

WABASHA UTILITIES COMMISSION

July 1, 2024 4:00 PM

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Changes or Additions to Agenda
- 3) Approval:
 - 1) July Utilities Warrants
 - 2) 6-3-24 UT Comm Minutes
 - 3) June Utilities Financials
- 4) Adjustment Requests
- 5) General Business
- 6) Old Business
- 7) Other Business
- 8) Adjourn

Utilities Commission

3) 1)

Meeting Date: 07/01/2024

ITEM TITLE: July Utilities Warrants

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Attachments

July UT Warrants

CITY OF WABASHA

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Receipts

Current Period: July 2024

Payments Batch 7124UTWARRANTS

\$6,886.82

Refer 13234 WABASHA COUNTY

Cash Payment E 800-500-49000-212 Motor Fuels UTILITIES GAS \$205.40

Invoice 2024-511

Cash Payment E 810-500-49449-212 Motor Fuels UTILITIES GAS \$205.41

Invoice 2024-511

Transaction Date 6/27/2024 First State Bank 10100 Total \$410.81

Refer 13235 VISA

Cash Payment E 810-500-49449-433 Dues and Subscripti MN POLUTION CONTROL AGENCY \$56.18

Invoice UTILITIES

Transaction Date 6/27/2024 First State Bank 10100 Total \$56.18

Refer 13236 WABASHA COUNTY D. A. C.

Cash Payment E 800-500-49000-311 Contractor Fees WATER BILL MAY \$39.09

Invoice 4772

Cash Payment E 810-500-49449-311 Contractor Fees WATER BILL MAY \$39.10

Invoice 4772

Transaction Date 6/27/2024 First State Bank 10100 Total \$78.19

Refer 13237 NARDINI FIRE EQUIPMENT COMP

Cash Payment E 810-500-49449-223 Building Maint/Repa CO2 INSPECTION \$606.03

Invoice 291280

Transaction Date 6/27/2024 First State Bank 10100 Total \$606.03

Refer 13238 FERGUSON WATERWORKS

Cash Payment E 800-500-49000-221 Equipment Mainten ID BOXES \$2,908.98

Invoice 530584

Transaction Date 6/27/2024 First State Bank 10100 Total \$2,908.98

Refer 13239 BANK OF ZUMBROTA

Cash Payment E 831-500-49000-610 DEBT SERVICE - I BOND 2015A INTEREST \$1,228.50

Transaction Date 6/27/2024 First State Bank 10100 Total \$1,228.50

Refer 13240 FIRST LEASE LLC

Cash Payment E 810-500-49449-615 Lease Principal JETTER TRUCK PAYMENT \$1,324.62

Invoice AUG 2024

Cash Payment E 810-500-49449-616 Lease Interest JETTER TRUCK PAYMENT \$273.51

Invoice AUG 2024

Transaction Date 6/27/2024 First State Bank 10100 Total \$1,598.13

Fund Summary

10100 First State Bank

800 Water Department \$3,153.47

810 Sewer Department \$2,504.85

831 Well #3 Bond Payment Account \$1,228.50

\$6,886.82

Utilities Commission

3) 2)

Meeting Date: 07/01/2024

ITEM TITLE: 6-3-24 UT Comm Minutes

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Attachments

6-3-24 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

Absent: Josh Wendt, Commissioner

Also Present: Pat Mueller, Water & Sewer Supervisor; Jessica Bruce, Deputy Clerk; Tyler Grabau, Finance Director; Caroline Gregerson, City Administrator

1. Call to Order and Roll Call

Meeting called to order at 4 pm by Wodele.

2. Changes or Additions to Agenda

No changes or additions to the Agenda.

Moved by Chair Brian Wodele, seconded by Commissioner John Kreye to approve the Agenda with no additions or corrections. AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT) Motion: Adopted

3. Approval:

1. June UT Warrants

Moved by Chair Brian Wodele, seconded by Commissioner Steve Schmidt to approve the June UT Warrants AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT)
Motion: Adopted

2. 5-6-24 Ut Comm Minutes

Moved by Chair Brian Wodele, seconded by Commissioner Steve Schmidt to approve the 5-6-24 UT Comm Minutes. AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT) Motion: Adopted

3. May Financials

Grabau attended to answer any questions as the Commission reviewed the financials. Grabau spoke on investing funds, some of the funds are set aside to use towards the street project and some of them are in cash investments. He will continue to work with the auditors to analyze what can be invested in the future.

4. Adjustment Requests

1. Americinn Request

Moved by Chair Brian Wodele, seconded by Commissioner Steve Schmidt to approve a credit to the Americinn sewer account in the amount of \$6,639. AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT) Motion: Adopted

2. Approve \$6156.90 in matching funds towards Small Communities Planning Grant for Storm Water, Wastewater, and Community Resilience

Moved by Chair Brian Wodele, seconded by Commissioner Mike Wallerich Approve \$6156.90 in matching funds towards Small Communities Planning Grant for Storm Water, Wastewater, and Community Resilience. AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT) Motion: Adopted

5. General Business

6. Old Business

7. Other Business

Mueller gave an update on the street project. He mentioned that this is the best crew he has ever worked with on a project.

8. Adjourn

Moved by Commissioner Steve Schmidt, seconded by Commissioner Mike Wallerich to adjourn at 4:35 pm. AYE: 4 NAY: None. ABSENT: Commissioner Josh Wendt (ABSENT) Motion: Adopted

Jessica Bruce, Deputy Clerk

Utilities Commission

3) 3)

Meeting Date: 07/01/2024

ITEM TITLE: June Utilities Financials

DEPARTMENT: Administration

REQUESTED BY:

PURPOSE:

ITEM SUMMARY:

Review June 2024 Utilities financials.

Attachments

YTD June 25, 2024 Utilities Financials

Utilities Cash and Investments July 2024 Meeting

2024 Utilities Net Income (YTD June 25, 2024)	
Water Revenue	\$247,064
Sewer Revenue	\$414,662
Total Revenue	\$661,726
Water Expense	\$232,184
Sewer Expense	\$178,762
Total Expense	\$410,945
Net Income	\$250,780

2024 Water Revenue (YTD June 25, 2024)			
FUND	Account Description	2024 YTD Total	2024 Budget
800	R 800-31060 Special Assessments	\$261	\$2,300
800	R 800-32180 Digging Permits - UT	\$0	\$0
800	R 800-33000 Intergovernmental Revenue	\$0	\$0
800	R 800-33300 MDH Source Water Prot Grant	\$10,000	\$0
800	R 800-33439 Pension Revenue	\$0	\$0
800	R 800-34307 Sales of Inventory	\$1,979	\$4,000
800	R 800-36100 Special Assessments	\$0	\$0
800	R 800-36200 Miscellaneous Revenues	\$180	\$1,000
800	R 800-36210 Interest Earnings	\$30,611	\$6,000
800	R 800-36223 Solar Refunds	\$1,633	\$0
800	R 800-37110 Water Sales	\$126,117	\$323,541
800	R 800-37111 Sale of Capital Assets	\$0	\$0
800	R 800-37150 WAC-WaterConnection Fee	\$625	\$1,400
800	R 800-37160 Penalty Revenue	\$6,591	\$3,700
800	R 800-37170 Unallocated UT Revenues	\$0	\$0
800	R 800-37180 W/S HOOK UP CHARGES	\$306	\$600
800	R 800-37213 Hydrant Rental	\$0	\$0
800	R 800-37270 UT Enterprise Fund Staff	\$0	\$0
800	R 800-39200 Interfund Operating Transfers	\$0	\$0
800	R 800-39204 LOAN - BJH Enter.	\$0	\$0
801	R 801-36210 Interest Earnings	\$7,541	\$7,000
801	R 801-37100 Base Rate - Water	\$61,220	\$123,692
801	R 801-39200 Interfund Operating Transfers	\$0	\$0
2024 YTD Water Revenue		\$247,063.91	\$473,232.62

2024 Sewer Revenue (YTD June 25, 2024)			
FUND	Account Description	2024 YTD Total	2024 Budget
810	R 810-31000 General Property Taxes	\$0	\$0
810	R 810-31060 Special Assessments	\$6,705	\$14,000
810	R 810-32180 Digging Permits - UT	\$0	\$300
810	R 810-32250 Septic System Permit	\$0	\$0
810	R 810-32251 Sewer Permit	\$0	\$0
810	R 810-33400 State Grants and Aids	\$0	\$0
810	R 810-33422 STATE GRANT	\$0	\$5,000
810	R 810-33439 Pension Revenue	\$0	\$0
810	R 810-36200 Miscellaneous Revenues	\$0	\$0
810	R 810-36210 Interest Earnings	\$11,492	\$5,000
810	R 810-36211 Interest-DO NOT USE	\$0	\$0
810	R 810-36223 Solar Refunds	\$1,709	\$0
810	R 810-37111 Sale of Capital Assets	\$0	\$0
810	R 810-37160 Penalty Revenue	\$3,638	\$7,000
810	R 810-37170 Unallocated UT Revenues	\$0	\$0
810	R 810-37210 Sewer Sales	\$371,562	\$762,563
810	R 810-37220 Reads landing Service	\$16,583	\$36,000
810	R 810-37251 Sewer Connection Fees	\$2,972	\$7,500
810	R 810-39100 Capital Contributions	\$0	\$0
810	R 810-39200 Interfund Operating Transfers	\$0	\$0
810	R 810-39201 Transfer from General Fund	\$0	\$0
810	R 810-39310 G.O. Bond Sale Proceeds	\$0	\$0
810	R 810-39311 Capital Leave Liability	\$0	\$0
2024 YTD Sewer Revenue		\$414,661.86	\$837,363.25

2024 Water Expenses (YTD June 25, 2024)		
Account Description	2024 YTD Total	2024 Budget
E 800-500-49000-101 Full-time Employees-Regular	\$41,217	\$100,902
E 800-500-49000-121 PERA Contributions	\$3,091	\$7,568
E 800-500-49000-122 FICA Contributions	\$2,333	\$6,256
E 800-500-49000-124 Medicare Contributions	\$546	\$1,463
E 800-500-49000-131 Health Insurance	\$15,949	\$29,243
E 800-500-49000-133 Dental Insurance	\$383	\$1,215
E 800-500-49000-134 Life Insurance	\$243	\$474
E 800-500-49000-151 WC Ins. Premium	\$2,966	\$3,337
E 800-500-49000-200 Office Supplies	\$0	\$200
E 800-500-49000-212 Motor Fuels	\$808	\$3,400
E 800-500-49000-216 Chemical and Chemical Products	\$2,332	\$3,700
E 800-500-49000-219 General Supplies	\$1,811	\$600
E 800-500-49000-221 Equipment Maintenance/Parts	\$22,307	\$20,000
E 800-500-49000-223 Building Maintenance/Repair Supplies	\$0	\$0
E 800-500-49000-240 Small Tools and Minor Equip.	\$200	\$0
E 800-500-49000-305 Medical/physical fees	\$348	\$300
E 800-500-49000-308 Continuing Ed	\$130	\$2,000
E 800-500-49000-311 Contractor Fees	\$42	\$0
E 800-500-49000-312 Computer Support	\$12,370	\$1,250
E 800-500-49000-316 Recorder Fees	\$0	\$150
E 800-500-49000-321 Telephone	\$353	\$500
E 800-500-49000-322 Postage	\$1,517	\$3,500
E 800-500-49000-331 Travel Expense	\$0	\$0
E 800-500-49000-350 Printing and Binding	\$1,196	\$700
E 800-500-49000-351 Legal Notice Publishing	\$0	\$50
E 800-500-49000-361 General Liability/Property Ins	\$7,180	\$7,500
E 800-500-49000-381 Electric/Gas Utility	\$8,141	\$36,000
E 800-500-49000-407 Gopher State One-Call	\$309	\$1,100
E 800-500-49000-420 Depreciation	\$0	\$46,467
E 800-500-49000-430 Miscellaneous	\$39	\$50
E 800-500-49000-433 Dues and Subscriptions	\$624	\$3,500
E 800-500-49000-437 Misc Licenses and Permits	\$1,552	\$0
E 800-500-49000-438 Vehicle License	\$0	
E 800-500-49000-500 CAPITAL OUTLAY	\$58,375	\$0
E 800-500-49000-570 Office Equipment & Furnishings	\$0	\$200
E 800-500-49000-580 Other Equipment	\$0	\$1,800
E 800-500-49000-585 Water/Sewer Improvements	\$0	\$3,000
E 800-500-49000-588 Water/Sewer Line Maintenance	\$0	\$19,000
E 800-500-49000-611 Bond Interest	\$0	\$0
E 800-500-49000-621 Bond-Fiscal Agent Fee	\$0	\$0
E 800-500-49000-720 Transfers Out	\$0	\$2,500
E 831-500-49000-601 Bond Principal	\$44,000	\$44,000
E 831-500-49000-610 DEBT SERVICE - INTEREST	\$1,823	\$3,051
2024 YTD Water Expense	\$232,183.55	\$354,975.09

2024 Sewer Expenses (YTD YTD June 25, 2024)		
Account Description	2024 YTD Total	2024 Budget
E 810-500-49449-101 Full-time Employees-Regular	\$59,773	\$129,308
E 810-500-49449-121 PERA Contributions	\$4,483	\$9,698
E 810-500-49449-122 FICA Contributions	\$3,464	\$8,017
E 810-500-49449-124 Medicare Contributions	\$810	\$1,875
E 810-500-49449-131 Health Insurance	\$18,391	\$29,243
E 810-500-49449-133 Dental Insurance	\$508	\$1,215
E 810-500-49449-134 Life Insurance	\$311	\$637
E 810-500-49449-151 WC Ins. Premium	\$4,347	\$4,640
E 810-500-49449-200 Office Supplies	\$0	\$300
E 810-500-49449-211 Cleaning Supplies	\$91	\$0
E 810-500-49449-212 Motor Fuels	\$808	\$3,000
E 810-500-49449-214 Shop Materials	\$1,314	\$4,700
E 810-500-49449-216 Chemical and Chemical Products	\$38	\$13,000
E 810-500-49449-219 General Supplies	\$604	\$2,600
E 810-500-49449-221 Equipment Maintenance/Parts	\$9,001	\$22,500
E 810-500-49449-223 Building Maint/Repair Supplies	\$837	\$1,200
E 810-500-49449-228 Manhole/Storm Sewer Maintenanc	\$7,306	\$50
E 810-500-49449-240 Small Tools and Minor Equip.	\$7,064	\$250
E 810-500-49449-303 Engineering Fees	\$0	\$15,000
E 810-500-49449-305 Medical/physical fees	\$585	\$150
E 810-500-49449-308 Continuing Ed	\$347	\$2,500
E 810-500-49449-311 Contractor Fees	\$3,105	\$750
E 810-500-49449-312 Computer Support	\$1,545	\$0
E 810-500-49449-316 Recorder Fees	\$0	\$120
E 810-500-49449-321 Telephone	\$1,332	\$1,700
E 810-500-49449-322 Postage	\$1,446	\$3,700
E 810-500-49449-331 Travel Expense	\$553	\$200
E 810-500-49449-350 Printing and Binding	\$1,032	\$800
E 810-500-49449-361 General Liability/Property Ins	\$22,659	\$7,500
E 810-500-49449-381 Electric/Gas Utility	\$351	\$77,000
E 810-500-49449-384 Refuse Disposal	\$0	\$250
E 810-500-49449-404 Mach & Equip Maint. Agreement	\$0	\$100
E 810-500-49449-405 Water/Sewer/Sludge Testing	\$4,173	
E 810-500-49449-419 Misc. Maintenance	\$3,433	\$1,500
E 810-500-49449-420 Depreciation	\$0	\$276,110
E 810-500-49449-430 Miscellaneous	\$0	\$50
E 810-500-49449-433 Dues and Subscriptions	\$624	\$3,800
E 810-500-49449-437 Misc Licenses and Permits	\$1,450	\$0
E 810-500-49449-438 Vehicle License	\$209	\$450
E 810-500-49449-500 CAPITAL OUTLAY	\$0	\$6,000
E 810-500-49449-530 Improvements other than Bldgs	\$0	\$900
E 810-500-49449-550 Motor Vehicles	\$0	\$6,000
E 810-500-49449-570 Office Equipment & Furnishings	\$0	\$200
E 810-500-49449-580 Other Equipment	\$0	\$1,100
E 810-500-49449-581 Uniforms	\$0	\$100
E 810-500-49449-585 Water/Sewer Improvements	\$0	\$400
E 810-500-49449-588 Water/Sewer Line Maintenance	\$0	\$700
E 810-500-49449-611 Bond Interest	\$0	\$2,371
E 810-500-49449-615 Lease Principal	\$7,887	\$15,842
E 810-500-49449-616 Lease Interest	\$1,702	\$3,336
E 810-500-49449-621 Bond-Fiscal Agent Fee	\$0	\$0
E 810-500-49449-720 Transfers Out	\$0	\$2,500
2024 YTD Sewer Expense	\$178,761.78	\$663,360.11

<u>Wabasha Utilities Cash and Investments</u>
July 1, 2024 Meeting

<u>Cash</u>	
\$1,114,813.08	Fund 800 Water Department
\$682,660.34	Fund 801 Water Department-Base Fee
\$1,139,037.15	Fund 810 Sewer Department
-\$184,793.00	Fund 831 Well #3 Bond Payment Account
\$2,751,717.57 Total Utilities Cash	

<u>Investments</u>	
\$125,000.00	United States Treasury Bill: 912797KZ9
\$124,670.00	Capital One National Assn McLean 14042THQ3
\$341,017.60	United States Treasury Bill:912797LG0
\$95,000.00	Bank of Alma 2156
\$14,138.68	Bank of Alma 1591
\$699,826.28 Total Utilities Investments	

\$3,451,543.85 Total Utilities Cash and Investments
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Cash
June 25, 2024 Cash Balances

\$1,114,813.08	Fund 800	Water Department
\$682,660.34	Fund 801	Water Department-Base Fee
\$1,139,037.15	Fund 810	Sewer Department
-\$184,793.00	Fund 831	Well #3 Bond Payment Account
\$2,751,717.57		Total Utilities Cash

CITY OF WABASHA
*Cash Balances

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Current Period June 2024

Fund	2024 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
800 Water Department	\$1,142,305.61	\$176,146.65	\$161,352.81	(\$4,669.99)	\$9,570.84	(\$47,187.22)	\$1,114,813.08	In Ba
801 Water Department -	\$613,900.11	\$61,219.60	\$0.00	\$0.00	\$7,540.63	\$0.00	\$682,660.34	In Ba
804 2008 Sewer/St. Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Ba
810 Sewer Department	\$921,165.07	\$403,169.73	\$123,204.12	\$0.00	\$7,036.13	(\$69,129.66)	\$1,139,037.15	In Ba
830 Well #3 Constructio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Ba
831 Well #3 Bond Paym	(\$138,970.00)	\$0.00	\$0.00	\$0.00	(\$45,823.00)	\$0.00	(\$184,793.00)	In Ba

Investments
May 31 Statements

United States Treasury Bill: 912797KZ9	\$125,000.00
is Utilities	

912797KZ9	UNITED STATES TREASURY BILL	CASH	05/03/2024	\$230,361.30	\$98.76	↑\$746.46
	ORIGINAL ISSUE DISCOUNT			234,000	\$231,107.76	
	DUE 08/27/2024 0.000%					

Capital One National Assn McLean 14042THQ3	\$124,670.00
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14042THQ3	CAPITAL ONE BK USA NATL ASSN	CASH	07/12/2022	\$125,000.00	\$99.74	↓\$330.00
	GLEN ALLEN VA			125,000	\$124,670.00	
	C/D FDIC INS TO LIMITS					
	DUE 07/15/2024 3.200% JJ 13					

United States Treasury Bill:912797LG0	\$341,017.60
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912797LG0	UNITED STATES TREASURY BILL	CASH	05/15/2024	\$340,415.56	\$98.56	↑\$602.04
	ORIGINAL ISSUE DISCOUNT			346,000	\$341,017.60	
	DUE 09/10/2024 0.000%					

Bank of Alma 2156	\$95,000.00
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Current Value	95,000.00
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Bank of Alma 1591	\$14,138.68
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CITY OF WABASHA	Today's Date	06/03/2024
UTILITIES COMMISSION	Account Nbr	0300491591
PO BOX 268		
WABASHA MN 55981	Current Balance	14,138.68
	Date Last Statement	05/31/2024
	Balance Last Statement	14,138.68

Total Utilities Investments	\$699,826.28
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