor Fuels WATER & SEWER GASOLINE \$152.96
 Invoice 2023-1111

Transaction Date 12/29/2023 First State Bank 10100 Total \$305.91

Refer 11824 FERGUSON WATERWORKS

Cash Payment G 800-14200 Inventory of Stores for Resal 8 METERS & COUPLERS \$2,681.64
 Invoice 523772

Transaction Date 12/29/2023 First State Bank 10100 Total \$2,681.64

Refer 11825 CLAREY S SAFETY EQUIPMENT IN

Cash Payment E 810-500-49449-419 Misc. Maintenance FIRE EXTINGUISHER INSPECTION \$145.00
 Invoice 208850

Transaction Date 12/29/2023 First State Bank 10100 Total \$145.00

Refer 11826 HILLS HARDWARE HANK

Cash Payment E 810-500-49449-214 Shop Materials MISC SHOP ITEMS \$64.25
 Invoice UTILITIES

Transaction Date 12/29/2023 First State Bank 10100 Total \$64.25

Refer 11827 AUTOMATIC SYSTEMS CO

Cash Payment E 810-500-49449-312 Computer Support FIELD SERVICE REPAIRS TO PANEL C \$892.50
 Invoice 040939

Transaction Date 12/29/2023 First State Bank 10100 Total \$892.50

Refer 11828 BANK OF ZUMBROTA

Cash Payment E 831-500-49000-601 Bond Principal SERIES 2015A - MN RURAL WATER LOAN \$44,000.00
 Invoice GO LOAN

Cash Payment E 831-500-49000-610 DEBT SERVICE - I SERIES 2015A - MN RURAL WATER LOAN \$1,822.50
 Invoice GO LOAN

Transaction Date 12/29/2023 First State Bank 10100 Total \$45,822.50

Refer 11829 VISA

Cash Payment E 810-500-49449-331 Travel Expense CONFERENCE MEAL \$42.85
 Invoice UTILITIES

Cash Payment E 810-500-49449-331 Travel Expense HOTEL FOR CONFERENCE \$508.56
 Invoice UTILITIES

Cash Payment E 810-500-49449-308 Continuing Ed STEVE WASTEWATER TRAINING \$275.00
 Invoice UTILITIES

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Receipts

Current Period: December 2023

Cash Payment	E 810-500-49449-308 Continuing Ed	WASTE WATER TEST FEE			\$56.18
Invoice UTILITIES					
Transaction Date	12/29/2023	First State Bank	10100	Total	\$882.59

Fund Summary

	10100 First State Bank	
800 Water Department		\$6,171.23
810 Sewer Department		\$3,735.43
831 Well #3 Bond Payment Account		\$45,822.50
		\$55,729.16

Utilities Commission

3) 2)

Meeting Date: 01/02/2024

ITEM TITLE: 12-4-23 Ut Comm Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Minutes attached from last Utilities Commission Meeting.

ACTION REQUIRED:

Read and make any necessary changes or approve as written.

Attachments

12-4-23 Ut Comm Minutes

DRAFT



Utilities Commission

Commissioners:

Brian Wodele (President)

Steve Schmidt

John Kreye
Josh Wendt

Mike Wallerich

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

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

1. Call to Order and Roll Call

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

2. Changes or Additions to Agenda

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

3. Approval:

1. December Warrants

Moved by Commissioner Steve Schmidt, seconded by Commissioner John Kreye to approve the December Warrants. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

2. 11/6/23 UT Comm Minutes

Moved by Commissioner John Kreye, seconded by Commissioner Mike Wallerich to approve the 11-6-23 Ut Comm Minutes. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

3. November Financials

Moved by Chair Brian Wodele, seconded by Commissioner Josh Wendt To approve the financials, but with direction to get explanation from the Auditor on the transfer of the C.D's to the 4m Investment. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

4. Adjustment Requests

5. General Business

6. Old Business

7. Other Business

8. Adjourn

Moved by Chair Brian Wodele, seconded by Commissioner Josh Wendt to adjourn at 4:10 pm. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

Jessica Leonhardt, Deputy Clerk

Utilities Commission

3) 3)

Meeting Date: 01/02/2024

ITEM TITLE: December Financials

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

To be added Tuesday AM.

Attachments

YTD December 31, 2023 Utilities Financials

Utilities Cash and Investments January 2024 Meeting

2023 Utilities Net Income (YTD December 31, 2023)	
Water Revenue	\$472,737
Sewer Revenue	\$818,750
Total Revenue	\$1,291,488
Water Expense	\$273,883
Sewer Expense	\$337,302
Total Expense	\$611,185
Net Income	\$680,303

2023 Water Revenue (YTD December 31, 2023)		
FUND	Account Description	2023 YTD Total
800	R 800-31060 Special Assessments	\$2,362
800	R 800-32180 Digging Permits - UT	\$0
800	R 800-33300 MDH Source Water Prot Grant	\$0
800	R 800-33439 Pension Revenue	\$0
800	R 800-34307 Sales of Inventory	\$3,375
800	R 800-36100 Special Assessments	\$0
800	R 800-36200 Miscellaneous Revenues	\$10,838
800	R 800-36210 Interest Earnings	\$11,504
800	R 800-37110 Water Sales	\$311,097
800	*\$510,830.35 of the water expense is a transfer	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$1,400
800	R 800-37160 Penalty Revenue	\$3,566
800	R 800-37170 Unallocated UT Revenues	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$656
800	R 800-37213 Hydrant Rental	\$0
800	R 800-37270 UT Enterprise Fund Staff	\$0
800	R 800-39200 Interfund Operating Transfers	\$0
800	R 800-39204 LOAN - BJH Enter.	\$0
801	R 801-36210 Interest Earnings	\$9,005
801	R 801-37100 Base Rate - Water	\$118,935
801	R 801-39200 Interfund Operating Transfers	\$0
2023 YTD Water Revenue		\$472,737.36

2023 Sewer Revenue (YTD December 31, 2023)		
FUND	Account Description	2023 YTD Total
810	R 810-31000 General Property Taxes	\$0
810	R 810-31060 Special Assessments	\$14,272
810	R 810-32180 Digging Permits - UT	\$260
810	R 810-32250 Septic System Permit	\$0
810	R 810-32251 Sewer Permit	\$0
810	R 810-33400 State Grants and Aids	\$0
810	R 810-33422 STATE GRANT	\$8,055
810	R 810-33439 Pension Revenue	\$0
810	R 810-36200 Miscellaneous Revenues	\$3,589
810	*\$510,830.35 of the water expense is a transfer	\$8,215
810	R 810-36211 Interest-DO NOT USE	\$0
810	R 810-37111 Sale of Capital Assets	\$0
810	R 810-37160 Penalty Revenue	\$7,352
810	R 810-37170 Unallocated UT Revenues	\$0
810	R 810-37210 Sewer Sales	\$733,234
810	R 810-37220 Reads landing Service	\$35,974
810	R 810-37251 Sewer Connection Fees	\$7,800
810	R 810-39100 Capital Contributions	\$0
810	R 810-39200 Interfund Operating Transfers	\$0
810	R 810-39201 Transfer from General Fund	\$0
810	R 810-39310 G.O. Bond Sale Proceeds	\$0
810	R 810-39311 Capital Leave Liability	\$0
2023 YTD Sewer Revenue		\$818,750.25

2023 Water Expenses (YTD December 31, 2023)	
Account Description	2023 YTD Total
E 800-500-49000-101 Full-time Employees-Regular	\$94,300.74
E 800-500-49000-121 PERA Contributions	\$6,892.79
E 800-500-49000-122 FICA Contributions	\$5,142.85
E 800-500-49000-124 Medicare Contributions	\$1,202.77
E 800-500-49000-131 Health Insurance	\$28,309.48
E 800-500-49000-133 Dental Insurance	\$879.69
E 800-500-49000-134 Life Insurance	\$431.00
E 800-500-49000-151 WC Ins. Premium	\$3,033.66
E 800-500-49000-200 Office Supplies	\$184.33
E 800-500-49000-212 Motor Fuels	\$3,249.77
E 800-500-49000-216 Chemical and Chemical Products	\$3,507.16
E 800-500-49000-219 General Supplies	\$569.28
E 800-500-49000-221 Equipment Maintenance/Parts	\$9,948.70
E 800-500-49000-305 Medical/physical fees	\$286.00
E 800-500-49000-308 Continuing Ed	-\$463.74
E 800-500-49000-316 Recorder Fees	\$115.00
E 800-500-49000-321 Telephone	\$439.04
E 800-500-49000-322 Postage	\$3,344.17
E 800-500-49000-331 Travel Expense	-\$18.00
E 800-500-49000-350 Printing and Binding	\$688.37
E 800-500-49000-351 Legal Notice Publishing	\$43.14
E 800-500-49000-361 General Liability/Property Ins	\$7,130.00
E 800-500-49000-381 Electric/Gas Utility	\$34,655.81
E 800-500-49000-407 Gopher State One-Call	\$1,055.55
E 800-500-49000-430 Miscellaneous	\$50.00
E 800-500-49000-433 Dues and Subscriptions	\$3,333.78
E 800-500-49000-570 Office Equipment & Furnishings	\$200.00
E 800-500-49000-580 Other Equipment	\$1,707.81
E 800-500-49000-585 Water/Sewer Improvements	\$2,626.86
E 800-500-49000-588 Water/Sewer Line Maintenance	\$14,824.09
E 800-500-49000-720 Transfers Out	\$0.00
E 831-500-49000-601 Bond Principal	\$44,390.00
E 831-500-49000-610 DEBT SERVICE - INTEREST	\$1,822.50
2023 YTD Water Expense	\$273,882.60

*Transfer to LMC 4M Account (Jou

irnaled so it's no longer showing as an expense)

2023 Sewer Expenses (YTD YTD December 31, 2023)	
Account Description	2023 YTD Total
E 810-500-49449-101 Full-time Employees-Regular	\$120,849
E 810-500-49449-121 PERA Contributions	\$9,136
E 810-500-49449-122 FICA Contributions	\$6,866
E 810-500-49449-124 Medicare Contributions	\$1,606
E 810-500-49449-131 Health Insurance	\$36,350
E 810-500-49449-133 Dental Insurance	\$1,086
E 810-500-49449-134 Life Insurance	\$579
E 810-500-49449-151 WC Ins. Premium	\$4,218
E 810-500-49449-200 Office Supplies	\$283
E 810-500-49449-212 Motor Fuels	\$2,637
E 810-500-49449-214 Shop Materials	\$4,458
E 810-500-49449-216 Chemical and Chemical Products	\$12,335
E 810-500-49449-219 General Supplies	\$2,476
E 810-500-49449-221 Equipment Maintenance/Parts	\$21,778
E 810-500-49449-223 Building Maint/Repair Supplies	\$1,096
E 810-500-49449-228 Manhole/Storm Sewer Maintenanc	\$50
E 810-500-49449-240 Small Tools and Minor Equip.	\$215
E 810-500-49449-303 Engineering Fees	-\$31,788
E 810-500-49449-305 Medical/physical fees	\$105
E 810-500-49449-308 Continuing Ed	\$2,026
E 810-500-49449-311 Contractor Fees	\$725
E 810-500-49449-316 Recorder Fees	\$115
E 810-500-49449-321 Telephone	\$1,640
E 810-500-49449-322 Postage	\$3,535
E 810-500-49449-331 Travel Expense	\$170
E 810-500-49449-350 Printing and Binding	\$728
E 810-500-49449-351 Legal Notice Publishing	\$2
E 810-500-49449-361 General Liability/Property Ins	\$7,130
E 810-500-49449-381 Electric/Gas Utility	\$73,433
E 810-500-49449-384 Refuse Disposal	\$231
E 810-500-49449-404 Mach & Equip Maint. Agreement	\$75
E 810-500-49449-405 Water/Sewer/Sludge Testing	\$11,126
E 810-500-49449-419 Misc. Maintenance	\$1,453
E 810-500-49449-430 Miscellaneous	\$50
E 810-500-49449-433 Dues and Subscriptions	\$3,778
E 810-500-49449-438 Vehicle License	\$436
E 810-500-49449-500 CAPITAL OUTLAY	\$5,888
E 810-500-49449-530 Improvements other than Bldgs	\$823
E 810-500-49449-550 Motor Vehicles	\$5,653
E 810-500-49449-570 Office Equipment & Furnishings	\$200
E 810-500-49449-580 Other Equipment	\$1,084
E 810-500-49449-581 Uniforms	\$100
E 810-500-49449-585 Water/Sewer Improvements	\$383
E 810-500-49449-588 Water/Sewer Line Maintenance	\$635
E 810-500-49449-611 Bond Interest	\$2,371
E 810-500-49449-615 Lease Principal	\$15,449
E 810-500-49449-616 Lease Interest	\$3,730
2023 YTD Sewer Expense	\$337,302.11

CITY OF WABASHA
***Cash Balances**

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Current Period December 2023

Fund	2023 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
800 Water Department	\$169,083.84	\$972,164.96	\$662,033.90	\$0.00	\$3,609.58	(\$105,152.15)	\$377,672.33	In Bal
801 Water Department -	\$486,076.35	\$118,934.56	\$0.00	\$0.00	\$9,005.31	\$0.00	\$614,016.22	In Bal
804 2008 Sewer/St. Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
810 Sewer Department	\$302,437.19	\$808,193.08	\$278,522.44	\$0.00	\$42,344.67	(\$139,906.17)	\$734,546.33	In Bal
830 Well #3 Constructio	\$0.00	\$2,960.00	\$0.00	\$0.00	(\$2,960.00)	\$0.00	\$0.00	In Bal
831 Well #3 Bond Paym	(\$137,148.00)	\$0.00	\$1,822.50	\$0.00	\$0.00	\$0.00	(\$138,970.50)	In Bal

<u>Wabasha Utilities Cash and Investments</u>
January 2, 2024 Meeting

<u>Cash</u>		
\$377,672.33	Fund 800	Water Department
\$614,016.22	Fund 801	Water Department-Base Fee
\$734,546.33	Fund 810	Sewer Department
-\$138,970.50	Fund 831	Well #3 Bond Payment Account
\$1,587,264.38 Total Utilities Cash		

<u>Investments</u>		
\$124,870.00	Charles Schwab BK SSB:	15987UAY4
\$123,257.50	Capital One National Assn	McLean 14042THQ3
\$333,619.89	United States Treasury Bill	12797GM3
\$520,762.59	4M Fund	
\$1,102,509.98 Total Utilities Investments		

\$2,689,774.36 Total Utilities Cash and Investments
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<u>Cash</u>
November 21, 2023 Cash Balances

\$377,672.33	Fund 800	Water Department
\$614,016.22	Fund 801	Water Department-Base Fee
\$734,546.33	Fund 810	Sewer Department
-\$138,970.50	Fund 831	Well #3 Bond Payment Account
\$1,587,264.38 Total Utilities Cash		

CITY OF WABASHA
*Cash Balances

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Current Period December 2023

Fund	2023 Begin Balance	Receipts	Disbursements	-----Transfers----- Rec/Disb	Journal Entries	JE Payroll	Balance	
800 Water Department	\$169,083.84	\$972,164.96	\$662,033.90	\$0.00	\$3,609.58	(\$105,152.15)	\$377,672.33	In Bal
801 Water Department -	\$486,076.35	\$118,934.56	\$0.00	\$0.00	\$9,005.31	\$0.00	\$614,016.22	In Bal
804 2008 Sever/St. Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
810 Sewer Department	\$302,437.19	\$808,193.08	\$278,522.44	\$0.00	\$42,344.67	(\$139,906.17)	\$734,546.33	In Bal
830 Well #3 Constructio	\$0.00	\$2,960.00	\$0.00	\$0.00	(\$2,960.00)	\$0.00	\$0.00	In Bal
831 Well #3 Bond Paym	(\$137,148.00)	\$0.00	\$1,822.50	\$0.00	\$0.00	\$0.00	(\$138,970.50)	In Bal

Investments
November 30, 2023 Statement

Charles Schwab BK SSB: 15987UAY4	\$124,870.00
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15987UAY4	CHARLES SCHWAB BK SSB C/D FDIC INS TO LIMITS DUE 05/02/2024 5.200% MS 30	CASH	03/29/2023	\$125,000.00 125,000	\$99.90 \$124,870.00	↓-\$130.00
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Capital One National Assn McLean 14042THQ3	\$123,257.50
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14042THQ3	CAPITAL ONE BK USA NATL ASSN GLEN ALLEN VA C/D FDIC INS TO LIMITS DUE 07/15/2024 3.200% JJ 13	CASH	07/12/2022	\$125,000.00 125,000	\$98.61 \$123,257.50	↓-\$1,742.50
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United States Treasury Bill 12797GM3	\$333,619.89
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912797GM3	UNITED STATES TREASURY BILL RE-ISSUE 11/09/2023 ORIGINAL ISSUE DISCOUNT DUE 02/08/2024 0.000%	CASH	11/07/2023	\$332,720.10 337,000	\$99.00 \$333,619.89	↑\$899.79
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4M Account	\$520,762.59
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Account	Name	4M	4MP	4MP Unaged	LTD	FRI	Total
102	Utilities Commission	\$520,762.59	\$0.00	\$0.00	\$0.00	\$0.00	\$520,762.59

Total Utilities Investments	\$1,102,509.98
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