

**City of Wabasso  
Regular Meeting  
Monday, October 12, 2020  
Regular Meeting  
6 pm**

1. Pledge of Allegiance
2. Call to order
3. Approve Agenda
4. EDA Update
5. Public Comment *Please limit comments to 3 minutes per person. Items brought before the council will be referred for consideration or action as needed. Council may ask questions for clarification, but no council action or discussion will be held at this time.*
6. Clerk-Treas. /Administrator
  - a. Set Canvassing Board meeting date - November 12, 2020 @ 6:00 pm.
  - b. Set Budget schedule
7. Street Report
8. Water/Wastewater Report
9. Park and Rec Report
10. Consent Agenda
11. Unfinished Business
  - a. Resolution accepting \$5,375 CARES Grant funds from Vail Township
  - b. Approve Small Business Grants
  - c. City Web Site
12. New Business
  - a. Diane Arends
  - b. Wastewater Improvements - Fall Staking
13. Correspondence
  - a. Redwood Area Development Corporation Membership
14. Bills
15. Adjourn

**CONSENT AGENDA**

1. Minutes of September 14, 2020 Regular Meeting and September 23, 2020 Special Meeting
2. Land Use Permits Fence Permit -
  - a. Approve 874 Pine Street (Brittany Allex) - Fence with Zero Setbacks on Side Lot Line
3. Adopt Resolution Relating to the Application for a USDA Rural Development/Loan
4. Approve Engagement Letter with Kinner & Company, LTD to perform 2020 Financial Audit

All items on this agenda will be approved with one motion unless a council member asks to have an item removed for discussion.

**City of Wabasso  
Regular Meeting  
Monday, October 12, 2020  
Regular Meeting  
AGENDA REPORT**

1. Clerk-Treas./Administrator
  - a. Per state statute, the City Council must meet on 11/12 Or 11/13 as the municipal canvassing board to accept the results of the 2020 city races.
  - b. I would recommend the City Council set at least one meeting date prior to November 20<sup>th</sup> to discuss the budget. I should have the final draft completed before October 30<sup>th</sup>.
2. Street report. Mike and I discussed implementing weight restrictions to assist with large trailers parking on residential streets. We agreed that rather than adopting a weight restriction ordinance it would be simpler to paint the curbs at intersections where we are having problems.
3. Resolution accepting \$5,375 CARES grant from Vail Township. (see attached resolution) Vail Township has graciously offered to transfer \$5,375 from its CARES Grant to the City to be used as the city wishes. I checked with the county and the city is required to accept the grant and to designate how the funds are to be used.
4. Approve CARES Small Business Grants. (See attached memo)
5. City Web site. The city web site should be on line by the time the City Council meets on Monday.
6. Diane Arends. Ms. Arends has asked the Mayor if she can address the Council at its 10/12/20 meeting.
7. Wastewater Improvements - Fall Staking. (See attached memo)
8. RADC Membership - Attached. The membership dues have been shared with the EDA 50/50. I discussed duties and responsibilities with Pat Dingels, and I am very comfortable moving forward. I plan to use Pat's help in the future, and she agrees. I believe the RADC will be a great resource for information and grants/loans. The EDA approved has approved the RADC membership and the 50/50 split. I would recommend approving the membership and sharing the dues with the EDA.
9. Bills - Attached.
10. Minutes - 9/14/20 and 9/23/20 - Attached
11. Land Use Permit - Brittany Alex. Attached. Ms. Alex's contractor started work without a permit. She brought this to my attention and immediately applied for a permit. I feel this is an inadvertent mistake and would therefore recommend the Council waive the \$350.00 Surcharge. Ms. Alex has received approval from both neighbors to construct the fence on the lot line.
12. USDA RD Grant/Loan Application. I was notified that the city has to submit an application on the USDA RDApply web site. While the Council has indicated it wished to proceed with the project, the Council should officially acknowledge that the city will submit an RD Grant/Loan application and designate the Clerk as administrator and Mayor and Clerk as signers.
13. Approve 2020 Financial Audit engagement letter with Kinner. Attached. I have reviewed the letter and it appears consistent with other engagement letters I have reviewed. Last year we paid \$18,500 for the Audit. I would recommend the Council approve the engagement letter with a cost not to exceed \$17,900.

Wabasso EDA  
Regular Meeting  
Wednesday, October 7, 2020  
5 pm

The meeting was called to order at 5 pm with Board Members Pat Eichten, Carole Remiger, Karl Guetter and Chuck Robasse in attendance. Rachel Ingebretson was unable to attend.

Also present were Pat Dingels and Larry Thompson.

The Minutes of the September 3, 2020 meeting were approved on a motion by Remiger, Second by Robasse.

Eichten-yes, Remiger-yes, Guetter-yes, Robasse-yes.

The May Street covenants were discussed. Mr. Thompson recommend that language be added to clarify driveways are to be paved, fences require a minimum 10' setback unless adjacent property owners agree to a lesser setback, and to consider restricting lot line changes unless approved by the board. It was the consensus of the board that the covenants be changed to reflect the first two recommendations and place approval of a clean set of covenants with the changes at the next meeting.

The board reviewed the notice of lot sales that was posted on the city's web page. It was agreed the notice should be changed to reflect suggested lot pricing to be between \$22,000 and \$26,000 "subject to terms" and that the lots were to be closed in full prior to construction.

Mr. Thompson informed the board there was an interested in purchasing the two eastern lots on the north side of May street and it was his understanding the purchaser only wished to build one house on the two lots. It was indicated that a factor in reducing the price below the EDA's cost was future taxes generated on the property, and if only one house was built only one of the lots would be discounted and the second would be set at the EDA's cost. The EDA may consider reducing the price of the second lot depending on the estimated market value of the new house. It was agreed that the purchasers should be invited to the next meeting to discuss.

The duplex project was discussed. It was noted that estimated project costs were now at approximately \$530,000 without bond financing costs. It was agreed the project cost increases were due to a large increase in material prices and uncertainty in the market. Mr. Thompson noted that it appeared the EDA would have a great deal of flexibility if the project was financed with taxable tax abatement bonds. Mr. Thompson also noted that there were potential MHFA grant funds available, but it would probably require income restrictions. He also noted that he had a lead on a developer who works on these types of projects. It was the consensus of the board that it would defer action on the project until construction prices decrease. Pat Dingels will contact Chad Adams for a more detailed account as to why the costs increased so much. Larry Thompson will contact the developer to see if he is interested in the duplex project.

2021 membership in the Redwood Area Development Corporation was approved on a motion by Robasse, Second by Guetter.

Eichten-yes, Remiger-yes, Guetter-yes, Robasse-yes.

It was noted Unit 2 of the Dewey Street apartments was going to be vacant November 1, 2020 and that it needed updating. Mike Remiger indicated the carpeting should be replaced and the entire unit should be repainted. Mr. Remiger presented bids for the carpeting and was waiting for bids on the painting. The EDA agreed to replace the carpeting with the medium grade and to have the unit painted on a motion by Guetter, Second by Remiger.

Eichten-yes, Remiger-yes, Guetter-yes, Robasse-yes.

The Treasurer Report was approved on a motion by Remiger, Second by Robasse.

Eichten-yes, Remiger-yes, Guetter-yes, Robasse-yes.

Eichten-yes, Remiger-yes, Guetter-yes, Robasse-yes.

The bills were approved on a motion by Remiger, Second by Robasse.

Next meeting will be November 3, 2020.

The meeting was adjourned at 7:00 pm.

**EDA Monthly Payment Schedule**  
**as of** **8/27/2020**

<u>Name</u>	<u>Pmt Due</u>	<u>Pmt Amt</u>	<u>Int</u>	<u>Prin Amt</u>		<u>Maturity Date</u>	<u>Date of Last Payment</u>	<u>Next Payment Due</u>
Bart Properties Llc	14th	\$ 482.80	3%	\$ 27,284.02	EDA II	7/14/2025	6/3/2020	1/1/2021
DEEM, Inc	21st	\$ 482.80	3%	\$ 27,380.58	EDA	5/21/2025	5/19/2020	1/1/2021
DEEM, Inc	21st	\$ 357.27	3%	\$ 19,924.30	EDA	5/21/2025	6/19/2020	1/1/2021
Jonti-Craft	25th	\$ 3,886.28	2.5%	\$ 222,400.46	EDA	9/25/2025	8/12/2020	9/27/2020
Jonti-Craft	25th	\$ 120.19	2.5%	\$ 6,878.61	EDA II	9/25/2025	8/12/2020	9/27/2020
Jenniges Gas & Diesel	8th	\$ 438.02	1%	\$ 17,012.13	EDA	12/8/2023	8/4/2020	9/14/2020
Jenniges Gas & Diesel	14th	\$ 289.68	3%	\$ 18,796.59	EDA	9/14/2026	8/4/2020	9/14/2020
Wabasso Elettric Motor LLC	6th	\$ 250.52	3%	\$ 12,498.65	EDAI	8/6/2024	6/29/2020	1/1/2021
Matt Novak	1st	\$ 362.10	3%	\$ 22,338.62	EDA II	8/4/2026	8/1/2020	9/4/2020
Chad Ruprecht	21st	\$ 289.68	3%	\$ 21,595.79	EDA II	5/21/2028	8/14/2020	9/21/2020
Safe Storage 2	5th	\$ 482.80	3%	\$ 42,295.38	EDA	10/5/2028	7/5/2020	1/1/2021
Mid County Ag Services	20th	\$ 241.40	3%	\$ 21,123.48	EDA I	11/20/2028	8/10/2020	9/20/2020
Totals		\$ 7,683.54		\$ 459,528.61				
EDA Daily Savings		\$ 277,740.26						
F I Daily Savings		\$ 66,269.93						
WDC		\$ 39,767.69						
		\$ 383,777.88						



EDA General Fund

Beginning Balance	\$ 53,259.13
Plus Deposits Outstanding interest	
Loan Interest	
Less Outstanding Checks - B&M Plat	\$ 1,721.44
Ending Balance	<u>\$ 51,537.69</u>

CD # 115009	
CD #33649 renewal 12-9-19	\$ 28,446.81
	\$ 50,186.34
	<u>\$ 78,633.15</u>
CD Total	
EDA General Total	<u>\$ 130,170.84</u>

EDA Dewey Street

Beginning Balance	\$ 63,963.34
Plus Deposits Outstanding interest	
rents	
interest	
Less Checks /Outstanding	
Minnwest Loan	\$ 2,000.00
Gramsad Lumber - #3 Weather Stripping	\$ 11.98
	<u>\$ 61,951.36</u>

EDA Eastvail Sales Account	Starting Balance	\$ -
		\$ 13,357.58

Dewey Street Townhomes Loan	5/29/2020	\$ 55,696.51	2.8 % interest
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Jean Price <jean\_p@CO.REDWOOD.MN.US>  
Fri 9/11/2020 3:27 PM

I received clarification from the Secretary of State's Office and you cannot canvass on November 11<sup>th</sup> as it is a holiday per MN Statute 645.44, subd. 5 and no public business shall be transacted. Therefore, you will need to canvass either on the 12<sup>th</sup> or the 13<sup>th</sup>. Sorry for any confusion. 2

Thank you!

Jean Price  
Redwood County Auditor/Treasurer



**RESOLUTION \_\_\_\_-2020**

**A Resolution Accepting CARES Covid-19 Grant Funds from Vail Township**

WHEREAS, the Vail Township was awarded a CARES Covid-19 Grant to assist with expenses relating to the Covid-19 pandemic, and

WHEREAS, the Vail Township Board has determined that it will not use \$5,375.00 of the Grant, and

WHEREAS, the Vail Township Board has offered to allocate the \$5,375.00 to the City of Wabasso.

Now, therefore, be it Resolved by the City Council of the City of Wabasso as follows:

1. The City of Wabasso hereby accepts the CARES Covid-19 Grant allocation of \$5,375 from Vail Township.
2. The City Council hereby designates that said funds be used for the City of Wabasso Small Business Relief Grant Program.

Passed and approved this 12<sup>th</sup> day of October 2020

Attest:

\_\_\_\_\_  
Larry J Thompson, City Clerk

\_\_\_\_\_  
Carol Atkins, Mayor

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To: Mayor and Council

From: Larry J Thompson, Clerk-Treasurer/Administrator

RE: CARES Small Business Relief Grants

Date: 10/2/20

Mayor Atkins and I reviewed the CARES Small Business Relief Grant applications. The City received a total of 11 applications. One of the applications was received after the deadline. Mayor Atkins and I agreed that it should not be considered since it arrived after the deadline, and that the applicant should be notified that it would be considered if there were additional funds available. A second application was not approved as it was a non-profit organization, and the approved guidelines specifically stated that only for profit businesses were eligible.

Excluding the two applications noted above, the city received requests for \$58,566. The city has \$40,375 eligible funding which includes the Vail Township funds. Rather than rank applications, the Mayor and I agreed that we should pro rate the grants based on the amount of available funds. Attached is a copy of the grant analysis spread sheet. It is recommended the Council approve the grant amounts listed in the "prorated" column.

City of Wabasso

## COVID Small Grant Application

10/7/2020

**Sources:**

City of Wabasso

**\$ 35,000**

## Avon Township

\$ 5,375

Total

\$ 40,375

NAME	For Profit	AMT. REQU.	EXPENSE	EMP.	REVENUES			% Decline	SIGNED	Approved	Prorated
					PRE COVID	POST COVID					
Deem, Inc dba. Roadhouse	yes	\$ 7,500	\$ 60,750	8	\$ 363,375	\$ 178,609		50.85%	Yes	\$ 7,500	\$ 5,171
Maranda Hadly	yes	\$ 7,500	\$ 4,896	1	?	\$ -			Yes	\$ 4,896	\$ 3,376
Envy Us Salon	yes	\$ 7,500	\$ 7,500	1	\$ 10,602	\$ 800		92.45%	Yes	\$ 7,500	\$ 5,171
Main Street Hairstylists	yes	\$ 5,000	\$ 1,160	1	\$ 8,905	\$ 883		90.09%	Yes	\$ 1,160	\$ 800
Kaufenberg Ent., LLC dba Union Kitchen	yes	\$ 7,500	\$ 22,440	9	\$ 52,810	\$ 12,673		76.00%	yes	\$ 7,500	\$ 5,171
Baune Plumbing and Heating, Inc	yes	\$ 7,500	\$ 19,200	4	\$ 262,457	\$ 141,105		46.24%	yes	\$ 7,500	\$ 5,171
Baune Café & Catering	Yes	\$ 7,500	\$ 26,250	13	\$ 277,795	\$ 93,936		66.19%	Yes	\$ 7,500	\$ 5,171
Wabasso Electric Motor, Inc	yes	\$ 7,500	\$ 7,500	1	\$ 34,026	\$ 18,400		45.92%	Yes	\$ 7,500	\$ 5,171
G3 Quad Freestyle, Inc (Derek Guetter)	yes	\$ 7,500	\$ 7,500	2	\$ 107,900	\$ 11,750		89.11%	Yes	\$ 7,500	\$ 5,171
									Approved	\$ 58,556	\$ 40,375
									Available	\$ 40,375	\$ 40,375
									Balance	\$ (18,181)	\$ -

To: Mayor and Council  
From: Larry Thompson  
RE: Wastewater Facilities Plan – Update and Fall Staking  
Date: October 7, 2020

As Paul noted last meeting, the city is in the process of applying for a USDA Rural Development Grant for the Wastewater Facility Improvements accepted by the City last February. The estimated cost of the project is \$22,000,000. The project would consist of laying new pipe, lining substandard lines, replacing or adding lift stations, and replacing the existing plant with treatment ponds located north of the city. Discussions with the USDA Rural Development (RD) staff indicate the city can expect to receive grants from the RD and the State Public Facilities Administration totaling approximately 70-75% of the project costs. In addition, the city could receive a loan from the RD at approximately 1.25 – 1.75% depending on the level of health threat the project is mitigating. Also, sewer fees could be capped so the project would not be excessively burdensome on the residents. Bolton and Menk is currently doing a rate study to see where the city falls under this program. The city should receive the report prior to the Council meeting.

It is anticipated that the grant will be awarded sometime in March, but that is just an estimate at this time given the upcoming election and Congress has still not passed a budget for the current fiscal year. The good news is that it appears its not “if” the city will receive the financing but “when.”

Bolton and Menk has requested that the city authorize it to begin surveying for the project prior to the snow season. If surveyed this fall the project could be engineered this winter and ready for bids this spring after the project has been awarded. It is my understanding is if we wait until the grant is officially awarded and surveying occurs in the spring, construction would not begin until 2022. The city has a 5-year window to complete the project once the grant has been awarded.

David Palm indicated he would be submitting a surveying proposal for consideration. I am anticipating the surveying cost would be over \$100,000. The Sewer Fund has approximately \$160,000 in cash reserves to fund the survey. The risk the city has is the grant is not awarded. Based on the discussion I’ve had with RD officials I feel it would be worth the risk. The issue I have is I’m not sure the city gains much by ordering the survey work this fall. Mr. Palm indicated they would normally do the plans and specs for a project this size over the winter when construction would be shut down. Plans and specs for this project would easily exceed \$1,000,000. The city does not have the funds to cash flow the engineering. Unless Bolton and Menk would agree to defer the engineering fees that project plans and specs and the bidding documents would not be completed until the spring of 2022 regardless of when the survey work was completed. Mr. Palm and I have discussed the potential of Bolton and Menk deferring engineering fees or sharing the deferral with the city in order to get the project off the ground, but no decision has been made.

Bill Helget from Bolton and Menk will attend the meeting to discuss the project.

Cc: Paul Plaetz, Public Utilities Superintendent  
David Palm, City Engineer

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**BOLTON  
& MENK**

Real People. Real Solutions.

1243 Cedar Street NE  
Sleepy Eye, MN 56085

Ph: (507) 794-5541  
Fax: (507) 794-5542  
Bolton-Menk.com

October 7, 2020

Mr. Larry Thompson  
City Clerk  
P.O. Box 60  
Wabasso, MN 56293

RE: Proposed Amendment No. 2, to the current Engineering Agreement  
Perform Topographic Survey  
For Sanitary Sewer Collection and Treatment System Improvements  
City of Wabasso, MN

Dear Larry:

From recent discussions with Mr. Doug Grindberg, with the USDA Rural Development (RD), it appears the City's proposed sanitary sewer system improvements project will be eligible for both RD and Public Facilities Authority (PFA) grant and loan funding. Mr. Grindberg stated that up to 70% to 75% of the estimated total project costs of \$22,200,000 could be funded by a combination of both RD and PFA grants. This would result in around \$15,540,000 in grants and \$6,660,000 in loans. However, the final funding package offered to the City is still pending until both RD and the PFA respond back to the City. RD is expected to respond by the end of the year, December 31, 2020. PFA may not be able to provide final offers until next spring and only after the state legislature passes the next bonding bill and the PFA has funds available.

See the attached original planned schedule for the project. This schedule is taken from Page 35 of the Preliminary Engineering Report (PER). The PER was submitted to RD in June, 2020. The schedule shows proposed design work for the sanitary sewer collection portion of the project to occur between November, 2020 and May, 2021. This time frame is needed to meet the City's goal to start construction of the collection system portion of the project in late summer or fall, 2021. Also, as discussed with RD, the wastewater treatment system / stabilization ponds portion of the project may need to be moved up compared to the original schedule due to the time frame to use RD funds within 5 years of obligation. Maybe start the construction of the ponds in the summer, 2022 versus the summer, 2023?

In order to meet the City's schedule as presented in the PER, it would be advantageous for the project if design work could be performed this winter 2020-2021. The first step of the design process is to perform a field topographic survey of existing conditions of the proposed streets, alleys, and field areas where the new collection system, lift station, and wastewater stabilization ponds will be built. See Figure No. 6 and Figure No. 8 attached for locations of the project and where field topographic survey work is needed. These figures are taken from the PER.

It is recommended that the necessary field topography survey work for the project be completed this fall and early winter (mid-October to mid-December, 2020). Our survey crews can perform this work more accurately and more economically during this time frame than during the winter, late December to March, time frame. Excess amounts of snow and ice cover is the main concern.

At this time, our estimated costs to complete the necessary field topographic survey work for both the collection system and the stabilization ponds is \$90,000 (lump sum). This estimated amount is for performing the survey within the stated time frame and without much snow and ice cover. This cost does not include drafting of existing conditions based on the collected survey information or any detailed design work. The drafting of existing conditions is the next step of the design process.

Page 2  
Larry Thompson  
City of Wabasso

Note; The current agreement amount (Original Agreement + Amendment No. 1 + Wetlands Investigation) and invoiced amount (Job To Date) for the project is around \$50,000. Eventually, all engineering fees / costs including costs for the PER and for survey work will be part of the overall Engineering Agreement for the project. This Agreement will be prepared and presented to the City and to USDA RD for approval once RD obligates funds for the project. See Table VI-2 - Total Estimated Project Cost attached from page 37 of the PER. I have hi-lighted the estimated overall Engineering Fees for the project.

If this survey work could be completed in the time frame of mid-October to mid-December, it would greatly benefit the project schedule. The detailed design work and creating project plans and specifications will not occur yet, but could be started in mid-winter if the survey work is complete and if the City is presented with favorable funding alternative(s) from the Agencies. It should be noted that both RD and the PFA are more inclined to fund projects that are "shovel ready" rather than projects that are planned for the future or still in the long-term planning phase(s).

Please present this letter proposal to the Mayor and City Council for consideration and approval. Give us a call or email with any questions.

Thank you.

Respectfully submitted,  
**Bolton & Menk, Inc.**



David A. Palm, P.E.  
Project Engineer

Attachments

## VI. PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

Based on the analysis conducted in the previous section, the collections system improvements will include both open cut construction and CIPP lining with spot repairs as the recommended alternative. Alternative 1B, New Stabilization Pond Construction, is the recommended alternative for the wastewater treatment system. This section outlines the costs and resulting user rates for this alternative.

### A. Preliminary Project Design

#### 1. Collection System

Based on review of the information presented in Section V, Alternative 1A (Open Cut Construction) is the only option that adequately addresses all the collection system issues. An analysis was performed to determine if portions of Alternative 2A could be used to reduce some of the cost of Alternative 1A. A summary of the segment by segment analysis of the collection system is included in Appendix A and Figure 8 in Appendix B shows the selected alternative. The basis of the comparison is cost, but when warranted a different alternative was selected to address the needs of that segment such as close proximity of sewer mains to existing homes and other infrastructure. While the final cost is nearly the same for the recommended alternative, there are several areas that justify the use of Open Cut over CIPP and vice versa despite the cost. These reasons are included in the summary. New manholes where needed will be constructed, rehabilitation will be considered where viable. Sanitary sewer services will be reconstructed by open cutting or rehabilitated where feasible. As indicated previously, Lift Station 1 will be reconstructed near the existing treatment facility.

#### 2. Treatment System

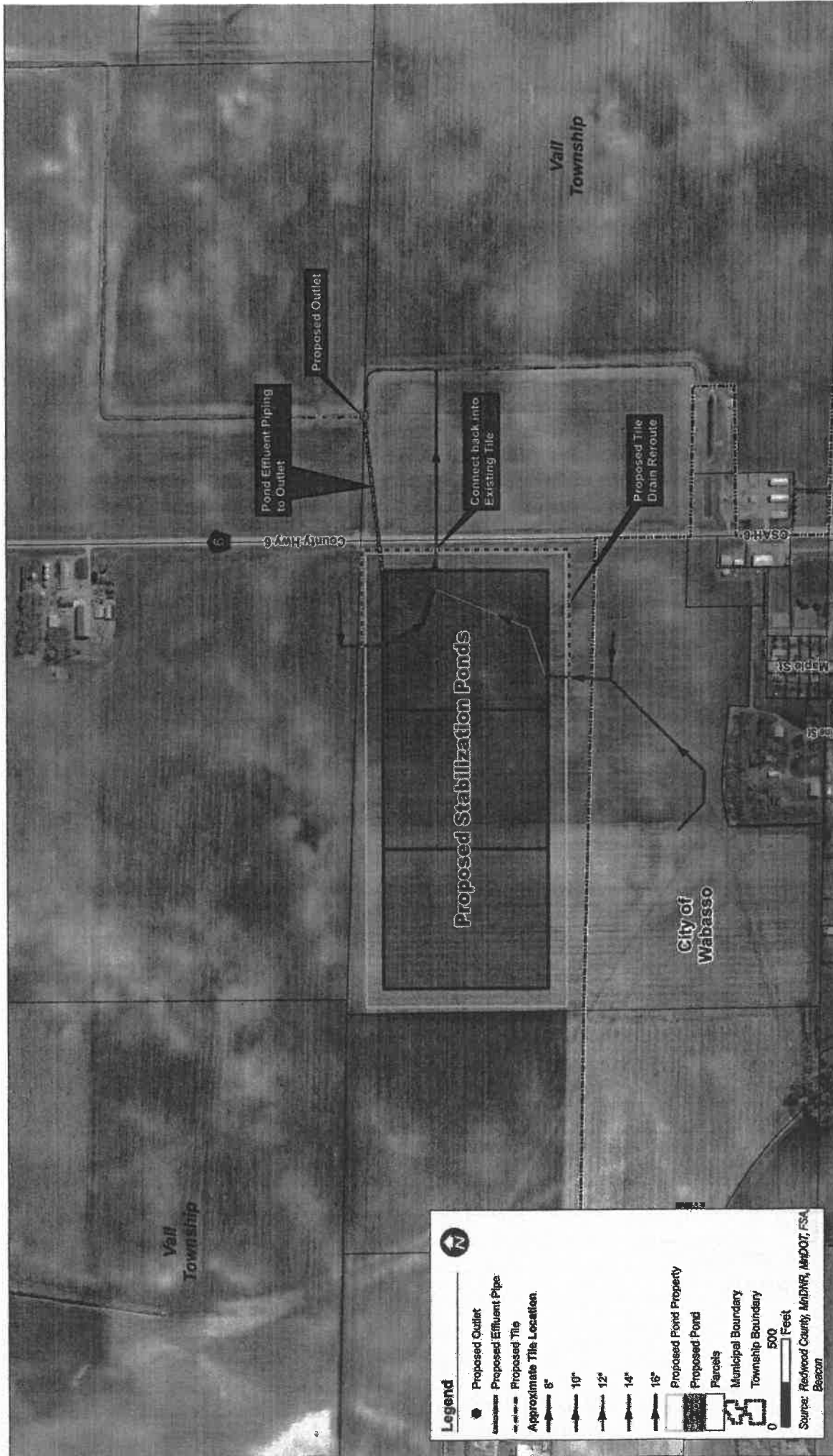
Alternative 1B proposed improvements prospective location is shown in Figure 6 in Appendix B. The proposed improvements include the construction of a new Stabilization Pond facility described previously as alternative 1B. This would be a completely new facility designed to entirely replace the existing Walker Treatment Process system. The existing facility would be decommissioned.

### B. Project Schedule

The schedule for the work will be dependent upon funding availability. A preliminary schedule for the proposed improvements is shown in following table.

Table VI-1 – Proposed Project Schedule		
Item	Collection System	Treatment Facility
Hold Public Hearing	February 2020	February 2020
Preliminary Engineering Report to RD/MPCA	March 2020	March 2020
Council Authorizes Preparation of Plans & Specifications (Dependent upon Funding Offer)	October 2020	October 2021
Design Improvements	Nov 2020 – May 2021	Nov 2021 – April 2023
Council Approval of Plan & Specifications and Authorizes Advertisement for bids	June 2021	May 2023
Advertise for Bids	June 2021	May 2023
Receive Bids	July 2021	June 2023
Award/Begin Construction	August 2021	July 2023
Complete Construction	July 2023	June 2025

**Figure 6: Alternative 1B Stabilization Pond Option**  
June 2020



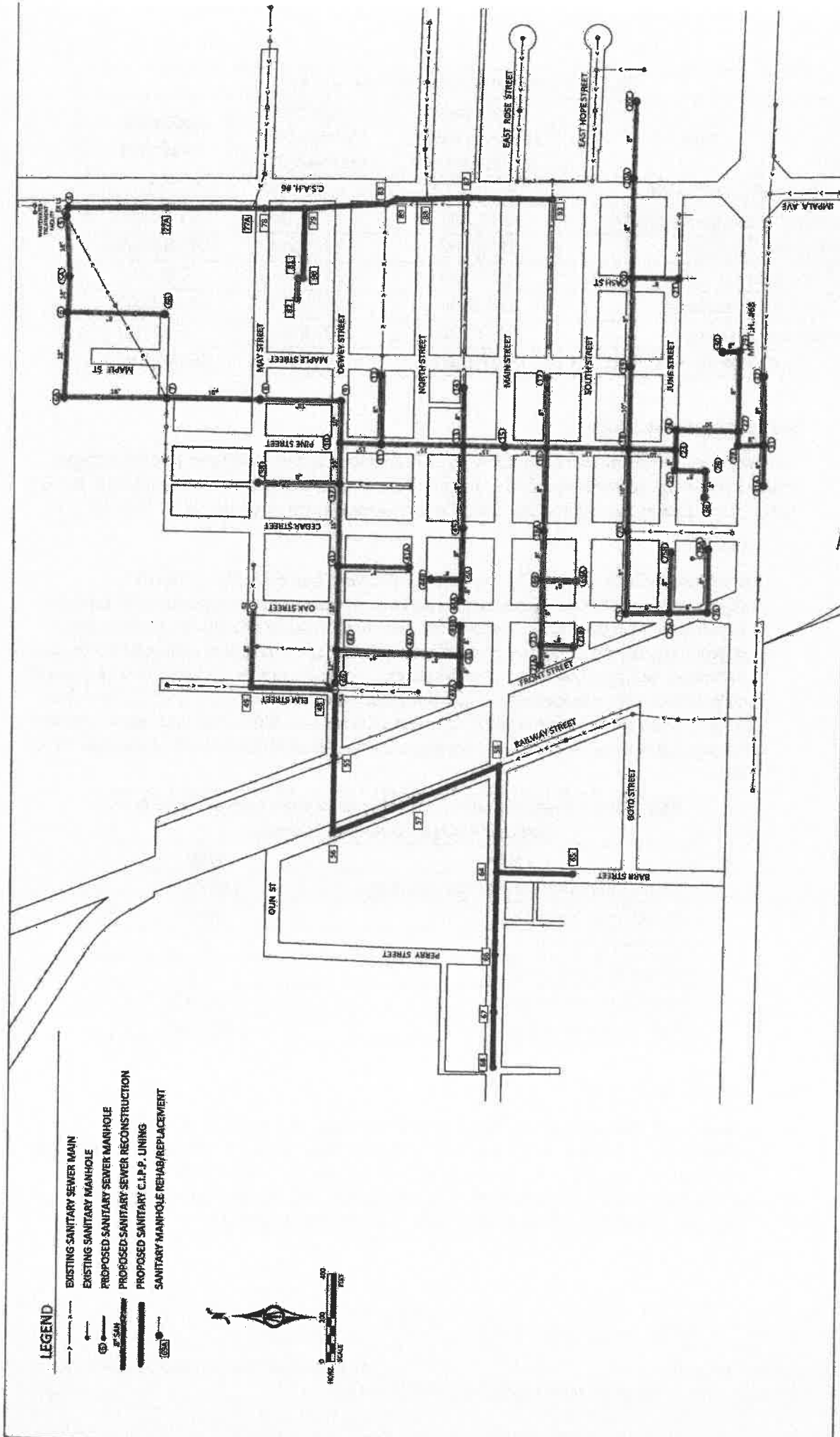


Wabasso

# Sanitary Sewer System Improvements City of Wabasso, MN



Figure 8: Collection System Selected Alternative  
January 2020





<b>Table VI-2 – Total Estimated Project Cost</b>			
<b>Item</b>	<b>Estimated Sanitary Sewer Collection Cost</b>	<b>Estimated Wastewater Treatment Cost</b>	<b>Estimated Total Cost</b>
Estimated Construction	\$4,751,752	\$10,013,000	\$14,764,752
Project Contingency (10%)	\$475,200	\$1,001,300	\$1,476,500
Engineering Fees	\$855,300	\$1,802,300	\$2,657,600
Other Non-Construction Costs	\$118,800	\$250,300	\$369,100
Land/ROW Purchase	\$100,000	\$2,100,000	\$2,200,000
Interim Financing	\$237,600	\$500,700	\$738,300
<b>Total Estimated Project Cost</b>	<b>\$6,538,652</b>	<b>\$15,667,600</b>	<b>\$22,206,252</b>

## F. Annual Operating Budget

The total cost for the proposed sanitary sewer collection system and wastewater treatment system improvements will include both capital cost and operation and maintenance (O & M) costs. The total estimated costs for capital improvements is itemized in Table VI-2, above.

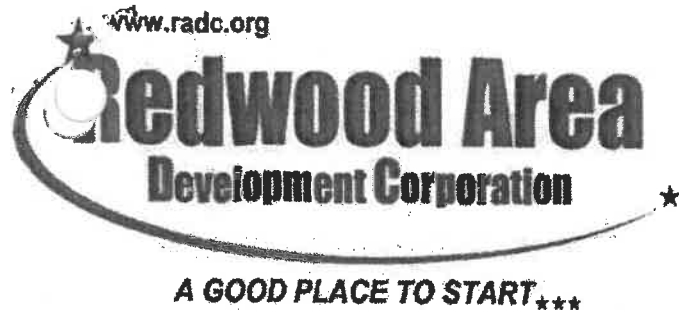
### 1. Income

As identified in Section II.D., the City of Wabasso has 354 ERU's. Special assessments, utility rate adjustments, and tax levy increases will generate income for new debt service payments. The basis of the actual income needed is the actual total project cost and the amount of grant funding that may be available through the Public Facilities Authority and Rural Development. Typically, grants are for offsetting project costs and are not considered until the estimated user rates exceeds 1.4 to 1.5% of the median household income. Using utility rates based on 1.5% of the median household income, the estimated monthly and annual income would be as shown in the following table.

<b>Table VI-3 – Projected Utility Monthly &amp; Annual Income based on 1.5% of Median Household Income</b>	
<b>Item</b>	<b>Water</b>
2010 Median Household Income (MHI)	\$44,545
Annual User Fee (MHI * 1.5%)	\$668
Monthly User Fee	\$56
Wabasso's Total ERU's	354
Total Monthly Income	\$19,824
Total Annual Income	\$237,888

### 2. Annual O&M Costs

The 2019 O&M costs are in Table II-4 of this report. Annual O&M costs are anticipated to increase with the proposed construction of the new treatment ponds, due to uncharacteristically low existing costs. The collection system O&M costs are anticipated to remain similar with an approximate 3% increase due to inflation. The projected O&M costs for the year 2025 are in the following table.



200 South Mill Street  
P.O. Box 481  
Redwood Falls, MN 56283  
Phone: 507-637-4004  
admin@radc.org

August 3, 2020

TO: RADC Area Communities

FROM: John Ingebrigtsen, 2020 RADC Board Chair

RE: 2021 RADC MEMBERSHIP

As we complete our 34th year as an organization, it becomes very clear that the concept of area communities working together to achieve a common goal of community and economic development is necessary. This is the very foundation that the Redwood Area Development Corporation was founded on back in 1986 by the original 20 founding board members. This year we will exceed assisting member communities in receiving over \$70,288,302 million in grant and loan funds received over 34 years of operation. These funds have been used to improve infrastructure - water/sewer/railroad, housing, parks, schools, health care, social services and fire departments, provide gap financing for businesses in your communities, and other economic and community development opportunities. This type of public/private partnership is why the RADC has been successful over the years in assisting you, our member communities and businesses.

As a **non-profit organization**, your support is important for your community and the RADC. In order for the RADC to continue serving your communities with professional staff, keep confidentiality, and have the resources necessary to assist member communities, it is important to have the financial support of your community membership. ***Enclosed is a 2021 RADC membership invoice and is not due until after the first of January, 2021.***

Our strategic focus areas that we partner with your community on are:

- A. **Community specific projects:** As staff we are your extended staff to provide professional expertise. We have the experience and proven track record and we understand the importance of client confidentiality. We are here to assist you with infrastructure grants/loan requests, Small City Block Grant application for housing/mixed commercial rehab, or fire grants. We work with your loan clients in a confidential setting and make a recommendation to your committee/EDA regarding funding requests. We are your local resource for non-profit assistance, fiscal management, and support for your special projects.
- B. **Business Retention Visits:** RADC partners with local EDA and conducts business visits with existing businesses to learn more about their business needs in their communities.
- C. **Grant writing:** RADC staff provide on-going grant writing expertise needed to secure funds for community and business projects including renewable energy application such as REAP and PACE.
- D. **Workforce/Talent Development Attraction:** RADC is a partnering organization with the Southwest Initiative Foundation (SWIF) focusing on ways to improve and reach out to potential talent/workforce applicants to attract them to come to SW Minnesota/ Redwood County for our job openings.
- E. **Promotion/Marketing:** We include your community profile and businesses through our website/business directory, Facebook, and blogging.
- F. **Community Profiles:** We have added a new infographic profile format which is easy to read and great for reports and updated annually. Check it out! <http://www.radc.org> - community profiles!
- G. **Resources Bank:** RADC continues to work as a liaison between your community and regional, state, and federal agencies for business development in your community.

1. We are your first point of contact for business owners for help and assistance with informational requests about the Redwood Area and specifically your community.
2. We work and guide your business clients with their expansion or start-up plans include putting together their financial plan in partnership with their local lender to ensure the deal gets done for your community in a timely manner.
3. We provide labor data on your community to support business development.
4. We prepare reports, proposals, and marketing materials on your community.
5. We include properties you identify to be added to our website.
6. Provide expertise for economic development activities in your community, and in grant writing and community development activities at a reduced member rate. \$65/hour vs \$95/hour non-member rate.

**H. Redwood Area Business Directory** – we include all of our member community businesses in our live Redwood Area Business directory – just over 650 businesses are currently listed.

As the RADC board, it is our responsibility to oversee the governance of our organization and you are all a vital part of our success. Our staff is your extended staff and provide the expertise needed for your community to succeed and grow, along with your business community. Thank you for your continuing community partnership with the Redwood Area Development Corporation. We look forward to working and growing with you in 2021.

*Should you elect to not be a full-member community, RADC offers a community affiliate annual marketing fee of \$500.00 for maintenance of your community profile and include you community businesses in our directory.*

The RADC Board members currently who represent your communities include:

**John Ingebrigtson** – Chair, Redwood Falls  
**Allen Kokesch** – Vice Chair, Morton Area  
**Sherri Schueller** – Secretary/Treasurer, Wabasso Area  
**Tony Madsen**, Redwood Falls  
**Maggy Blue**, Redwood Falls/LSIC

RADC Staff:

**Pat Dingels**, Executive Director  
**Raven All Runner**, Program Manager  
**Julie Rath**, MVRRA Administrator

**Mission Statement:** Our primary focus is community and economic development for member communities including creation of jobs and strengthening or expanding existing businesses.



**www.radc.org**



# City of Wabasso

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## Checks for Month

September 2020

0100 General Checking Begin Mth \$894,976.32

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	20200904UTIL	9/4/2020	\$2,275.02	20200904UTIL	UB Receipt Serv 1 Water R	\$897,251.34
053259	Remiger, Mike	9/9/2020	-\$1,518.96	PAY20200118.00		\$895,732.38
053261	Smith, Mary K	9/9/2020	-\$861.28	PAY20200118.00		\$894,871.10
053258	Plaetz, Paul	9/9/2020	-\$1,525.59	PAY20200118.00		\$893,345.51
053257	Lensing, Gary J.	9/9/2020	-\$315.82	PAY20200118.00		\$893,029.69
053260	Rothmeier, Julie	9/9/2020	-\$145.78	PAY20200118.00		\$892,883.91
053262	Thompson, Larry	9/9/2020	-\$1,672.21	PAY20200118.00		\$891,211.70
053283	MVTL LABORATORIES	9/17/2020	-\$205.48	091420PAY	Testing	\$891,006.22
053275	LARRY THOMPSON	9/17/2020	-\$128.77	091420PAY	Telephone Reimb	\$890,877.45
053276	LEAGUE OF MN CITIES	9/17/2020	-\$886.00	091420PAY	Dues	\$889,991.45
053277	MARY K SMITH	9/17/2020	-\$34.50	091420PAY	Mileage Election Suplies	\$889,956.95
053278	MATHESON TRI-GAS INC	9/17/2020	-\$32.56	091420PAY	Welding Gas	\$889,924.39
053279	MEADOWLAND FARMERS C	9/17/2020	-\$2,023.35	091420PAY	Heating Gas #4338	\$887,901.04
053280	MID-AMERICAN RESEARCH	9/17/2020	-\$139.70	091420PAY	De-Limer	\$887,761.34
053281	MIKE REMIGER	9/17/2020	-\$1,408.29	091420PAY	Supplies	\$886,353.05
053274	KEVIN BOCK	9/17/2020	-\$60.00	091420PAY	Refund of Damage Deposit	\$886,293.05
010002	MN PERA	9/17/2020	-\$1,277.54	091420PAYDED	Payroll Deduction	\$885,015.51
053271	HAWKINS WATER TREATME	9/17/2020	-\$35.00	091420PAY	Chemicals	\$884,980.51
053282	MN DEPT OF HEALTH	9/17/2020	-\$707.00	091420PAY	Connect Fee	\$884,273.51
053273	JODY HANSEN	9/17/2020	-\$100.00	091420PAY	Damage Deposit Refund	\$884,173.51
053285	NOVAK LAW	9/17/2020	-\$56.00	091420PAY	Platting Fees	\$884,117.51
010001	INTERNAL REVENUE SERVI	9/17/2020	-\$2,028.69	091420PAYDED	Payroll Deduction	\$882,088.82
053286	PAUL PLAETZ	9/17/2020	-\$50.00	091420PAY		\$882,038.82
053270	GRAMSTAD LUMBER COMP	9/17/2020	-\$455.05	091420PAY	Office Remodel - CARES -	\$881,583.77
053269	GOPHER STATE ONE CALL	9/17/2020	-\$4.05	091420PAY	Locates	\$881,579.72
053268	CNA SURETY	9/17/2020	-\$250.00	091420PAY	Highway Bond	\$881,329.72
053267	CHAD OLSON	9/17/2020	-\$1,000.00	091420PAY	1/3 of Ball Field Service Co	\$880,329.72
053266	BRUGMAN FENCING	9/17/2020	-\$4,745.00	091420PAY	Replace Chainlink Fence at	\$875,584.72
053265	BAUNE PLUMBING & HEATIN	9/17/2020	-\$377.93	091420PAY	Thermostat - Senior Center	\$875,206.79
053264	BARGEN INC	9/17/2020	-\$808.00	091420PAY	Paint	\$874,398.79
053263	ARVIG COMMUNICATION SY	9/17/2020	-\$345.84	091420PAY	Telephone	\$874,052.95
053272	JENNIGES GAS & DIESEL IN	9/17/2020	-\$152.95	091420PAY	Battery	\$873,900.00
053293	RYANS COMPUTERS	9/17/2020	-\$690.00	091420PAY	Laptop Computer	\$873,210.00
053300	WABASSO STANDARD	9/17/2020	-\$435.93	091420PAY	Council Minutes and Publi	\$872,774.07
053299	WABASSO DIESEL SERVICE	9/17/2020	-\$10.73	091420PAY	Shipping	\$872,763.34
053298	VICTORIA PALMER	9/17/2020	-\$65.00	091420PAY	Elections	\$872,698.34
053297	TEAM LABORATORY CHEMI	9/17/2020	-\$1,445.00	091420PAY	Hydrant Guard	\$871,253.34
053296	SOUTHWEST SANITATION, I	9/17/2020	-\$2,374.38	091420PAY	Weekly Trash Service	\$868,878.96
053284	NORTHERN BUSINESS PRO	9/17/2020	-\$439.74	091420PAY	Plexiglass Barriers	\$868,439.22
053294	SALFER WELDING & MFG	9/17/2020	-\$88.09	091420PAY	Hydraulic Line for Grader	\$868,351.13
053301	VISA	9/17/2020	-\$14.27	091420PAY-2	Zoom Meeting	\$868,336.86
053292	RUNNING SUPPLY INC	9/17/2020	-\$49.88	091420PAY	#30490	\$868,286.98
053291	ROGER BAUMANN	9/17/2020	-\$40.00	091420PAY		\$868,246.98
053290	R & E SANITATION INC	9/17/2020	-\$746.30	091420PAY		\$867,500.68
053289	QUADIENT FINANCE USA, IN	9/17/2020	-\$299.00	091420PAY	Postage	\$867,201.68
053288	PJ BOCK	9/17/2020	-\$80.00	091420PAY	Elections	\$867,121.68
053287	PEICHELS LAWN IRRIGATIO	9/17/2020	-\$1,211.00	091420PAY	Repair Athletic Field Sprink	\$865,910.68
053295	SHERIFF OF REDWOOD CO	9/17/2020	-\$8,580.00	091420PAY	Service Contract - August	\$857,330.68
Deposit	092120REC	9/21/2020	\$100.00	092120REC	Damage Deposit	\$857,430.68
Deposit	092220REC	9/22/2020	\$1,356.00	092220REC	Community Center	\$858,786.68
053307	Thompson, Larry	9/23/2020	-\$1,621.68	PAY20200119.00		\$857,165.00
Deposit	9-23-20U	9/23/2020	\$310.18	9-23-20U	UB Receipt Serv 1 Water R	\$857,475.18
053311	McKittrick, Wade	9/23/2020	-\$323.22	PAY20200203.00		\$857,151.96
053309	Burns, Steve	9/23/2020	-\$346.31	PAY20200203.00		\$856,805.65
053308	Atkins, Carol	9/23/2020	-\$438.66	PAY20200203.00		\$856,366.99
053310	Ingebretson, Rachel	9/23/2020	-\$346.31	PAY20200203.00		\$856,020.68
053305	Rothmeier, Julie	9/23/2020	-\$145.78	PAY20200119.00		\$855,874.90
053302	Lensing, Gary J.	9/23/2020	-\$228.03	PAY20200119.00		\$855,646.87
053303	Plaetz, Paul	9/23/2020	-\$1,525.59	PAY20200119.00		\$854,121.28

# City of Wabasso

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## Checks for Month

September 2020

0100 General Checking Begin Mth \$894,976.32

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053306	Smith, Mary K	9/23/2020	-\$1,947.94	PAY20200119.00		\$852,173.34
053304	Remiger, Mike	9/23/2020	-\$1,844.98	PAY20200119.00		\$850,328.36
053312	Remiger, Carole	9/23/2020	-\$346.31	PAY20200203.00		\$849,982.05
053361	MEADOWLAND FARMERS C	9/25/2020	-\$2,581.75	092520PAY	Prepay natural gas.Unalloc	\$847,400.30
Deposit	092920REC	9/29/2020	\$118.50	092920REC	Andy Simon Rent tables an	\$847,518.80
	Deposits	\$4,159.70				
	Checks	-\$51,617.22				
			-\$47,457.52			

FILTER: [Cash Act]='10100' and [Period]=9 and [Act Year]='2020'

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## Checks for Month

September 2020

1 Ambulance Checking Begin Mth \$104,117.87

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	091420RECAMB	9/14/2020	\$1,954.27	091420RECAMB		\$106,072.14
Deposit	091420REC	9/14/2020	\$8,095.00	091420REC	Fundraiser Donations	\$114,167.14
001463	MEADOWLAND FARMERS C	9/17/2020	-\$319.96	091420PAY	Heating Gas - 4338	\$113,847.18
Deposit	091720RECAMB	9/17/2020	\$500.00	091720RECAMB	Airlift Assist	\$114,347.18
001459	ARVIG COMMUNICATION SY	9/17/2020	-\$81.94	091420PAY	Telephone	\$114,265.24
001460	BOUND TREE MEDICAL	9/17/2020	-\$271.45	091420PAY	Supplies	\$113,993.79
001461	CENTRACARE HEALTH	9/17/2020	-\$800.00	091420PAY	ALS Interecept	\$113,193.79
001462	MATHESON TRI-GAS INC	9/17/2020	-\$107.12	091420PAY	Oxygen	\$113,086.67
001464	NORTH MEMORIAL AMBULA	9/17/2020	-\$450.00	091420PAY	#1587	\$112,636.67
001465	VERIZON WIRELESS	9/17/2020	-\$105.95	091420PAY	Telephone	\$112,530.72
001467	HEGGIES PIZZA	9/17/2020	-\$6,024.00	091420PAY-2	Ambulance Fund Raiser	\$106,506.72
001468	VISA	9/17/2020	-\$30.73	091420PAY-2	Fax Services	\$106,475.99
Deposit	091720AMB	9/17/2020	\$649.20	091720AMB		\$107,125.19
001000	GENERAL FUND	9/17/2020	-\$1,910.61	091420PAY	Transfers Per Auditor	\$105,214.58
Deposit	092220REC	9/22/2020	\$100.00	092220REC	Funeral Donation	\$105,314.58
Deposit	092320REC	9/23/2020	\$1,782.02	092320REC		\$107,096.60
Deposits		\$13,080.49				
Checks		-\$10,101.76				
			\$2,978.73			

FILTER: [Cash Act]='10101' and [Period]=9 and [Act Year]='2020'



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## Checks for Month

September 2020

10102 Fire Checking Begin Mth \$79,477.97						
CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
003814	MEADOWLAND FARMERS C	9/14/2020	-\$102.11	091420PAY	Fire Hall Propane	\$79,375.86
003813	LIBRARY CHECKING	9/14/2020	-\$138.33	091420PAY	Reclassification Per Auditor	\$79,237.53
Deposit	091720RECAMB	9/17/2020	\$100.00	091720RECAMB	Donation	\$79,337.53
Deposit	092920REC	9/29/2020	\$750.00	092920REC	Fire Call	\$80,087.53
	Deposits	\$850.00				
	Checks	-\$240.44				
			\$609.56			

FILTER: [Cash Act]='10102' and [Period]=9 and [Act Year]='2020'





# City of Wabasso

## City of Wabasso-Vendor Claims

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Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 1466							
ARVIG COMMUNICATION SYSTE	AMBULANCE	42153	Ambulance	321	Telephone	\$167.88	1466
Claim Nbr 1466						\$167.88	
Claim Nbr 1467							
EXPERT T BILLING	AMBULANCE	42153	Ambulance	306	Service Contract	\$570.00	1467
Claim Nbr 1467						\$570.00	
Claim Nbr 1468							
MEADOWLAND FARMERS CO-OP	AMBULANCE	42153	Ambulance	212	Motor Fuels	\$56.77	1468
Claim Nbr 1468						\$56.77	
Claim Nbr 1469							
MINNESOTA AMBULANCE ASSOC	AMBULANCE	42153	Ambulance	433	Dues and Subscriptions	\$303.50	1469
Claim Nbr 1469						\$303.50	
Claim Nbr 1470							
REDWOOD ELECTRIC COOP	AMBULANCE	42153	Ambulance	381	Electricity	\$67.20	1470
Claim Nbr 1470						\$67.20	
Claim Nbr 1471							
SOUTHERN MN EMS EDUCATION	AMBULANCE	42153	Ambulance	208	Training and Instruction	\$1,595.00	1471
Claim Nbr 1471						\$1,595.00	
Claim Nbr 1472							
VERIZON WIRELESS	AMBULANCE	42153	Ambulance	321	Telephone	\$105.95	1472
Claim Nbr 1472						\$105.95	
Claim Nbr 1473							
VISA	AMBULANCE	42153	Ambulance	325	Fax Service	\$41.41	1473
Claim Nbr 1473						\$41.41	
Claim Nbr 3815							
HEIMAN FIRE EQUIPMENT	FIRE	42200	Fire	215	Shop Supplies	\$303.24	3815
HEIMAN FIRE EQUIPMENT	FIRE	42200	Fire	404	Repairs/Maint Machinery/	\$85.00	3815
Claim Nbr 3815						\$388.24	
Claim Nbr 3816							
REDWOOD ELECTRIC COOP	FIRE	42200	Fire	381	Electricity	\$67.20	3816
Claim Nbr 3816						\$67.20	

# City of Wabasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr	
Claim Nbr 53318	ARVIG COMMUNICATION SYSTE	WATER FUND	49400	Water Utilities (GE	321	Telephone	\$45.17	53318
	ARVIG COMMUNICATION SYSTE	SEWER FUND	49450	Sewer (GENERAL)	321	Telephone	\$41.42	53318
	ARVIG COMMUNICATION SYSTE	GENERAL FUND	41400	City Clerk	321	Telephone	\$143.38	53318
	ARVIG COMMUNICATION SYSTE	GENERAL FUND	41400	City Clerk	321	Telephone	\$40.56	53318
	ARVIG COMMUNICATION SYSTE	SEWER FUND	49450	Sewer (GENERAL)	321	Telephone	\$103.98	53318
Claim Nbr 53318						\$374.51		
Claim Nbr 53319	BARGEN INC	GENERAL FUND	41940	Community Center	403	Improvements Other Tha	\$575.00	53319
Claim Nbr 53319						\$575.00		
Claim Nbr 53321	BLUE TARP FINANCIAL, INC	GENERAL FUND	49005	CARES Act Expens	210	Operating Supplies (GEN	\$293.48	53321
CHAD OLSON	GENERAL FUND	45180	Baseball Field	306	Service Contract	\$2,000.00	53321	
Claim Nbr 53321						\$2,293.48		
Claim Nbr 53322	FERGUSON WATERWORKS	WATER FUND	49400	Water Utilities (GE	217	Other Operating Supplies	\$68.64	53322
FERGUSON WATERWORKS	WATER FUND	49400	Water Utilities (GE	217	Other Operating Supplies	\$897.45	53322	
Claim Nbr 53322						\$966.09		
Claim Nbr 53323	FLOW MEASUREMENTAND CONT	SEWER FUND	49450	Sewer (GENERAL)	404	Repairs/Maint Machinery/	\$550.00	53323
Claim Nbr 53323						\$550.00		
Claim Nbr 53324	GARY THOMAS	GENERAL FUND	49005	CARES Act Expens	210	Operating Supplies (GEN	\$177.00	53324
Claim Nbr 53324						\$177.00		
Claim Nbr 53325	GOPHER STATE ONE CALL	WATER FUND	49400	Water Utilities (GE	386	One Call	\$4.72	53325
	GOPHER STATE ONE CALL	SEWER FUND	49450	Sewer (GENERAL)	386	One Call	\$4.73	53325
	GOPHER STATE ONE CALL	SEWER FUND	49450	Sewer (GENERAL)	386	One Call	-\$0.23	53325
	GOPHER STATE ONE CALL	WATER FUND	49400	Water Utilities (GE	386	One Call	-\$0.22	53325
Claim Nbr 53325						\$9.00		
Claim Nbr 53326	GRAMSTAD LUMBER COMPANY	GENERAL FUND	49005	CARES Act Expens	210	Operating Supplies (GEN	\$26.95	53326
GRAMSTAD LUMBER COMPANY	GENERAL FUND	49005	CARES Act Expens	210	Operating Supplies (GEN	\$235.65	53326	

# City of Wabasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
GRAMSTAD LUMBER COMPANY Claim Nbr 53326	GENERAL FUND	43100	Hwys, Streets, & R	217	Other Operating Supplies	\$98.78 \$361.38	53326
Claim Nbr 53327							
HAWKINS WATER TREATMENT G	SEWER FUND	49450	Sewer (GENERAL)	216	Chemicals and Chem Pro	\$191.88	53327
HAWKINS WATER TREATMENT G	WATER FUND	49400	Water Utilities (GE	216	Chemicals and Chem Pro	\$1,620.53	53327
HAWKINS WATER TREATMENT G	SEWER FUND	49450	Sewer (GENERAL)	216	Chemicals and Chem Pro	\$25.00	53327
HAWKINS WATER TREATMENT G	WATER FUND	49400	Water Utilities (GE	216	Chemicals and Chem Pro	\$10.00 \$1,847.41	53327
Claim Nbr 53327							
Claim Nbr 53328							
JOHN DEERE CREDIT Claim Nbr 53328	GENERAL FUND	43100	Hwys, Streets, & R	217	Other Operating Supplies	\$86.35 \$86.35	53328
Claim Nbr 53329							
KINNER & COMPANY Claim Nbr 53329	GENERAL FUND	41530	Accounting	301	Auditing and Acct g Servi	\$850.00 \$850.00	53329
Claim Nbr 53330							
LARRY THOMPSON LARRY THOMPSON Claim Nbr 53330	GENERAL FUND GENERAL FUND	41400 41400	City Clerk City Clerk	321 331	Telephone Travel Expenses	\$50.00 \$18.92 \$68.92	53330 53330
Claim Nbr 53331							
MARY K SMITH Claim Nbr 53331	GENERAL FUND	41400	City Clerk	306	Service Contract	\$1,350.00 \$1,350.00	53331
Claim Nbr 53332							
MEADOWLAND FARMERS CO-OP	GENERAL FUND	43100	Hwys, Streets, & R	217	Other Operating Supplies	\$12.50	53332
MEADOWLAND FARMERS CO-OP	SEWER FUND	49450	Sewer (GENERAL)	212	Motor Fuels	\$11.36	53332
MEADOWLAND FARMERS CO-OP	GENERAL FUND	43100	Hwys, Streets, & R	217	Other Operating Supplies	\$12.50	53332
MEADOWLAND FARMERS CO-OP	GENERAL FUND	41940	Community Center	383	Heat	\$80.00	53332
MEADOWLAND FARMERS CO-OP	SEWER FUND	49450	Sewer (GENERAL)	212	Motor Fuels	\$38.50	53332
MEADOWLAND FARMERS CO-OP	WATER FUND	49400	Water Utilities (GE	212	Motor Fuels	\$38.50	53332
MEADOWLAND FARMERS CO-OP	WATER FUND	49400	Water Utilities (GE	212	Motor Fuels	\$11.35 \$204.71	53332
Claim Nbr 53332							
Claim Nbr 53333							
MIKE REMIGER Claim Nbr 53333	GENERAL FUND	43100	Hwys, Streets, & R	321	Telephone	\$50.00 \$50.00	53333

# City of Wabasso City of Wabasso--Vendor Claims

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Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 53334							
MVTL LABORATORIES	WATER FUND	49400	Water Utilities (GE	387	Testing	\$272.99	53334
MVTL LABORATORIES						\$0.00	53334
Claim Nbr 53334						\$272.99	
Claim Nbr 53335							
ONE OFFICE SOLUTION	GENERAL FUND	41400	City Clerk	101	Full-Time Employees Reg	\$9.99	53335
Claim Nbr 53335						\$9.99	
Claim Nbr 53336							
PAUL PLAETZ	SEWER FUND	49450	Sewer (GENERAL)	321	Telephone	\$25.00	53336
PAUL PLAETZ	WATER FUND	49400	Water Utilities (GE	321	Telephone	\$25.00	53336
Claim Nbr 53336						\$50.00	
Claim Nbr 53337							
QUALITY FLOW SYSTEMS INC	SEWER FUND	49450	Sewer (GENERAL)	404	Repairs/Maint Machinery/	\$300.00	53337
Claim Nbr 53337						\$300.00	
Claim Nbr 53338							
REDWOOD ELECTRIC COOP	GENERAL FUND	43160	Street Lighting	381	Electricity	\$963.00	53338
REDWOOD ELECTRIC COOP	SEWER FUND	49450	Sewer (GENERAL)	381	Electricity	\$2,260.60	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	41940	Community Center	381	Electricity	\$658.00	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	43110	Street Depart-Sho	381	Electricity	\$201.60	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	45170	Athletic Field	381	Electricity	\$31.00	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	41940	Community Center	381	Electricity	\$99.00	53338
REDWOOD ELECTRIC COOP	WATER FUND	49400	Water Utilities (GE	381	Electricity	\$618.00	53338
REDWOOD ELECTRIC COOP	WATER FUND	49400	Water Utilities (GE	381	Electricity	\$130.00	53338
REDWOOD ELECTRIC COOP	SEWER FUND	49450	Sewer (GENERAL)	381	Electricity	\$42.00	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	43160	Street Lighting	381	Electricity	\$16.00	53338
REDWOOD ELECTRIC COOP	GENERAL FUND	45200	Parks (GENERAL)	381	Electricity	\$27.00	53338
Claim Nbr 53338						\$5,046.20	
Claim Nbr 53339							
RUNNING SUPPLY INC	GENERAL FUND	43100	Hwys, Streets, & R	217	Other Operating Supplies	\$62.44	53339
Claim Nbr 53339						\$62.44	
Claim Nbr 53340							
SALFERS FOOD CENTER	WATER FUND	49400	Water Utilities (GE	217	Other Operating Supplies	\$31.99	53340
SALFERS FOOD CENTER	GENERAL FUND	41400	City Clerk	209	Other Office Supplies	\$12.85	53340
Claim Nbr 53340						\$44.84	

# City of Wabasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 53341							
VISA	GENERAL FUND	41400	City Clerk	322	Postage	\$93.36	53341
VISA	GENERAL FUND	41400	City Clerk	321	Telephone	\$16.09	53341
Claim Nbr 53341						\$109.45	
						\$19,022.91	

22

22

22

City of Wabasso  
City Council  
Monday, September 14, 2020  
6 pm

The meeting opened with recitation of the Pledge of Allegiance.

The meeting was called to order at 6 pm by Mayor Carol Atkins with Council Members Rachel Ingebretson, Carole Remiger, Steve Burns and Wade McKittrick present.

Also present were Pat Eichten, Matt Novak, Larry Thompson, Mike Remiger and Paul Plaetz.

The agenda with the addition discussion of the community center rental, appointment of Joyce Plaetz to the Library Board under the consent agenda, and the addition of the payment of a bill for Heggies Pizza (\$6,024.00 – Ambulance fund-raiser; and Visa bill (\$45.00) was approved on a motion by Ingebretson, seconded by Remiger.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes.

Pat Eichten provided an update on the EDA. The major focus has been construction of the duplex on May Street. The EDA will be receiving construction pricing in the near future, but the main concern is finding a suitable financing program to avoid income restrictions. The lots remaining lots on May Street will be advertised for sale. The covenants for May Street will be discussed at the next regular board meeting.

No Public Comments.

Mr. Thompson indicated that it was not anticipated to bring the furloughed part time employee back until he was comfortable with the operations of the Clerk/Treasurer's office. In the meantime, former Clerk/Treasurer Mary Smith has been helping train Mr. Thompson. The part time position should be redefined once Mr. Thompson is comfortable with the operations.

Motion by Ingebretson, seconded by Remiger to change the regular office hours from 8:00 – 5:00, Monday through Thursday and 8:00 – 12:00 on Friday.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes.

Motion by Remiger, Second by McKittrick to Adopt Resolution No. 10-2020 Accepting a 2020 CARES Election Grant from Redwood County and authorizing the Mayor and Clerk to sign the agreement.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes.

It was noted that there appeared to be a potential conflict between a party that wished to rent the Community Center Parking Lot and a party that had rented the Community Room. The Council reaffirmed that anyone who rents the Community Center facility regardless if it is only the parking lot must pay a fee and damage deposit, would need a beer license if there were beer sales, and have a COVID plan filed and posted. Mr. Thompson will contact both parties

Mike Remiger presented the Street Report for the month. The trees have been trimmed. He will be gone next week. Steve Burns requested a clarification regarding lot lines/easements in his areas as it related to tree ownership and maintenance. Most of the roof work has been repaired and cleaned up – contractor will return soon to finish up. Discussion regarding trucks parking on residential streets – Mike and Larry to discuss parking and weight restrictions and report back at the next meeting.

Paul Plaetz presented the Water and Wastewater report for the month. Paul informed the Council that the Sewer grant had been submitted and it appeared the city would be in line for a 75% grant with work to start next year. The lift stations were inspected today. Jetting will take place next week. Staff has been working with a water tower company on a maintenance program and will be discussed as part of the 2021 budget. Paul asked if the city should charge the school district for the \$1,600 hookup fee since the school already had done most of the work associated with the fee. It was agreed to place it on the next meeting agenda. Paul is starting to flush hydrants and will be televising sections of the storm sewer that have had problems.

Carole Remiger noted that the baseball season was mostly done. Wade McKittrick said football may still be played this fall but a decision has to be made by Friday. No decisions have been made regarding winter sports. Larry indicated the state had said it was ok to repurpose the tennis/basketball courts to a parking lot so long as the parking lot was used for sports activities. Larry also noted the repurposing could mostly be done by city staff. Wade indicated the Football Booster Club would be willing to purchase the shed on the compost site for \$500 and the club would move it. Motion by McKittrick, Second by Ingebretson to repurpose the tennis/basketball courts to parking for the football and softball fields. Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes. Motion by Ingebretson, Second by Burns, to sell the shed at the compost site to the Wabasso Football Boosters Club for \$500. Atkins-yes, Ingebretson-yes, Remiger-yes, Burns – yes. McKittrick- abstain.

The Council set a special meeting for September 23, 2020 at 6:00 p.m. at the Community Center to discuss the preliminary 2021 operating budget and setting the preliminary 2021 tax levy.

The council considered a proposed CARES Small Business Relief Program. It was agreed that Mayor Atkins and Clerk/Treasurer Thompson would review the applicants and if they could award the grants recipients and report to the council. The council would review if there were any concerns by Carol or Larry. Motion by McKittrick, Second by Remiger, to adopt Resolution 11-2020 establishing a CARES Small Business Relief Program and outlined in the draft proposal. Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes.

Motion by Ingebretson, Second Remiger to approve the consent agenda:

1. Approve minutes of the August 10, 2020 meeting.



2. Approve the closing Cedar Street between Main and North Streets on September 19, 2020 for Union Kitchen (the county will also be closing Main between Oak and Cedar Streets at the same time.)

3. Appoint Joyce Plaetz to the Library Board effective October 1, 2020.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes

Wade updated the council on the status of the new City web page. It was indicated the site should be up and running prior to the next council meeting.

Bills. The council discussed the Library Board minutes relating to salaries. It was noted the Library Director would be at the budget meeting to answer and questions and discuss operations. Motion by McKittrick, second by Remiger to approve the bills as submitted with the addition of the Heggies Pizza bill (\$6,024.,00 – Ambulance fund raiser); and Visa bill (\$45.00).

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes

Motion by Ingebretson, second by McKittrick to adjourn at 8:00 p.m.

Atkins-yes, McKittrick-yes, Ingebretson-yes, Remiger-yes, Burns – yes

Larry J Thompson  
City Clerk/Treasurer Administrator

2

2

2

City of Wabasso  
City Council  
Monday, September 23, 2020  
6 pm

The meeting opened with recitation of the Pledge of Allegiance.

The meeting was called to order at 6 pm by Mayor Carol Atkins with Council Members Rachel Ingebretson, Steve Burns, and Wade McKittrick present. Carole Remiger was unable to attend. Also present were Clerk Treasurer Administrator Larry Thompson and Library Director Scott Sobocinski

The purpose of the meeting was to consider the 2021 Preliminary Budget and set the 2021 Preliminary Levy.

Mr. Thompson presented the 2021 Preliminary Budget noting:

1. It is a preliminary budget that should be used mainly for early discussion and to set the preliminary levy. The final draft budget will include a more detailed discussion relating to how the numbers were established.
2. It was recommending the preliminary levy be set at \$473, 687 which is a 3.73% increase over 2020. The final levy to be set in December can be decreased but not increased.
3. The Debt levies have been set per the bonding resolutions.
4. General Fund expenditures are down from 2020 mostly due to the \$52,000 COVID Grant in 2020.
5. I have recommended a salary contingency for \$8,279 and operating contingency of \$28,698 in the general fund. It is not recommended this money be earmarked for a specific purpose but will allow flexibility during the budget discussions. Dollars not allocated from the contingency could be used to reduce the levy.
6. Library fund - The city's share of support has been kept at the same level as 2020.
7. The Water budget includes \$10,000 for contracted services, which would include hiring a company that would service the water tower on an annual basis including inside coating and outside painting and repairs. The water and sewer fund include the transfers to debt service for the bond payments. It is not recommended a rate increase at this time, but we should discuss this during the process.

It was the consensus of the council that the proposed budget was a good starting point for discussion and were looking forward to more details in the final draft.

The council discussed communications with Library Director Sobocinski. No major issues were noted but it was felt it would be good for the Mr. Sobocinski to attend council meetings from time to time and to include the city in policy discussions. Mr. Sobocinski indicated that it was his intent to do so. Mr. Thompson indicated he would also be attending Library Board meetings and that he and Mr. Sobocinski meet on a regular basis.

It was noted the preliminary levy needs to be to the County Auditor by September 30. The preliminary levy was approved as presented on a motion by McKittrick, seconded by Burns. Atkins-yes, Burns-yes, McKittrick-yes, Ingebretson-yes.

Motion by Ingebretson, seconded by McKittrick to adjourn at 7:05 pm.  
Atkins-yes, Burns-yes, McKittrick-yes, Ingebretson-yes

Larry J Thompson  
City Clerk/Treasurer Administrator

DRAFT

THIS FORM MUST BE ACCOMPANIED BY OVERHEAD PICTURE OF  
PROPERTY WITH PROJECT DRAWN ON IT. THIS IS TO SHOW LOCATION  
OF PROJECT RELATIVE TO PROPERTY LINES.  
The overhead picture may be obtained through City Office or  
Beacon on the Redwood County website or other similar site.

Name: Brittany Alex

Address: 814 Pine Street

Phone Number: 507-430-9388 Alternate Phone: \_\_\_\_\_

E-Mail Brittanyalex67@gmail.com

Signature of Property Owner Brittany Alex

Project Permit Needed For fence in back yard

Estimated Cost of Project: \$4262

Signature of adjoining property owners if project will be closer than 10 feet from side or  
back property line

Wayne Mann

Becky Keller

# BRUGMAN FENCING

Nathan Brugman (507) 360-9745 [nathanbrugman@yahoo.com](mailto:nathanbrugman@yahoo.com)

Date 9-13-20 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Customer Brittany Allen

Project Location 874 Pine St, Wabasso, MN

Billing Address Same

Description of project: Back yard fence

Fence Style: Cedar/Vinyl

Overall Length: 213'

Overall Height: 6'

Gate Information:

#1 Opening 48"

SS X DD \_\_\_\_\_

#2 Opening 48"

SS X DD \_\_\_\_\_

#3 Opening \_\_\_\_\_

SS \_\_\_\_\_ DD \_\_\_\_\_

#4 Opening \_\_\_\_\_

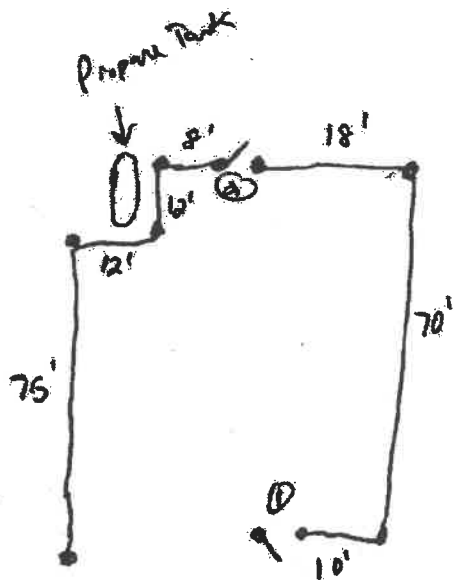
SS \_\_\_\_\_ DD \_\_\_\_\_

Special Notes:

Option 1: Wood  
\$4262.00 Total  
\$2131.00 Down

Option 2: Vinyl  
\$6804.00 Total  
\$3402.00 Down

## Project Drawing



On the back of this proposal are very important terms and conditions we are requesting you review. Upon your review, if you have any questions, please contact us. After review and agreement, please sign below indicating that you have fully read, understood and agree with the terms and conditions stated above and on the back of this proposal.

Total Cost As per

Down Payment due at As per



**Property Line Security:** Do you really know where your property begins and ends? Removing and reinstalling your fence will be costly even if one stake is misplaced. Without a current legal survey, we will only be able to stake your fence in accordance with your best guess as to where your property is located. By signing this section, I acknowledge that Brugman Fencing has advised me on the importance of obtaining a legal survey to determine the exact boundaries of my property. I hereby assume any and all liabilities resulting from the construction of a fence not in conformity with my legal property boundaries.

\_\_\_\_\_ Please Check here to accept Property Line Security Statement

**Sprinkler Protection:** Nobody wants to bear the cost and burden of repairing their sprinkler lines and heads after having just purchased a new fence. Brugman Fencing offers protection to repair damage to your lines and heads. Provide yourself with peace of mind by insuring your sprinkler lines from damage incurred while installing your fence. Please check one:

\_\_\_\_\_ At a cost of \$150.00, I am requesting sprinkler protection for repairing lines and heads. In purchasing sprinkler protection, please contact Nathan Brugman if your sprinklers are damaged. We will arrange for repair of the work. Do not employ your own contractor and/or submit invoices for reimbursement. Insurance does not provide for relocating of lines, heads or controls.

\_\_\_\_\_ I understand and agree that Brugman Fencing is not responsible for any damage to sprinkler lines, valves or heads. Furthermore, I understand that I have the option of purchasing Sprinkler Insurance and will take full responsibility for any repairs.

**Soil Disposal:** Digging post footings will result in a substantial amount of soil excavated from the holes. Check one:

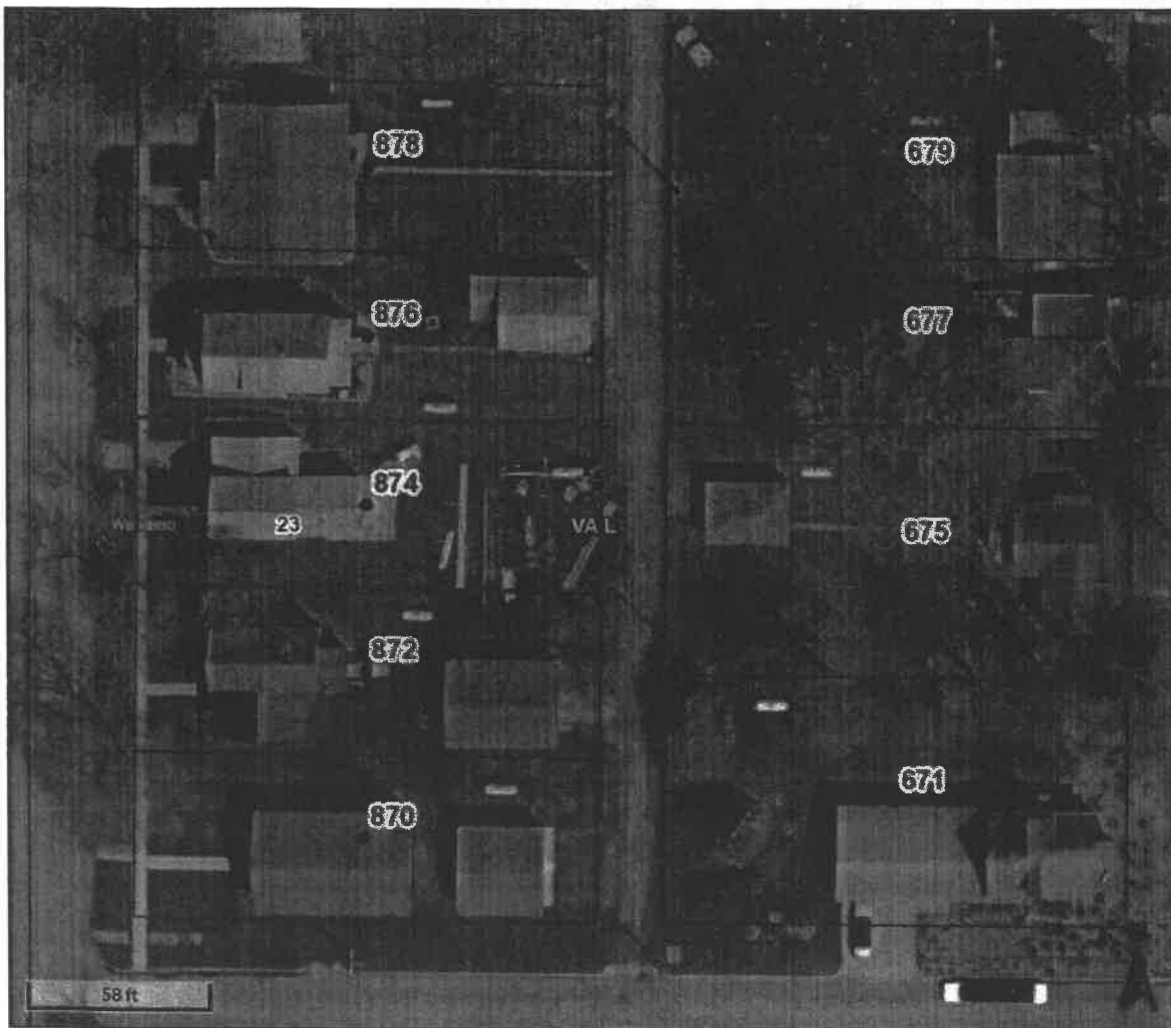
\_\_\_\_\_ We will spread the soil between footings or pile on site at no cost. This may eventually need to be removed to avoid damage to your lawn.

\_\_\_\_\_ We will remove your soil and dispose of it properly for a cost of \$10/hole. Leaving only a small amount of dirt to be washed away in the rain, we will haul your dirt from your property.

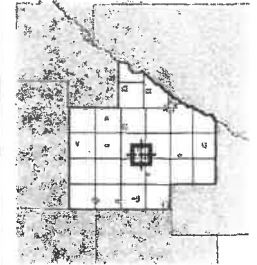
**Utility Waiver of Responsibility:** As part of your fence installation, we will contact the One Call Service to locate the public utilities on your property. The law clearly states that we cannot dig within 18" of any utility markings. We suggest locating your fence clear of any buried utilities. However, if you demand that your fence be located within the 18" utility markings, as stated above; we must enact this waiver that relinquishes Brugman Fencing of any legal, personal, and general liability associated with damaging these utilities and transfers the liability to the homeowner. At an additional expense, we will hand dig within these areas. Please understand that hand digging does not guarantee that the utility will not be damaged. Hand dig charges will be produced on a change order when your yard is staked prior to post installation at a rate of \$25 per hole.

By signing below, I verify that I have read, understood and agree to the terms and conditions stated herein.


Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_



#### Overview



#### Legend

-  Municipal Boundaries
-  Sections
-  Surrounding Counties
-  Townships
-  Address Points
-  Parcels
- Major Roads**
  -  County/Twp/City
  -  State/Federal
  -  County
  -  Minor Roads

**Parcel ID** 93-870-0200  
**Sec/Twp/Rng** 0-0-0  
**Property Address** 874 PINE ST WAB  
56293

**Alternate ID** n/a  
**Class** K-12 SCHOOLS - PUBLIC  
**Acreage** n/a

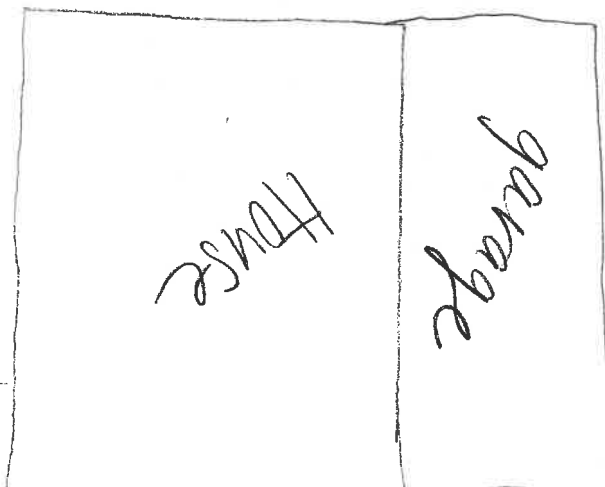
**Owner Address** ALLEX/BRITTANY A  
874 PINE ST  
WABASSO MN 56293

**District** n/a  
**Brief Tax Description** n/a  
(Note: Not to be used on legal documents)

Date created: 9/24/2020  
Last Data Uploaded: 9/23/2020 10:46:55 PM

Developed by  **Schneider**  
GEOSPATIAL





5 feet from property line  
↑

fence

fence

fence

10 feet from alley  
⇒

2 feet from property line  
↓

**Re: Fence Permit**

cwab@redred.com <cwab@redred.com>

Thu 9/24/2020 11:13 AM

To: Brittany Alex <Brittanyallex67@gmail.com>

1 attachments (258 KB)  
SKM\_28720092411210.pdf;

Hi Brittany,

Thanks for bringing the fence construction to my attention. I have attached a letter from the city, ordinance 214B and an application packet. It would be best if you followed the instructions and draw where the fence is going to be on the property in relation to the alley, lot lines and buildings. Please note that since your property abuts the alley the city will need to give permission to the alley so snow removal storage can be taken into consideration. Regarding the neighbors permission, you should show the plan to your neighbor and have them note on the plan that they agree with the location. While the screen shot indicates the neighbor agrees with the fence it doesn't note that they've seen the actual plan. This can seem like overkill but often fences can cause issues between neighbors.

I will note to the council when the permit is considered that you brought the matter to my attention and perhaps they may waive the surcharge. No guarantees but it may be considered.

Hope this helps.

If you have any questions please contact me.

Larry J Thompson  
City Clerk/Treasurer Administrator  
City of Wabasso  
P O Box 60  
Wabasso MN 56293  
Pop: 693  
Phone: 507-342-5519

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**From:** Brittany Alex <brittanyallex67@gmail.com>

**Sent:** Thursday, September 24, 2020 8:22 AM

**To:** cwab@redred.com <cwab@redred.com>

**Subject:** Re: Fence Permit

The screenshot is from the neighbor on the side of my garage. The fence runs up to my end of the garage so according to that picture of my property line I'm on my property. I will talk to my other neighbor today.

On Thu, Sep 24, 2020, 8:18 AM [cwab@redred.com](mailto:cwab@redred.com) <[cwab@redred.com](mailto:cwab@redred.com)> wrote:

Good morning Brittany,

Attached is a copy of the construction ordinance and amendment. I believe I may have mispoke regarding the \$350 fine. The ordinance states \$300. I'll have to double check on that.

**RESOLUTION \_\_\_\_-2020**

**A Resolution Relating to the Application for a USDA Rural Development/Loan**

WHEREAS, the City Council has received and accepted a facility plan for the city wastewater treatment system improvements, and

WHEREAS, it is in the interest of the city to obtain a Grant/Loan from the USDA under its Rural Development Program.

Now, therefore, be it Resolved by the City Council of the City of Wabasso as follows:

1. It is the intent of the City of file an application with the USDA for a Rural Development Grant or Loan.
2. The city clerk shall publish a Notice of Intent to File an Application in the official newspaper.
3. The City Clerk is hereby designated as the "Administrator" for the RD Apply process.
4. The Mayor and City Clerk are hereby designated as signers for the RD Apply process.

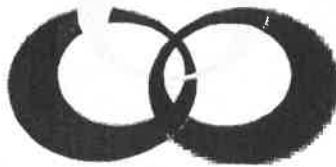
Passed and approved this 12<sup>th</sup> day of October 2020

Attest:

\_\_\_\_\_  
Larry J Thompson, City Clerk

\_\_\_\_\_  
Carol Atkins, Mayor





**Kinner & Company Ltd**  
Certified Public Accountants

August 24, 2020

City of Wabasso  
Attn: City Council  
PO Box 60  
Wabasso, MN 56293

Good Afternoon,

Thank you for allowing us to provide this proposal for the annual audit for the City of Wabasso.

Our fee for this engagement will not exceed \$17,900 for year ending December 31, 2020. If a single audit is required, we will have an additional fee. Our fee includes a number of services. Let me explain...

You'll be receiving a professional and thorough accounting service from someone who is familiar with your type of organization.

You'll receive a draft of your audit on or *before* June 30 and after approval we will prepare bound copies for you and also prepare your tax return.

If at any time you have any questions or comments, please feel free to call, we promise to return your call within 24 hours.

If you find everything in the enclosed engagement in order, sign and return it to our office. We've enclosed an envelope for you.

If you have any questions, please call. Otherwise...

...Have a **GREAT** day!

Kinner & Company Ltd  
Certified Public Accountants  
Wabasso, Minnesota

Enclosures

722 Main Street, PO Box 186, Wabasso, MN 56293  
507-342-5126 or 800-858-5410, fax 507-342-2376  
Visit our website at [www.kinner.co](http://www.kinner.co)



**Kinner & Company Ltd**  
Certified Public Accountants

August 24, 2020

City of Wabasso  
Attn: City Council  
PO Box 60  
Wabasso, MN 56293

We are pleased to confirm our understanding of the services we are to provide City of Wabasso for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Wabasso as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Wabasso's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Wabasso's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of City's Proportionate Share of Net Pension Liability
- 3) Schedule of City's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City of Wabasso's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- 1) Non-Major Governmental Funds Combining Balance Sheet and Combining Statements of Revenues and Expenditures and Changes in Fund Balance

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Wabasso and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Wabasso's financial statements. Our report will be addressed to the City Council of City of Wabasso. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Wabasso is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the



financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Wabasso's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of City of Wabasso in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Wabasso; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kinner & Company Ltd and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kinner & Company Ltd personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Minnesota and Office of the State Auditor. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately April 15, 2021 and to issue our reports no later than June 30, 2021. Nathan Kinner is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,900. If you have over \$750,000 in federal spending, and a single audit is required we will have an additional fee. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the

assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Wabasso and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Kinner & Company Ltd  
Certified Public Accountants  
Wabasso, Minnesota

RESPONSE:

This letter correctly sets forth the understanding of City of Wabasso.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **MINUTES of Wabasso Public Library Board of Trustees**

**Meeting date: Sept 10, 2020-5:30 pm**

**Call to order:** 5:32 p.m.

**Members in Attendance:** Dawn Guetter, Alma Price, Stacy Larsen, Linda Schumacher, Sarah Behrendt

**Also in Attendance:** Scott Sobocinski

**Members Not in Attendance:**

**Approval of Minutes:** Motion to approve minutes made by Schumacher and seconded by Guetter. Motion carried.

**Bills:** Motion to approve bills by Larsen and seconded by Schumacher. Motion carried.

- The Board had two questions on the bills. One was for an amount of \$0.00 to Anderson Electric. The other was for the items LIBPAYTAX, PERA, and IRS, which Scott says are regular expenses that come out of employee paychecks, but they have not actually appeared on the "checks for the month" report before. Scott will share what he finds out from the City Clerk.

### **Statistics:**

- August 2020: 1,621 items borrowed / 68 e-materials borrowed
- August 2019: 2,282 items borrowed

### **Old Business:**

- Craft Fair - the Board reviewed the written plan of how the November fundraiser will be implemented this year during the pandemic. This plan came from ideas discussed at the August meeting. Community Center will house the silent auction and lunch. Lunch will have limited seating, and all advertising will promote the take out or drive thru option. Book sale will be at the library and open during the month of October.

### **New Business:**

- Joyce Plaetz was appointed by the City Council as a Library Board Trustee. The Board will need to elect a new president at the October meeting.
- COVID-19 Action Plan: the Library is now allowing up to 12 people in the building at a time.
- Summer Reading Program Stats: Program lasted 11 weeks. 120 sign-ups total. 790 take home kits were made. Avg of 67.5 kits per week were taken. 21 virtual story times posted on social media. 2,703 children's books checked out between June and August – a new record
- Fall Programming:
  - Scott typed up a liability waiver for parents to sign for children who attend library programs this Fall. The waiver protects the Library from lawsuit if a child contracts COVID-19 during/after attending a library program. The forms will be circulated when parents arrive at the next few Storytimes, as well as students who come to the After School programs.
  - Fall programming schedule will be to alternate weekly between story time and after school activities. Encouraging smaller groups and offering extra sessions is meant to insulate youth programs so it makes contact tracing easier. It also minimizes the rate of spread in case there is a child, student, or adult who may unknowingly be experiencing the incubation stage of COVID-19 at a Library program.
- Comp Hours Report: As of September 1<sup>st</sup>, Scott has 20 hours compensatory time available
- Scott gone on vacation September 17-21 (3 business days)
- County Commissioner meeting: Scott is working with other library directors on a presentation for the Redwood County Commissioners as they work on preliminary budgets for FY 2021
- The Board acknowledged and thanked Linda Schumacher for her two terms (6 years) of service as a Library Board Trustee.

**Next Meeting:** Tuesday, October 6 at 5:30 p.m.

**Adjournment:** 6:30 p.m. Motion by Schumacher, second by Guetter. Motion carried.

