

WABASHA UTILITIES COMMISSION

February 5, 2024 4:00 PM

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
 - 1) February Warrants
 - 2) January Utilities Commission Meeting Minutes
 - 3) January 2024 Utilities Financials
- 4) Adjustment Requests
- 5) General Business
- 6) Old Business
- 7) Other Business
- 8) Adjourn

Utilities Commission

3) 1)

Meeting Date: 02/05/2024

ITEM TITLE: February Warrants

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Review February Warrants.

ACTION REQUIRED:

Approve February Warrants.

Attachments

Feb UT Warrants

CITY OF WABASHA

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Receipts

Current Period: February 2024

Payments Batch 2524UTWARRANTS				\$22,871.14
Refer	12073 FIRST LEASE LLC			
Cash Payment	E 810-500-49449-615	Lease Principal	JETTER TRUCK LEASE PAYMENT	\$1,309.55
Cash Payment	E 810-500-49449-616	Lease Interest	JETTER TRUCK LEASE PAYMENT	\$288.58
Transaction Date	2/5/2024	First State Bank	10100	Total \$1,598.13
Refer	12074 DICK S AUTO PARTS			
Cash Payment	E 810-500-49449-221	Equipment Mainten	OIL	\$7.36
	Invoice 181563			
Cash Payment	E 810-500-49449-221	Equipment Mainten	SNOW PLOW OIL	\$36.64
	Invoice 181132			
Transaction Date	2/5/2024	First State Bank	10100	Total \$44.00
Refer	12075 MOTOR PARTS & EQUIPMENT			
Cash Payment	E 810-500-49449-221	Equipment Mainten	5W30 SYNTHETIC OIL	\$5.56
	Invoice 211789			
Transaction Date	2/5/2024	First State Bank	10100	Total \$5.56
Refer	12076 HILLS HARDWARE HANK			
Cash Payment	E 810-500-49449-214	Shop Materials	UTILITIES - MISC SHOP SUPPLIES	\$323.39
	Invoice 1/24 STATEMENT			
Transaction Date	2/5/2024	First State Bank	10100	Total \$323.39
Refer	12077 NEOGOV			
Cash Payment	E 800-500-49000-308	Continuing Ed	UTILITIES CONTINUING ED	\$129.72
Transaction Date	2/5/2024	First State Bank	10100	Total \$129.72
Refer	12078 FERGUSON WATERWORKS			
Cash Payment	E 800-500-49000-221	Equipment Mainten	R900 V4 WALL MIU	\$1,428.40
	Invoice 525097			
Transaction Date	2/5/2024	First State Bank	10100	Total \$1,428.40
Refer	12079 WABASHA COUNTY			
Cash Payment	E 800-500-49000-212	Motor Fuels	UTILITIES GASOLINE	\$87.31
	Invoice 2023-1211			
Cash Payment	E 810-500-49449-212	Motor Fuels	UTILITIES GASOLINE	\$87.31
	Invoice 2023-1211			
Transaction Date	2/5/2024	First State Bank	10100	Total \$174.62
Refer	12080 KEY ELECTRIC & AUTOMATION			
Cash Payment	E 810-500-49449-228	Manhole/Storm Sew	BLUE TUBE REPAIRS	\$701.00
	Invoice 16972			
Transaction Date	2/5/2024	First State Bank	10100	Total \$701.00
Refer	12081 STUMPF PRINTING COMPANY			
Cash Payment	E 800-500-49000-350	Printing and Binding	WINDOW ENVELOPES WITH IMPRINT	\$325.05
	Invoice 101934			
Cash Payment	E 810-500-49449-350	Printing and Binding	WINDOW ENVELOPES WITH IMPRINT	\$325.05
	Invoice 101934			
Transaction Date	2/5/2024	First State Bank	10100	Total \$650.10

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Receipts

Current Period: February 2024

Refer	12082	HAWKINS, INC				
Cash Payment	E 800-500-49000-216	Chemical and Che	HYDROFLUOSILICIC ACID & SHIPPING			\$1,066.18
	Invoice 6662602					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$1,066.18
Refer	12083	DICK S AUTO PARTS				
Cash Payment	E 810-500-49449-214	Shop Materials	GLOVES & SHOP TOWELS			\$68.96
	Invoice 180850					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$68.96
Refer	12084	INTERSTATE BUILDING & SUPPLY				
Cash Payment	E 800-500-49000-219	General Supplies	PATION BLOCK			\$5.15
	Invoice 577925					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$5.15
Refer	12085	GUNDERSEN HEALTH SYSTEM				
Cash Payment	E 800-500-49000-305	Medical/physical fee	HEP B VACCINE			\$151.50
Cash Payment	E 810-500-49449-305	Medical/physical fee	HEP B VACCINE			\$151.50
Transaction Date	2/5/2024	First State Bank	10100	Total		\$303.00
Refer	12086	BANYON DATA SYSTEMS INC				
Cash Payment	E 800-500-49000-312	Computer Support	NEPTUNE 360			\$1,545.00
	Invoice 164887					
Cash Payment	E 810-500-49449-312	Computer Support	NEPTUNE 360			\$1,545.00
	Invoice 164887					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$3,090.00
Refer	12087	UTILITY CONSULTANTS INC.				
Cash Payment	E 810-500-49449-405	Water/Sewer/Sludg	FECAL TESTING			\$1,030.17
	Invoice 118972					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$1,030.17
Refer	12088	GOPHER STATE ONE CALL				
Cash Payment	E 800-500-49000-407	Gopher State One-	BILLABLE TICKETS			\$62.15
	Invoice 4010813					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$62.15
Refer	12089	LACKORE ELECTRIC MOTOR REP				
Cash Payment	E 810-500-49449-419	Misc. Maintenance	BALDOR MOTOR			\$3,432.58
	Invoice 127368					
Transaction Date	2/5/2024	First State Bank	10100	Total		\$3,432.58
Refer	12090	VERIZON WIRELESS				
Cash Payment	E 800-500-49000-580	Other Equipment	IPAD			\$724.99
Cash Payment	E 810-500-49449-580	Other Equipment	IPAD			\$724.99
Transaction Date	2/5/2024	First State Bank	10100	Total		\$1,449.98
Refer	12091	VISA				
Cash Payment	E 810-500-49449-308	Continuing Ed	TRAINING & CERTIFICATION FEES			\$102.15

CITY OF WABASHA

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Receipts

Current Period: February 2024

Cash Payment	E 810-500-49449-214	Shop Materials	DICKS FRESH MARKET		\$74.36
Cash Payment	E 800-500-49000-350	Printing and Binding	AMAZON - BILL SEALER		\$27.06
Transaction Date	2/5/2024	First State Bank	10100	Total	\$203.57
Refer	12092	KEY ELECTRIC & AUTOMATION			
Cash Payment	E 810-500-49449-228	Manhole/Storm Sew	BLUE TUBE & HEATER @ HEADWORKS		\$6,089.00
	Invoice 16971				
Transaction Date	2/5/2024	First State Bank	10100	Total	\$6,089.00
Refer	12093	WABASHA FRESH MARKET			
Cash Payment	E 810-500-49449-214	Shop Materials	MISC SUPPLIES		\$5.16
	Invoice 5000150854				
Transaction Date	2/5/2024	First State Bank	10100	Total	\$5.16
Refer	12094	WABASHA COUNTY			
Cash Payment	E 800-500-49000-212	Motor Fuels	UTILITIES FUEL		\$193.16
	Invoice 2024-111				
Cash Payment	E 810-500-49449-212	Motor Fuels	UTILITIES FUEL		\$193.16
	Invoice 2024-111				
Transaction Date	2/5/2024	First State Bank	10100	Total	\$386.32
Refer	12095	SOUTHEAST MECHANICAL INC			
Cash Payment	E 810-500-49449-223	Building Maint/Repa	WASTEWATER AIR EXCHANGER		\$624.00
	Invoice 34167				
Transaction Date	2/5/2024	First State Bank	10100	Total	\$624.00

Fund Summary

	10100	First State Bank
800 Water Department		\$5,745.67
810 Sewer Department		\$17,125.47
		\$22,871.14

Utilities Commission

3) 2)

Meeting Date: 02/05/2024

ITEM TITLE: January Utilities Commission Meeting Minutes

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Review January Utilities Commission Meeting Minutes.

ACTION REQUIRED:

Approve January Utilities Commission Meeting Minutes.

Attachments

1-2-24 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

1. Call to Order and Roll Call

Meeting called to order at 4:02 by Wodele.

2. Changes or Additions to Agenda

Moved by Chair Brian Wodele, seconded by Commissioner Steve Schmidt to approve the agenda. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

3. Approval:

1. January Warrants

Moved by Chair Brian Wodele, seconded by Commissioner Josh Wendt to approve the January warrants. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

2. 12-4-23 Ut Comm Minutes

Moved by Commissioner Steve Schmidt, seconded by Chair Brian Wodele to approve the 12-4-23 UT Commission Minutes. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

3. December Financials

There was discussion on what the 4M Fund is as well as if some of the Cash should be invested. Leonhardt would check with Grabau and they would get back to the commission.

Moved by Chair Brian Wodele, seconded by Commissioner Josh Wendt to approve the financials. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

4. Adjustment Requests

5. General Business

6. Old Business

7. Other Business

Mueller was not in attendance to the meeting due to an issue arising with the blue tube.

8. Adjourn

Moved by Commissioner John Kreye, seconded by Chair Brian Wodele to adjourn at 4:09. AYE: Unanimous. NAY: None. ABSENT: None. Motion: Adopted

Jessica Leonhardt, Deputy Clerk

Utilities Commission

3) 3)

Meeting Date: 02/05/2024

ITEM TITLE: January 2024 Utilities Financials

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Review January 2024 Utilities Financials.

ACTION REQUIRED:

Approve January 2024 Utilities Financials.

Attachments

YTD January 25, 2024 Utilities Financials

Utilities Cash and Investments February 2024 Meeting

<u>2024 Utilities Net Income (YTD January 25, 2024)</u>	
Water Revenue	\$15,906
Sewer Revenue	\$34,987
Total Revenue	\$50,894
Water Expense	\$9,757
Sewer Expense	\$13,041
Total Expense	\$22,798
Net Income	\$28,096

2024 Water Revenue (YTD January 25, 2024)		
FUND	Account Description	2024 YTD Total
800	R 800-31060 Special Assessments	\$0
800	R 800-32180 Digging Permits - UT	\$0
800	R 800-33300 MDH Source Water Prot Grant	\$0
800	R 800-33439 Pension Revenue	\$0
800	R 800-34307 Sales of Inventory	\$370
800	R 800-36100 Special Assessments	\$0
800	R 800-36200 Miscellaneous Revenues	\$90
800	R 800-36210 Interest Earnings	\$0
800	R 800-37110 Water Sales	\$8,771
800	R 800-37111 Sale of Capital Assets	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$0
800	R 800-37160 Penalty Revenue	\$1,684
800	R 800-37170 Unallocated UT Revenues	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$0
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	\$0
801	R 801-37100 Base Rate - Water	\$4,992
801	R 801-39200 Interfund Operating Transfers	\$0
2023 YTD Water Revenue		\$15,906.29

2024 Sewer Revenue (YTD January 25, 2024)		
FUND	Account Description	2024 YTD Total
810	R 810-31000 General Property Taxes	\$0
810	R 810-31060 Special Assessments	\$0
810	R 810-32180 Digging Permits - UT	\$0
810	R 810-32250 Septic System Permit	\$0
810	R 810-32251 Sewer Permit	\$0
810	R 810-33400 State Grants and Aids	\$0
810	R 810-33422 STATE GRANT	\$0
810	R 810-33439 Pension Revenue	\$0
810	R 810-36200 Miscellaneous Revenues	\$0
810	R 810-36210 Interest Earnings	\$0
810	R 810-36211 Interest-DO NOT USE	\$0
810	R 810-37111 Sale of Capital Assets	\$0
810	R 810-37160 Penalty Revenue	\$53
810	R 810-37170 Unallocated UT Revenues	\$0
810	R 810-37210 Sewer Sales	\$32,446
810	R 810-37220 Reads landing Service	\$2,489
810	R 810-37251 Sewer Connection Fees	\$0
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		\$34,987.34

2024 Water Expenses (YTD January 25, 2024)	
Account Description	2024 YTD Total
E 800-500-49000-101 Full-time Employees-Regular	\$3,765.67
E 800-500-49000-121 PERA Contributions	\$282.43
E 800-500-49000-122 FICA Contributions	\$211.15
E 800-500-49000-124 Medicare Contributions	\$49.38
E 800-500-49000-131 Health Insurance	\$1,989.34
E 800-500-49000-133 Dental Insurance	\$90.77
E 800-500-49000-134 Life Insurance	\$40.50
E 800-500-49000-151 WC Ins. Premium	\$0.00
E 800-500-49000-200 Office Supplies	\$0.00
E 800-500-49000-212 Motor Fuels	\$0.00
E 800-500-49000-216 Chemical and Chemical Products	\$0.00
E 800-500-49000-219 General Supplies	\$0.00
E 800-500-49000-221 Equipment Maintenance/Parts	\$0.00
E 800-500-49000-305 Medical/physical fees	\$0.00
E 800-500-49000-308 Continuing Ed	\$0.00
E 800-500-49000-312 Computer Support	\$753.38
E 800-500-49000-316 Recorder Fees	\$0.00
E 800-500-49000-321 Telephone	\$103.63
E 800-500-49000-322 Postage	\$0.00
E 800-500-49000-331 Travel Expense	\$0.00
E 800-500-49000-350 Printing and Binding	\$0.00
E 800-500-49000-351 Legal Notice Publishing	\$0.00
E 800-500-49000-361 General Liability/Property Ins	\$0.00
E 800-500-49000-381 Electric/Gas Utility	\$2,451.39
E 800-500-49000-407 Gopher State One-Call	\$18.90
E 800-500-49000-430 Miscellaneous	\$0.00
E 800-500-49000-433 Dues and Subscriptions	\$0.00
E 800-500-49000-570 Office Equipment & Furnishings	\$0.00
E 800-500-49000-580 Other Equipment	\$0.00
E 800-500-49000-585 Water/Sewer Improvements	\$0.00
E 800-500-49000-588 Water/Sewer Line Maintenance	\$0.00
E 800-500-49000-720 Transfers Out	\$0.00
E 831-500-49000-601 Bond Principal	\$0.00
E 831-500-49000-610 DEBT SERVICE - INTEREST	\$0.00
2023 YTD Water Expense	\$9,756.54

2024 Sewer Expenses (YTD YTD January 25, 2024)	
<u>Account Description</u>	<u>2024 YTD Total</u>
E 810-500-49449-101 Full-time Employees-Regular	\$5,410
E 810-500-49449-121 PERA Contributions	\$406
E 810-500-49449-122 FICA Contributions	\$311
E 810-500-49449-124 Medicare Contributions	\$73
E 810-500-49449-131 Health Insurance	\$2,213
E 810-500-49449-133 Dental Insurance	\$112
E 810-500-49449-134 Life Insurance	\$48
E 810-500-49449-151 WC Ins. Premium	\$0
E 810-500-49449-200 Office Supplies	\$0
E 810-500-49449-212 Motor Fuels	\$0
E 810-500-49449-214 Shop Materials	\$0
E 810-500-49449-216 Chemical and Chemical Products	\$0
E 810-500-49449-219 General Supplies	\$0
E 810-500-49449-221 Equipment Maintenance/Parts	\$0
E 810-500-49449-223 Building Maint/Repair Supplies	\$0
E 810-500-49449-228 Manhole/Storm Sewer Maintenanc	\$0
E 810-500-49449-240 Small Tools and Minor Equip.	\$0
E 810-500-49449-303 Engineering Fees	\$0
E 810-500-49449-305 Medical/physical fees	\$0
E 810-500-49449-308 Continuing Ed	\$0
E 810-500-49449-311 Contractor Fees	\$0
E 810-500-49449-312 Computer Support	\$753
E 810-500-49449-316 Recorder Fees	\$0
E 810-500-49449-321 Telephone	\$86
E 810-500-49449-322 Postage	\$0
E 810-500-49449-331 Travel Expense	\$0
E 810-500-49449-350 Printing and Binding	\$0
E 810-500-49449-351 Legal Notice Publishing	\$0
E 810-500-49449-361 General Liability/Property Ins	\$0
E 810-500-49449-381 Electric/Gas Utility	\$3,630
E 810-500-49449-384 Refuse Disposal	\$0
E 810-500-49449-404 Mach & Equip Maint. Agreement	\$0
E 810-500-49449-405 Water/Sewer/Sludge Testing	\$0
E 810-500-49449-419 Misc. Maintenance	\$0
E 810-500-49449-430 Miscellaneous	\$0
E 810-500-49449-433 Dues and Subscriptions	\$0
E 810-500-49449-438 Vehicle License	\$0
E 810-500-49449-500 CAPITAL OUTLAY	\$0
E 810-500-49449-530 Improvements other than Bldgs	\$0
E 810-500-49449-550 Motor Vehicles	\$0
E 810-500-49449-570 Office Equipment & Furnishings	\$0
E 810-500-49449-580 Other Equipment	\$0
E 810-500-49449-581 Uniforms	\$0
E 810-500-49449-585 Water/Sewer Improvements	\$0
E 810-500-49449-588 Water/Sewer Line Maintenance	\$0
E 810-500-49449-611 Bond Interest	\$0
E 810-500-49449-615 Lease Principal	\$0
E 810-500-49449-616 Lease Interest	\$0
2023 YTD Sewer Expense	\$13,041.30

<u>Wabasha Utilities Cash and Investments</u>
February 5, 2024 Meeting

<u>Cash</u>	
\$373,030.98	Fund 800 Water Department
\$618,892.03	Fund 801 Water Department-Base Fee
\$751,242.39	Fund 810 Sewer Department
-\$184,793.00	Fund 831 Well #3 Bond Payment Account
\$1,558,372.40 Total Utilities Cash	

<u>Investments</u>	
\$124,985.00	Charles Schwab BK SSB: 15987UAY4
\$123,736.75	Capital One National Assn McLean 14042THQ3
\$335,173.46	United States Treasury Bill 12797GM3
\$520,762.59	4M Fund
\$95,000.00	Bank of Alma 2156
\$14,021.50	Bank of Alma 1591
\$1,213,679.30 Total Utilities Investments	

\$2,772,051.70 Total Utilities Cash and Investments
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Cash
January 25, 2024 Cash Balances

\$373,030.98	Fund 800	Water Department
\$618,892.03	Fund 801	Water Department-Base Fee
\$751,242.39	Fund 810	Sewer Department
-\$184,793.00	Fund 831	Well #3 Bond Payment Account
\$1,558,372.40 Total Utilities Cash		

CITY OF WABASHA
*Cash Balances

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Current Period January 2024

Fund	2024 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
800 Water Department	\$371,171.40	\$11,742.60	\$5,574.39	\$0.00	\$0.00	(\$4,308.63)	\$373,030.98	In Bal
801 Water Department -	\$613,900.41	\$4,991.62	\$0.00	\$0.00	\$0.00	\$0.00	\$618,892.03	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	\$729,296.35	\$34,987.34	\$6,801.70	\$0.00	\$0.00	(\$6,239.60)	\$751,242.39	In Bal
830 Well #3 Constructio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
831 Well #3 Bond Paym	(\$184,793.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$184,793.00)	In Bal

Investments
December 31, 2023 Statement

Charles Schwab BK SSB: 15987UAY4	\$124,985.00
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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	\$99.99 \$124,985.00	↓-\$15.00
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Capital One National Assn McLean 14042THQ3	\$123,736.75
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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	\$98.99 \$123,736.25	↓-\$1,263.75
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United States Treasury Bill 12797GM3	\$335,173.46
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912797GM3	UNITED STATES TREASURY BILL RE-ISSUE 12/28/2023 ORIGINAL ISSUE DISCOUNT DUE 02/08/2024 0.000%	CASH	11/07/2023	\$332,720.10 337,000	\$99.46 \$335,173.46	↑\$2,453.36
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4M Fund	\$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

Bank of Alma 2156	\$95,000.00
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Current Value	95,000.00
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Bank of Alma 1591	\$14,021.50
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BALANCE THIS STATEMENT.....	12/31/23	14,021.50
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Total Utilities Investments	\$1,213,679.30
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