

City of Wabasso  
Regular Meeting  
Monday, October 11, 2021  
6:00 pm

**REGULAR MEETING**

1. Call to order
2. Approve Agenda
3. EDA Update
  - a. EDA Minutes - October 6, 2021
  - b. Loan and Checking Balance Report
4. 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.*
5. Public Hearing - Cedar Street LRIP (Stormwater Utility/Assessment Policy)
  - a. Resolution ordering project and preparation of plans and specifications
6. Clerk-Treas. /Administrator
  - a. Sidewalk/Driveway - Construction without a permit - 1456 Elm Street.
  - b. Clerk's vacation - October 21/22, 2021
7. Street Report
  - a. Top link cylinder - Tractor (save wear and tear on the blower before we get new blower)
8. Water/Wastewater Report
  - a. Accept Paul Plaetz Resignation - Authorize Recruitment and Selection Process for Replacement
9. Parks report
  - a. Athletic Field Parking Lot
  - b. Maintenance shed
10. Approve Consent Agenda
11. Unfinished Business
12. New Business
  - a. Library Land Lease
  - b. Resolution authorizing facsimile signature
13. Correspondence
  - a. Sheriff's reports
  - b. Library Minutes
14. Approve Bills
15. Adjourn

**CONSENT AGENDA**

1. Security Cameras - Receive Update
2. Resolution Approving Combined Polling Place for 2022
3. Resolution Accepting Donations
4. Approve Minutes -9/13/21
5. Approves Street Closure Permit - Cedar, Main and Oak Streets - Winterfest - 12/3/21
6. Building Permit -. None

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 11, 2021  
Agenda Report**

**NOTE: The Cedar Street Improvement Hearing is scheduled for 6:00 p.m. The council can open the hearing immediately after calling the meeting to order or it can act on approving the agenda and hearing the EDA report before opening the hearing.**

1. EDA Update – minutes and financial reports enclosed.
2. Public Hearing – Cedar Street LRIP Improvement Hearing. The purpose of the hearing is to give an overview of the improvement, assessment options and financing alternatives. I have enclosed a memo summarizing the discussion items.
3. Sidewalk/driveway – 1456 Elm Street – It has been noted that the owner of 1456 Elm Street has gone beyond the items listed on the original building permit and has removed the sidewalk and has started installing a driveway. I've attached a copy of the original permit map and the notice of violation sent to the owner. I have not heard from the owner. On a side note, the original permit was issued in 2019. The present ordinance does not specifically note an expiration date. Per recommendation of Matt Novak, I have added a 12 month expiration date to the Building Permit form.
4. Clerk's Vacation – information only.
5. Street Report – Top Link Cylinder. Jim is requesting approval of the attached piece of equipment be added to the tractor purchase. He indicated it would save a lot of wear and tear on the snow blower.
6. Paul Plaetz Resignation – Attached is a copy of Paul's resignation. Paul had mentioned that he is anticipating working until November 1<sup>st</sup> but put the earlier date in his resignation depending anticipated start date by his new employer. As previously noted, Paul has accepted a position that I believe would be considered an advancement. I will send an update along with a job description, notice and schedule for hiring Paul's replacement via email. In the interim I am contacting local operators of service providers to cover the Class C Sewer and Class C Water licenses. Staff will also recommend hiring a part time person to assist with snow removal if necessary. Paul, Jim and I are working together to establish a list of duties and contacts assist with continued operations. Paul will be at the meeting. On a side note, it has been great working with Paul and it is with deep regrets he is leaving. I wish him the best.
7. Parking Lot/Storage Shed – Attached is a draft map of the plans to convert the tennis courts/basketball courts to a parking lot. Jim, Roger and I met with Joe Kemp and Jon Fulton, and we are in agreement with the plan with details to be worked out. I have requested the engineer prepare as more detailed map with preliminary cost estimates. In addition, Jim is getting pricing to clean out the storage area, install a concrete pad and add a roof. The items will be added to the preliminary budget.
8. Library Land Lease – The terms of the current lease are automatic renewal unless one of the parties' requests to terminate prior to September 1<sup>st</sup>. I was approached by a person who is interested in leasing the property. The original lease was approved in 2017. Scott and Matt agree that it should be bid. 2022 is locked up, but the current tenant has indicated that he would like to know the Council and Library Board's intent as soon as possible so he can set up his crop rotation accordingly. The Library Board has not made a recommendation at this time.
9. Security Cameras – Update. I am working with Nathan Jacobson with Arvig to repair the cameras or to contract with a separate provider. Nathan will be working on the compost site camera first.
10. Resolution Approving Polling Place for 2022. Required by state law.
11. Resolution accepting donations – enclosed. Required by law.
12. 9/13/21 draft minutes enclosed.
13. Street closure permit enclosed.

Wabasso EDA  
Regular Meeting  
Wednesday, October 6, 2021  
5:00 pm

The meeting was called to order at 5pm with Board Member Pat Eichten, Karl Guetter, Chuck Robasse and Steve Burns in attendance. Member Jeff Olson was absent. Also present were EDA Director Larry Thompson, and Pat Dingels.

The agenda was accepted with the following items added:

1. Possible RLF request
2. 5-plex landscaping
3. Amazon delivery service

The minutes of the September 1, 2021, Regular meeting was approved on a motion by Robasse, second by Burns.

Eichten – Yes; Guetter – Yes; Robasse – yes; Burns – yes.

**Duplex** – Brief discussion regarding timing of plans and financing.

**Eastvail Real Estate Signs** – Sign proofs reviewed. Signs should be installed in the next 2 weeks.

**MIF RLF Program.** Ms. Dingels noted she had found the files authorizing the federal and state RLF funds along with the regulations. A general discussion was held on how to proceed. It was agreed that Ms. Dingels and Mr. Thompson would review the documents and regulations and report back to board as to eligible expenses and uses.

**Strategic Plan.** The board reviewed the following action steps.

1. Revitalizing the commercial club
2. Retaining and expanding existing business -surveys
3. Business opportunities along the Highway 68 corridor.

The board discussion mostly focused on Business Expansion and Retention survey and what would be the best approach. The board indicated that the number of survey questions should be narrowed down to 10 or less and focus on future plans and what is standing in the way or what the businesses need. It was suggested that rather than doing a formal interview staff should focus on using Survey Monkey.

**5-Plex Landscaping** – Mr. Thompson noted that Paul Plaetz was resigning, and the EDA would need to hire a contractor to finish up the landscaping rather than city staff.

**RLF Loan** – Mr. Thompson noted that a local business had shown interest in applying for an RLF loan.

Mr. Eichten and Mr. Thompson noted they had been contacted by a local representative of Amazon that was looking at using local businesses for delivering package – they had given the person some leads.

Motion by Burns, second by Guetter to accept the Treasurers report.

Eichten – Yes; Guetter – Yes; Robasse - yes; Burns – yes.

Motion by Robasse, second by Guetter to approve the bills totaling \$2,856.67(Dewey Street) and \$2,600.00 (General). (Amended to add Redwood Gazette - \$390.00 (General).

Eichten – Yes; Guetter – Yes; Robasse - yes; Burns – yes.

Meeting was adjourned at 6:05 p.m.

Larry Thompson  
EDA Director

**A Monthly Payment Schedule**  
**as of 9/28/2021**

<b><u>Name</u></b>	<b><u>Pmt Due</u></b>	<b><u>Pmt Amt</u></b>	<b><u>Int</u></b>	<b><u>Prin Amt</u></b>		<b><u>Maturity Date</u></b>	<b><u>Date of Last Payment</u></b>	<b><u>Next Payment Due</u></b>
Bart Properties Llc	14th	\$ 23,457.85	3%	\$ -	EDA II	7/14/2025	8/20/2021	N/A
DEEM, Inc	21st	\$ 482.80	3%	\$ 23,662.23	EDA	5/21/2025	8/4/2021	10/21/2021
DEEM, Inc	21st	\$ 357.27	3%	\$ 17,165.06	EDA	5/21/2025	8/4/2021	10/21/2021
Jonti-Craft	25th	\$ 3,886.28	2.5%	\$ 177,341.66	EDA	9/25/2025	9/16/2021	10/25/2021
Jonti-Craft	25th	\$ 120.19	2.5%	\$ 5,593.64	EDA II	9/25/2025	9/16/2021	10/25/2021
Jenniges Gas & Diesel	8th	\$ 500.00	1%	\$ 10,980.65	EDA	12/8/2023	9/9/2021	10/8/2021
Jenniges Gas & Diesel	14th	\$ 300.00	3%	\$ 15,458.07	EDA	12/11/2026	9/8/2021	10/14/2021
Wabasso Eletric Motor LLC	6th	\$ 251.00	3%	\$ 10,500.98	EDAI	8/6/2024	9/7/2021	10/6/2021
Matt Novak	1st	\$ 362.10	3%	\$ 18,297.05	EDA II	8/4/2026	9/1/2021	10/1/2021
Chad Ruprecht	21st	\$ 400.00	3%	\$ 17,029.57	EDA II	5/21/2028	9/16/2021	10/21/2021
Safe Storage 2	5th	\$ 482.80	3%	\$ 37,173.37	EDA	10/5/2028	9/1/2021	10/5/2021
Mid County Ag Services	20th	\$ 242.00	3%	\$ 18,823.54	EDA I	11/20/2028	9/16/2021	10/20/2021
Totals		\$ 30,842.29		<b><u>\$ 352,025.82</u></b>				

EDAI Daily Savings	\$ 357,238.11
EDAI Daily Savings	\$ 107,711.58
-WDC	\$ 39,825.79
Total Savings	\$ 504,775.48

FROM MONTHLY BANK STATEMENTS  
FROM MONTHLY BANK STATEMENTS  
FROM MONTHLY BANK STATEMENTS



EDA General Fund

Beginning Balance	\$ 43,518.83
Plus Deposits Outstanding	
Interest Earnings	\$ 1.85
Checks Cleared	\$ 169.15
Less Outstanding Checks	\$ -
Ending Balance	<u>\$ 43,351.53</u>

CD # 115009 renewal 12-9-19	\$ 28,446.81
CD #33649	\$ 50,186.34
	<u>\$ 78,633.15</u>
CD Total	
EDA General Total	<u>\$ 121,984.68</u>



EDA Dewey Street

Beginning Balance	\$ 66,430.66
Plus Deposits Outstanding interest	
rents	\$ 4,900.00
Security Deposit	\$ -
interest	\$ -
Less Checks /Outstanding	
Security Deposit	\$ -
Altermatt - Patios/Fence	\$ 16,438.88
Property Taxes	\$ -
Loan Payment	\$ 2,000.00
	<u>\$ 52,891.78</u>

66329.53  
#####

EDA Eastvail Sales Account	Starting Balance	\$ 33,588.92
	Interest on investments	\$ 8.37
		<u>\$ 33,597.29</u>



Dewey Street Townhomes Loan      7/30/2021      \$25,242.19      2.8 % interest

9/28/2021

## Balance Sheet

	Balance 8/27/2021	Adj.	Balance 9/28/2021
<b>Assets</b>			
Cash	\$ 350,417.68	6,820.43	\$ 357,238.11
Notes Receivable	\$ 306,552.13	(5,947.55)	\$ 300,604.58
<b>Total Assets</b>	<b>\$ 656,969.81</b>	<b>872.88</b>	<b>\$ 657,842.69</b>
<b>Liabilities</b>			
	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assets less Liabilities</b>	<b>\$ 656,969.81</b>		<b>\$ 657,842.69</b>

## Principal Payments Monthly

Deem 1	\$ 313.66
Deem 2	\$ 422.71
Jenniges Gas & Diesel 1	\$ 260.70
Jenniges Gas & Diesel 2	\$ 471.37
Jonti-Craft 1	\$ 3,509.51
Mid Country Ag Services	\$ 580.71
Safe Storage #2	388.89
<b>Total Principal Payment</b>	<b>\$ 5,947.55</b>

## Principal Payments Year to Date

Deem 1	\$ 2,759.24
Deem 2	\$ 3,718.35
Jenniges Gas & Diesel 1	\$ 2,577.59
Jenniges Gas & Diesel 2	\$ 4,694.89
Jonti-Craft 1	\$ 31,324.17
Mid Country Ag Services	\$ 1,922.29
Safe Storage #2	\$ 3,566.93
<b>Total Principal Payments</b>	<b>\$ 50,563.46</b>

## New Loans

\$ -
\$ -
\$ -

## Income Statement

## Income

## Interest on Loans Monthly

Deem 1	\$ 43.61
Deem 2	\$ 60.09
Jenniges Gas & Diesel 1	\$ 28.63
Jenniges Gas & Diesel 2	\$ 39.30
Jonti-Craft 1	\$ 376.77
Mid Country Ag Services	\$ 144.09
Safe Storage #2	\$ 93.91
<b>Total Interest Payment</b>	<b>\$ 786.40</b>
	<b>\$ 6,733.95</b>

## Interest on Loans Monthly

Deem 1	\$ 456.19
Deem 2	\$ 626.85
Jenniges Gas & Diesel 1	\$ 305.11
Jenniges Gas & Diesel 2	\$ 422.41
Jonti-Craft 1	\$ 3,275.58
Mid Country Ag Services	\$ 496.51
Safe Storage #2	\$ 778.27
<b>Total Interest Payments</b>	<b>\$ 6,360.92</b>

## Savings Interest

Quarter 1	\$ 74.25
Quarter 2	\$ 84.46
Quarter 3	\$ 86.48
Quarter 4	\$ -
	<b>\$ 245.19</b>
<b>Total Income</b>	<b>\$ 1,031.59</b>

## Expenses

Interest Payment	\$ -
	\$ -
Other Misallocated deposit	\$ -
<b>Total Expense</b>	<b>\$ -</b>

**Net Income** **\$ 1,031.59**

## Balance Sheet

	Balance 8/27/21	Adj.	Balance 9/28/21
<b>Assets</b>			
Cash	\$ 106,555.04	1,156.54	\$ 107,711.58
Notes Receivable	\$ 52,425.84	(1,004.60)	\$ 51,421.24
Total Assets	\$ 158,981.77	189.45	\$ 159,132.82
<b>Liabilities</b>			
	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
<b>Assets less Liabilities</b>	<b>\$ 158,981.77</b>		<b>\$ 159,132.82</b>

## Principal Payments Monthly

Bart Properties	\$ -
Chad Ruprecht	\$ 356.53
Jonti-Craft	\$ 108.31
Novak Law	\$ 315.57
Wabbasso Electric Motor	\$ 224.19
Total Principal Payments	\$ 1,004.60

## New Loans

\$ -
\$ -
\$ -

## Principal Payments Year to Date

Bart Properties	\$ 26,869.43
Chad Ruprecht	\$ 3,176.09
Jont-Craft	\$ 966.73
Novak Law	\$ 2,811.95
Wabbasso Electric Motor	\$ 1,997.67
Total Principal Payments	\$ 35,821.87

## Income Statement

## Income

## Interest on Loans Monthly

Bart Properties	\$ -
Chad Ruprecht	\$ 43.47
Jonti-Craft	\$ 11.88
Novak Law	\$ 46.53
Wabbasso Electric Motor	\$ 26.81
	\$ -
	\$ -
Total Interest Payments	\$ 128.69

## Savings Interest

Quarter 1	\$ 17.53
Quarter 2	\$ 19.98
Quarter 3	\$ 23.25
Quarter 4	\$ 60.76

## Total Income

\$ 189.45

## Expenses

Interest Payment	\$ -
	\$ -
Other	\$ -
Total Expense	\$ -

## Net Income

\$ 189.45

## Interest on Loans Monthly

Bart Properties	\$ 532.43
Chad Ruprecht	\$ 423.02
Jont-Craft	\$ 114.98
Novak Law	\$ 446.95
Wabbasso Electric Motor	\$ 261.33
	\$ -
	\$ -
Total Interest Payments	\$ 1,778.71



To: Mayor and Council  
From: Larry Thompson, Clerk/Treas./Administrator  
RE: Cedar Street Improvement Hearing  
Date: October 7, 2021

Enclosed, please find the following information:

1. Engineer's Power Point presentation
2. Assessment Roll – Discussion
3. Assessment Roll options (enlarged)
4. Hearing handout
5. Financing Summary
6. Stormwater Utility Ordinance

I would suggest the following order for the hearing:

1. Engineer's overview of improvements, process and assessments
2. Clerk's overview of financing and stormwater utility
3. Council questions/comments
4. Public comment/questions.
5. Council discussion
6. Adopt resolution ordering the project.

Note that since Mayor Atkins' property abuts Cedar Street she will not be presiding over the meeting. Acting Mayor Burns will be presiding. Also, the purpose of the hearing is to present and overview of the project including types of improvements, costs, financing, assessment options, process. The purpose of the hearing is NOT to adopt the assessment roll. After the hearing is closed the council will deliberate and ultimately decide if it wishes to order the improvement and direct the engineer to prepare plans and specifications. Finally, the discussion below is a summary of project. A more detailed presentation will be given at the hearing.

The following items are of note:

#### **Assessments**

Staff has had a number of discussions relating to the assessments which is summarized in the attachment. Three options are presented but the Council has a great deal of flexibility in setting the assessments, but I would caution that the policy should be fair and equitable and generate sufficient funds for financing the debt. The listed options are as follows:

1. Current policy and applying the LRIP Grant
2. Current policy.
3. New Policy eliminating storm sewer costs and reducing remaining costs to 25%.

Option #2 is based entirely on existing policy which states grants are to be applied to the city share before being applied against the assessable costs. As you will note the assessments are quite high. Applying the LRIP grant reduced the cost significantly but is not sustainable as the city cannot expect grant funds for future projects. Staff was looking at a policy that could be incorporated into a capital

improvement plan for future projects and would provide consistency. The third option is presented as a basis for this project and future projects. One of the components is eliminating stormwater costs and financing the improvements through a stormwater utility fund, which will be discussed below.

### **Financing**

Attached is a copy of potential funding sources based on the different options. Some items to note:

1. The amount of costs assessed is about the same between the current assessment policy with LRIP funds applied and the new "25% assessed" policy. The difference is that stormwater revenues would fund a portion of the costs not assessed.
2. Using the current policy without applying LRIP funds would increase the assessment significantly – approximately 260% greater.
3. The city will need to create a road and bridge "sinking fund" for future projects to cover grant funds not available in the future. The 2022 Preliminary Operating Levy set aside \$60,000 annually for that purpose.
4. Note that one of the sources is a new stormwater utility.
5. It is assumed that the city would issue bonds to fund a portion of the project.

### **Storm Water Utility**

Stormwater projects are very difficult to assess because normally the benefitted area is outside the abutting property. Also, it is very difficult to prove benefit. The simplest method would be to levy a property tax to pay for storm sewer, but tax exempt properties such as churches, schools and city parks would not pay their fair share. Many cities have established storm water utilities to fund such projects. Properties are classified by type and/or size and billed on a monthly basis. My experience with storm water utilities has been very favorable.

### **Summary**

This is a lot to digest but note that the Council does not need to act on the assessment policy or storm water utility at this time. The council should give its feedback regarding the assessment policy, financing and stormwater utility. Staff will begin working on the details if the project is ordered. As noted, the City Engineer, City Attorney and I will give a more detailed presentation at the hearing.



*City of Wabasso*

*In The Heart of Redwood County*

# HEARING ON IMPROVEMENT

## 2022-2023 Cedar Street Improvements

### City of Wabasso

October 11, 2021

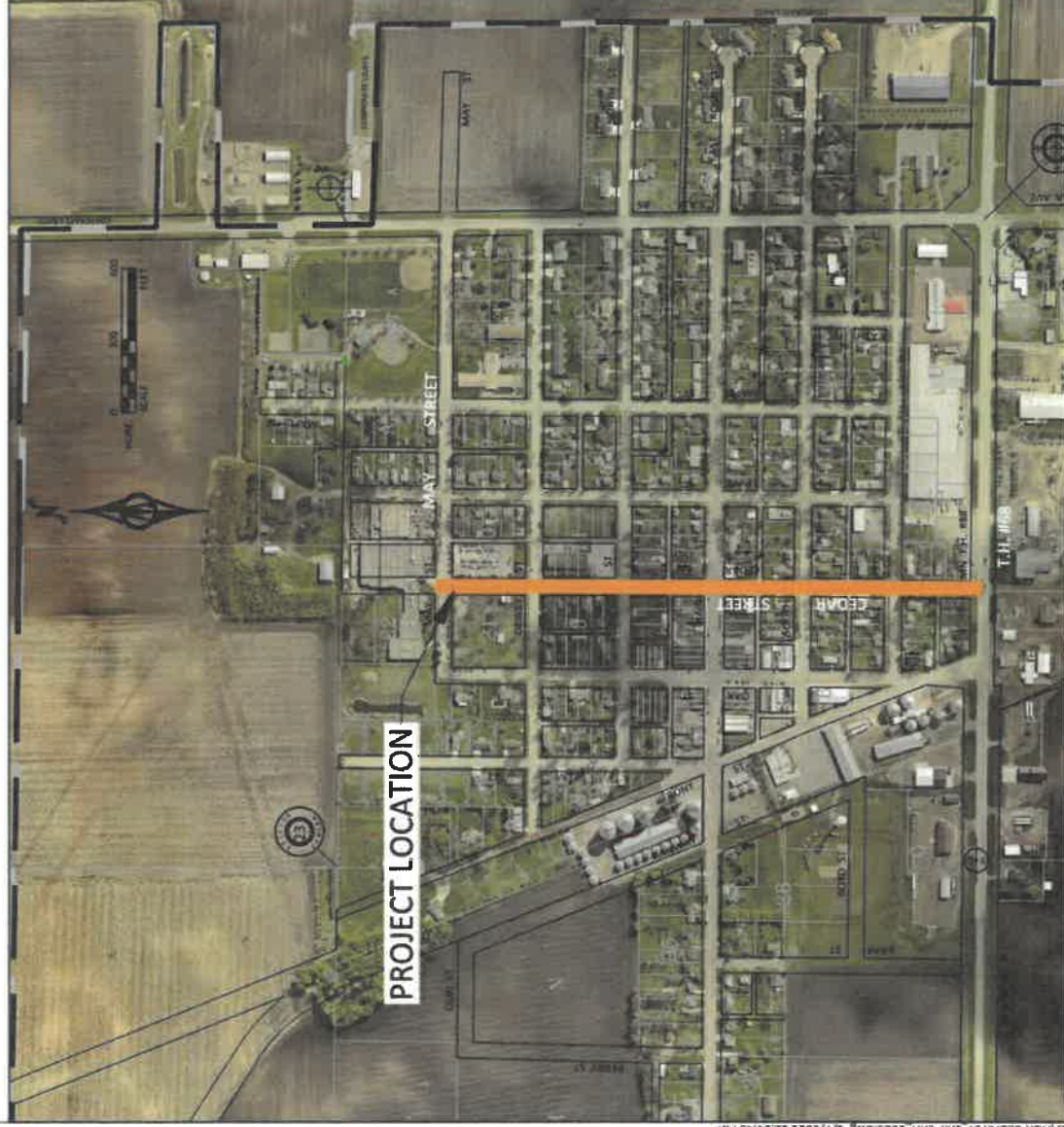


**BOLTON  
& MENK**

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# Proposed Improvements

## CITY OF WABASSO REDWOOD COUNTY, MN



\\FIGN-CEGAR ST LHP EXH. 2021.dwg 1/7/2021 12:04:43 PM



# Why are Improvements Needed?

1. Pavement is worn out with settlements, cracks and potholes and/or with no/little gravel base.
2. Curb and gutter is cracked, settled, heaved, poor drainage.
3. Storm sewers are old concrete tile and clay pipes. Not enough intakes and undersized.
4. Some walks do not meet ADA criteria and/or are in poor condition.
5. No sanitary sewer main or services. Four crossings to be removed and replaced with separate project.
6. No watermain or water services. Watermain was removed and replaced in 2009-2010.

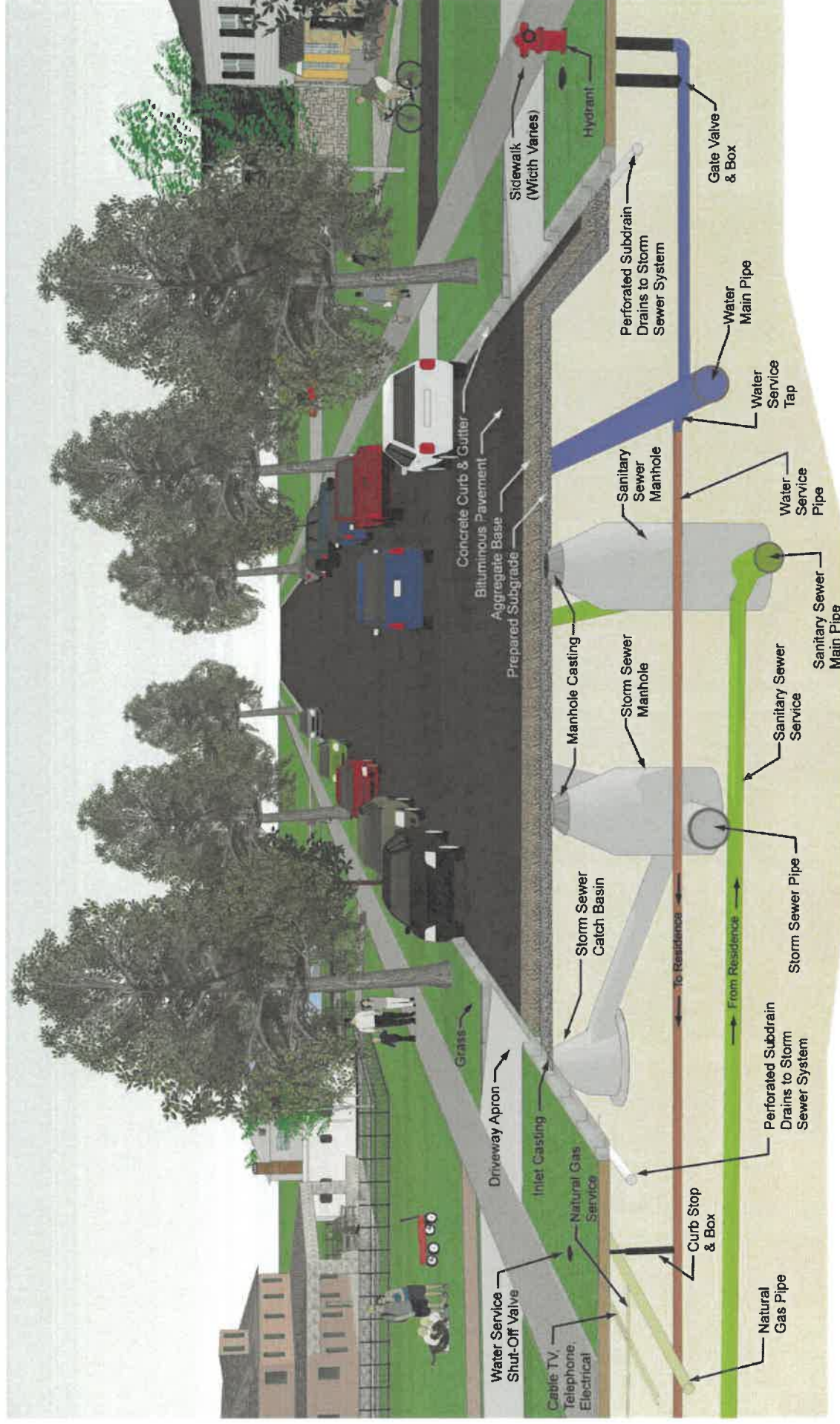


## Why Now?

- Capital Improvements Program
- Maintain City Infrastructure
- State Aid LRIP Funding Grant

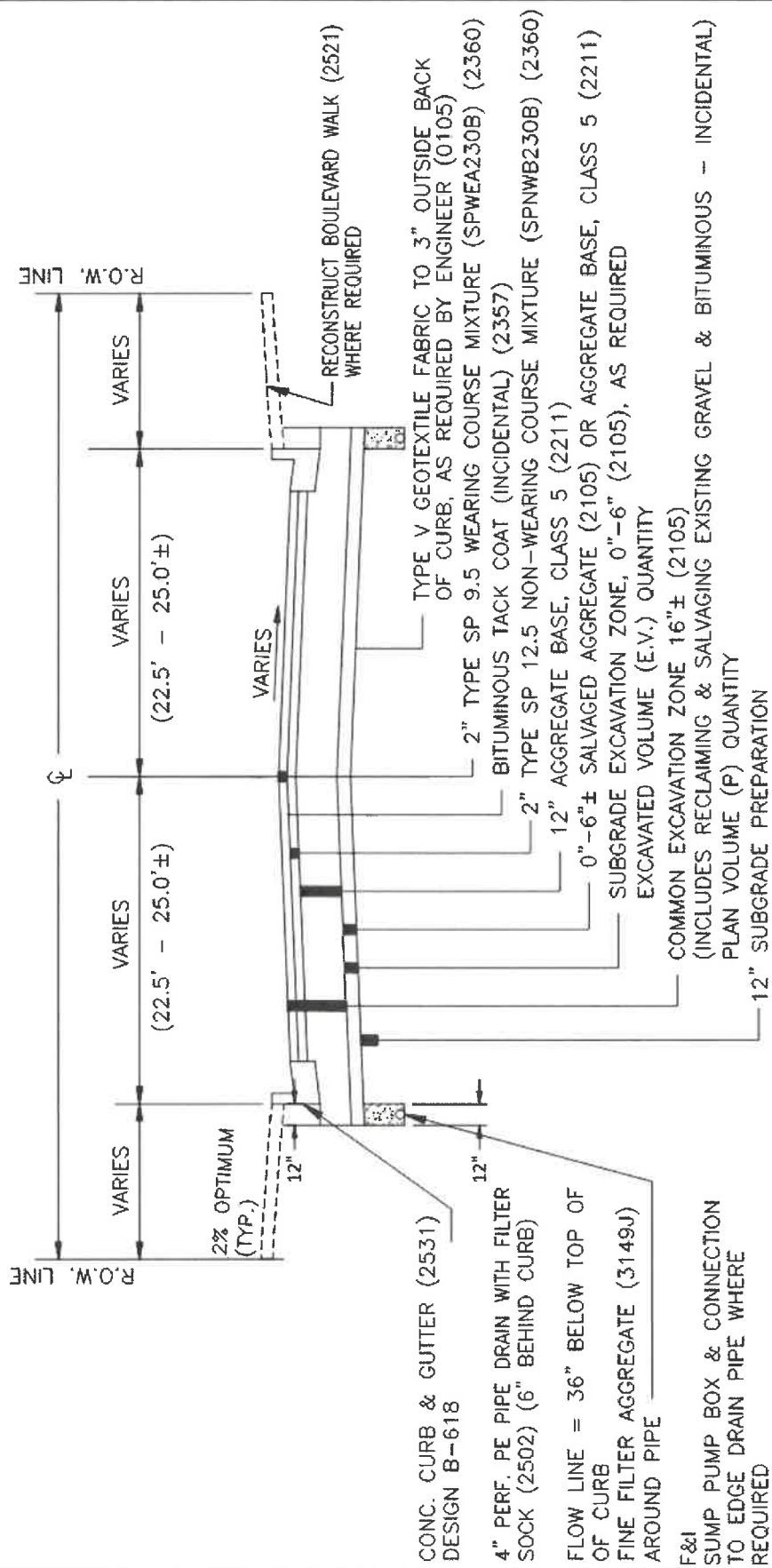






Typical Street Infrastructure





NOT TO SCALE

**BOLTON  
& MENK**

1243 CEDAR STREET NE  
SLEEPY EYE, MINNESOTA 56085  
Phone: (507) 794-5541  
E-mail: [SleepeyEye@bolt-on-menk.com](mailto:SleepeyEye@bolt-on-menk.com)  
[www.bolt-on-menk.com](http://www.bolt-on-menk.com)

**CITY OF WABASSO, MINNESOTA**  
**2022-2023 IMPROVEMENTS**

### LIGHT COMMERCIAL ROAD DESIGN-TYPICAL STREET SECTION

JANUARY, 2021

FIGURE NO. 2





# Sidewalk Reconstruction Criteria

- Poor Existing Condition
- R & R of Curb and Gutter = R & R of Service walk ends.
- Safety Concerns
  - Settlements & uplifts cause tripping
  - Water traps form ice
  - ADA Rules
- Aesthetics
  - Deteriorated/Pitted surface
  - Bad Joints
  - Create uniform walk for the full block
- Economics/Timing
  - Volume = Better Pricing
  - Old walk maybe original: New street & new walk
  - Opportunity is Now
- Review of City's overall sidewalk plan – main sidewalk corridors.



# **Driveway Apron Ends Reconstruction Criteria**

- Poor Existing Condition
- Match New Horizontal/Vertical Alignment of Curb
- Aesthetics
- Economics/Timing
  - Opportunity is Now



## Access During Construction

- Streets will be closed during the underground construction.
- Parking and deliveries from side streets/alleys.
- Contact City Hall if you have special needs or access concerns.
- Temporary access will be returned once gravel is on the streets.



# Costs Summary By Work Type

Segment No.	Work Type	Cost
1	Surface Improvement	\$1,157,600
2	Concrete	\$589,710
3	Storm Sewer	\$290,770
5	Sanitary Sewer	\$0.00
6	Water	\$0.00
	TOTAL	\$2,038,080



# Special Assessment Policy

(City Ordinance No. 232)

IMPROVEMENTS	Current Policy	Potential Revised Policy
	RECONSTRUCTION ASSESSMENT RATE	RECONSTRUCTION ASSESSMENT RATE
Street Surface (Front Lot)	25%	25%
Street Surface (Side Lot)	Approx 12.5%	25% & use ½ Lot Length
Curb & Gutter	100%	25%
Sidewalk	100%	25%
Driveway Approach	100%	25%
Storm Sewer	100%	25%
Sanitary Main	100% - N/A	T.B.D.
Sanitary Service	100% - N/A	T.B.D.
Watermain	100% - N/A	T.B.D.
Water Service	100% - N/A	T.B.D.



# Costs Summary By Work Type & Basis of Assessment

## With and Without LRIP Grant Funds

Item No.	Item Description	Total Est. Cost	Current Policy Assessment Rate w/o LRIP Grant	Current Policy Assessment Rate w / LRIP Grant	Potential Revised Policy Assessment Rate
1	Street Surface Front Yard Side Yard	\$1,157,584	\$130.27 / LF \$65.14 / LF	\$50.36 / LF \$25.18 / LF	\$129.02 / LF N/A
2	Curb & Gutter	\$183,975	\$41.25 / LF	\$15.96 / LF	\$10.31 / LF
3	Sidewalk	\$266,805	\$9.63 / SF	\$3.72 / SF	\$2.41/ SF
4	Concrete Dwy Aprons	\$138,925	\$130.90 / SY	\$50.62 / SY	\$32.72 / SY
5	Storm Sewer	\$290,757	\$0.47 / SF	\$0.18 / SF	\$0 / SF
	TOTAL	\$2,038,080			

\* See Summary P.A.R. Amounts (Poster-Board)



## Project Financing

- \$1,250,000 State Aid LRIP Grant
- \$788,000 City Costs
- If the project proceeds, the City is intending to finance the project using G.O. bonding.
- Special assessments and general fund income would repay the project cost and G.O. Bond.



# Payment/Financing of Assessments

- Estimated assessment rates are only preliminary at this time.
- Final assessment rates and amounts will depend on the actual accepted bid and the final quantities of work completed.
- The final assessment amounts will be presented at the final Hearing on Assessment in October 2023.
- The Council will need to specify the term of the assessment and the interest rate prior to the Hearing on Assessment.
- Principal payments are equal over the term of the assessment.
- Principal + Interest payments are due twice/year and are made to the County in conjunction with property tax payments.
- If desired, assessment can be prepaid.
- Deferment of assessment for elderly is possible.





# Project Schedule

Completion Date	Task
February 2021	City (Via Redwood Co.) submitted LRIP Application
June 2021	State Aid Award \$1,250,000 Grant
Sept. 13, 2021	City Council Received / Accepted Preliminary Engineer's Report City Council set Public Improvement Hearing
September 2021	City published Notice of Public Improvement Hearing in newspaper (Twice). City mailed out Notices of Public Imp. Hearing



# Project Schedule

Completion Date	Task
October 11, 2021	Conduct Public Improvement Hearing City authorizes preparation of Plans & Specs.
February 2022	City approves Plans & Specs.
March – April 2022	County and State approvals.
May 2022	Bid Opening and Award.
June – October 2022	Construct project (All except bituminous wear)
Summer 2023	Construct bituminous wear course
Fall 2023	Project close out Conduct Final Assessment Hearing





*City of Ukiah*

*In The Heart of Redwood County*

# Public Comments / Questions?



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# **WABASSO**

## **PRELIMINARY ASSESSMENT ROLL**

for

**2022 – 2023 Cedar Street Improvements  
SAP 064-594-003**

City of Wabasso, MN  
Redwood County, MN  
S13.118248



Real People. Real Solutions.

## **PROJECT LOCATION, FUNDING, & SCOPE**

### **PROJECT LOCATION:**

The project is located on Cedar Street from TH 68 to May Street.

### **PROJECT FUNDING & PROJECT SPONSOR:**

The project is being funded in part by MnDOT State Aid through its Local Road Improvement Program (LRIP). On June 1, 2021, MnDOT State Aid awarded the City \$1,250,000 in Grant Funds for the Cedar Street Project. The total project cost is estimated around \$2,038,080. Therefore, the City cost is estimated to be around \$788,080.

Since the population of Wabasso is under 5,000 people, MnDOT State Aid requires the LRIP Grant funds be allocated to and distributed by Redwood County for the project. Therefore, Redwood County has offered to serve as the project owner and sponsor for the project. However, Redwood County will not supply any direct funding for the project. State Aid has assigned this project the number; SAP 064-594-003.

### **PROJECT SCOPE:**

The project will include the general improvements as shown below. The scope of work on each block of street will vary slightly. The detailed work on each block will be shown on the project plans.

- Perform Surface Removals (Bituminous & Concrete)
- Reconstruct Storm Sewer
- Perform Common Excavation of Existing Soils
- Construct Perforated Edge Drains with Sump Pump Connections
- Construct Gravel Base
- Construct Concrete Curb & Gutter, Sidewalks, and Driveway Aprons (Sidewalks to meet ADA requirements)
- Construct Bituminous Non-Wear Course (1<sup>st</sup> Lift)
- Perform Topsoil and Seeding in Boulevards
- Construct Bituminous Wear Course (2<sup>nd</sup> Lift)
- Sanitary Sewer System – Adjust MH Castings. Also, will have 4 each intersections with E-W Sanitary Sewer Reconstruction, by others and under a separate contract.)
- Water System – Adjust GV Boxes Only.

## **COSTS DERIVATION / PROJECT FEASIBILITY**

### **COSTS DERIVATION AND PROJECT FEASIBILITY:**

The estimated costs are based on plan quantities of work and on contract unit rates. The City improvements are recommended by the City maintenance departments and also by the City Council. The improvements are necessary for the City of Wabasso to maintain its infrastructure so as to provide quality and economical services to its businesses and residents. The project is cost-effective and feasible from a standpoint of providing long-term and high-quality infrastructure and services, thereby reducing annual operating & maintenance costs.

## **TENTATIVE SCHEDULE**

### **CEDAR STREET IMPROVEMENTS - SAP 064-594-003**

<b><u>DATE:</u></b>	<b><u>ITEM:</u></b>
February 2021	City (Via Redwood County) Submitted LRIP Application
June 2021	State Aid Award \$1.250,000 Grant
September 13, 2021	City Council Received / Accepted & Preliminary Eng. Report City Council Set Public Improvement Hearing
September 2021	City published notice of Public Improvement Hearing in newspaper. Twice. City mailed out notices of Public Improvement Hearing.
October 11, 2021	Conduct Public Improvement Hearing. City authorizes preparation of Plans and Specs.
February 2022	City approves Plans & Specs.
March – April 2022	County and State approvals.
May 2022	Bid opening and award.
June - October 2022	Construct Project Includes removals, storm sewer, edge drain tile, excavation, gravel base, curb & gutter, driveways, bituminous non-wear pavement, topsoil and seed boulevards.
Summer 2023	Construct Bituminous Wear Course.
Fall 2023	Project close out. Conduct Final Assessment Hearing

**ORIGINAL / CURRENT**  
**SPECIAL ASSESSMENT POLICY SUMMARY**  
**CITY OF WABASSO, MN**

**DISTRIBUTION OF ASSESSMENTS**

Several methods exist for assessing property benefited by local government projects. It is the policy of the City to use the method that most equitably distributes project costs.

In general, the percentage of costs to be assessed for street and utility infrastructure improvements associated with this project shall be as follows:

<b>RESPONSIBILITY OF PAYMENT FOR IMPROVEMENTS <sup>(1)</sup></b>				
<b>IMPROVEMENT</b>	<b>RECONSTRUCT or NEW</b>	<b>CITY COST SHARE</b>	<b>PROPERTY OWNER COST SHARE</b>	<b>REMARKS</b>
Preliminary Engineering Report, Design & Construction Engineering	Reconstruct	Varies	Varies	Distributed and pro-rated with work or improvement items as noted below.
Street Surface	Reconstruct	Middle section of the street	Outside 10' of the street (approximately 25% to each side of street)	Assessed by lot frontage. Front lot = short side. Side lot = long side to be assessed at 1/2 Rate.
Curb & Gutter	Reconstruct	Varies <sup>(2)</sup>	100% <sup>(2)</sup>	Assessed by lot frontage, linear foot
Sidewalk	Reconstruct	Varies <sup>(2)</sup>	100% <sup>(2)</sup>	Assessed by walk area, square foot
Driveway Apron	Reconstruct	Varies <sup>(2)</sup>	100% <sup>(2)</sup>	Assessed by apron area, square yard
Storm Sewer	Reconstruct	Varies <sup>(3)</sup>	100% <sup>(3)</sup>	Assessed by lot area, square foot
Sanitary Main	Reconstruct	0%	100%	For 6" max pipe size N/A for this project, no sanitary on project
Sanitary Service	Reconstruct	0%	100%	N/A for this project, no water on project
Water Main	Reconstruct	0%	100%	For 6" max pipe size. Hydrants are not assessed N/A for this project, no water on project
Water Service	Reconstruct	0%	100%	N/A for this project, no water on project



State Aid Funds / Grant <sup>(1)</sup>	Reconstruct	Apply against City Cost Share	Apply against Private Property Cost, if enough	Per City Council Approval
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**Notes:**

- (1) State Aid funding may be applied to reduce City & Property Owner costs per policy.
- (2) City to pay for curb & gutter, walks, and driveway aprons across alley & street R.O.W.
- (3) City to pay for storm sewer across alley and street R.O.W.

**POTENTIAL REVISED  
SPECIAL ASSESSMENT POLICY SUMMARY  
CITY OF WABASSO, MN**

**DISTRIBUTION OF ASSESSMENTS**

Several methods exist for assessing property benefited by local government projects. It is the policy of the City to use the method that most equitably distributes project costs.

In general, the percentage of costs to be assessed for street and utility infrastructure improvements associated with this project shall be as follows:

<b>RESPONSIBILITY OF PAYMENT FOR IMPROVEMENTS <sup>(1)</sup></b>				
<b>IMPROVEMENT</b>	<b>RECONSTRUCT or NEW</b>	<b>CITY COST SHARE</b>	<b>PROPERTY OWNER COST SHARE</b>	<b>REMARKS</b>
Preliminary Engineering Report, Design & Construction Engineering	Reconstruct	Varies	Varies	Distributed and pro-rated with work or improvement items as noted below.
Street Surface	Reconstruct	75%	25% of the total street surfacing costs	Assessed by lot frontage. Front lot = short side. Side lot = long side. Side lot to be assessed at ½ lot length.
Curb & Gutter	Reconstruct	75% <sup>(2)</sup>	25% <sup>(2)</sup>	Assessed by lot frontage, linear foot
Sidewalk	Reconstruct	75% <sup>(2)</sup>	25% <sup>(2)</sup>	Assessed by walk area, square foot
Driveway Apron	Reconstruct	75% <sup>(2)</sup>	25% <sup>(2)</sup>	Assessed by apron area, square yard
Storm Sewer	Reconstruct	100% <sup>(3)</sup>	0% <sup>(3)</sup>	Not Assessed.
Sanitary Main	Reconstruct	0% To be determined later	100% To be determined later	For 6" max pipe size N/A for this project, no sanitary on project
Sanitary Service	Reconstruct	0% To be determined later	100% To be determined later	N/A for this project, no water on project
Water Main	Reconstruct	0% To be determined later	100% To be determined later	For 6" max pipe size. Hydrants are not assessed N/A for this project, no water on project

Water Service	Reconstruct	0% To be determined later	100% To be determined later	N/A for this project, no water on project
State Aid Funds / Grant <sup>(1)</sup>	Reconstruct	To be applied to reduce City Costs Share		

**Notes:**

- (1) State Aid funding will be applied to reduce City costs share.
- (2) City to pay for curb & gutter, walks, and driveway aprons across alley & street R.O.W.
- (3) City to pay for storm sewer across alley and street R.O.W.

# TABLE 1 - LRIP APPLICATION

COST SUMMARY				
2022-2023 CEDAR STREET IMPROVEMENTS				
FROM TH 68 TO MAY STREET				
CITY OF WABASSO, MN				
Date: 6-Oct-21				
Prep. By: Bolton & Menk				
Sleepy Eye, MN				
Filename: H:\WABA\131182482_Preliminary\A_Calculations\Wabasso Cedar St Prel. Assess Roll Calcs Orig Policy.xlsx\Costs Summary - LRIP				
ITEM NO.	ITEM DESCRIPTION	ESTIMATED COSTS		
		CONST. COST	ENG. COST	CITY ADM. PERMITS, TESTING LEGAL/FIN. TOTAL COST
LRIP ELIGIBLE PROJECT COSTS				
1	SURFACE IMPROVEMENTS	\$926,070.00	\$203,740.00	\$27,790.00 \$1,157,600.00
2	CURB & GUTTER AND CONCRETE SURFACING IMPROVEMENTS	\$471,760.00	\$103,790.00	\$14,160.00 \$589,710.00
3	STORM SEWER IMPROVEMENTS	\$232,610.00	\$51,180.00	\$6,980.00 \$290,770.00
SUB-TOTAL - LRIP ELIGIBLE		\$1,630,440.00	\$358,710.00	\$48,930.00 \$2,038,080.00
NOTE: ONLY CONSTRUCTION COSTS ARE ELIGIBLE FOR LRIP FUNDS				
NON-LRIP ELIGIBLE PROJECT COSTS				
4	SANITARY SEWER AND WATERMAIN	\$0.00	\$0.00	\$0.00 \$0.00
SUB-TOTAL - NON LRIP ELIGIBLE		\$0.00	\$0.00	\$0.00 \$0.00
TOTAL ESTIMATED PROJECT COST		\$1,630,440.00	\$358,710.00	\$48,930.00 \$2,038,080.00
GRANT REQUEST SUMMARY ----->				
		LRIP GRANT REQUEST \$1,250,000.00		
		LOCAL/OTHER FUNDS \$788,080.00		
		TOTAL PROJECT COST \$2,038,080.00		

TABLE 2

## ENGINEER'S ESTIMATE OF CONSTRUCTION COSTS

2022-2023 CEDAR STREET IMPROVEMENTS

FROM TH 68 TO MAY STREET

CITY OF WABASSO, MN

Date: 6-Oct-21

Filename: H:\WABA\813114244\2\_Preliminary\A\_Calculations\Wabasso Cedar St Prel. Assess Roll

Calcs Orig Policy.docx\Detailed Eng Est - LRIP

Prepared By: BOLTON &amp; MENK, INC.

SLEEPY EYE, MN

BID ITEM NO.	ITEM DESCRIPTION	UNIT	ENG EST. UNIT PRICE	Totals Qty's & Costs for Construction		SEGMENT 1 Cedar Street Main to Dewey	
				EST QNTY.	EST. COST	EST QNTY.	EST. COST
	SCOPE OF IMPROVEMENTS FOR EACH SEGMENT					Assumptions:	
						Commercial Bit. Street Surface	
				2,230	Total length (ft)	2,230	Street Length (ft)
						47.0	Existing Street Width (BC to BC) (ft)
						47.0	Proposed Street Width (BC-BC) (ft)
						12.0	Agg. Base, Class 5 Depth (in)
						4.0	Bit. Pavement Depth (in)
						50%	Geotextile Fabric
						Full Recon C&G	
				R & R Full Walk & Drws			
				Construct Edge drain			
				Adjust GV Boxes Only			
				Adjust San MH Casings			
				R & R Storm Sewer System			
SURFACE IMPROVEMENTS							
1	Mobilization & Traffic Control	Lump Sum	\$100,000.00	1.00	\$100,000.00	1.00	\$100,000.00
2	Common Excavation (P)	Cubic Yard	\$18.00	6,910	\$124,380.00	6,910	\$124,380.00
3	Subgrade Excavation	Cubic Yard	\$16.50	1,020	\$16,830.00	1,020	\$16,830.00
4	Topsoil Borrow	Cubic Yard	\$30.00	413	\$12,390.00	413	\$12,390.00
5	Salvage Aggregate (CV) from Stockpile	Cubic Yard	\$17.00	1,020	\$17,340.00	1,020	\$17,340.00
6	Geotextile Fabric, Type V	Square Yard	\$1.50	6,080	\$9,120.00	6,080	\$9,120.00
7	Common Laborers	Hour	\$75.00	20	\$1,500.00	-20	\$1,500.00
8	3 Cu Yd Shovel	Hour	\$200.00	10	\$2,000.00	10	\$2,000.00
9	Dozer	Hour	\$180.00	10	\$1,800.00	10	\$1,800.00
10	10 Cu Yd Truck	Hour	\$110.00	10	\$1,100.00	10	\$1,100.00
11	4.0 Cu Yd Front End Loader	Hour	\$150.00	10	\$1,500.00	10	\$1,500.00
12	1/2 Cu Yd Skid Loader	Hour	\$120.00	10	\$1,200.00	10	\$1,200.00
13	Aggregate Base, Class 5	Ton	\$22.00	9,380	\$206,360.00	9,380	\$206,360.00
14	Type SP 9.5 Wearing Course Mixture (SPWEA230B)	Ton	\$106.00	1,200	\$127,200.00	1,200	\$127,200.00
15	Type SP 12.5 Non-Wearing Course Mixture (SPNWB230B)	Ton	\$98.00	1,200	\$117,600.00	1,200	\$117,600.00
16	4"-10" Tile Repair, PVC SDR 26	Linear Foot	\$40.00	75	\$3,000.00	75	\$3,000.00
17	4" & 6" Perforated PE Pipe Drain	Linear Foot	\$11.00	4,460	\$49,060.00	4,460	\$49,060.00
18	4" PVC Sump Drain Line Services	Each	\$450.00	24	\$10,800.00	24	\$10,800.00
19	Adjust Sanitary MH Frame & Ring Casting	Each	\$250.00	3	\$750.00	3	\$750.00
20	Adust GV Box	Each	\$225.00	12	\$2,700.00	12	\$2,700.00
21	Inlet Protection	Each	\$250.00	32	\$8,000.00	32	\$8,000.00
22	Silt Fence	Linear Foot	\$3.00	400	\$1,200.00	400	\$1,200.00
23	Erosion Control Blanket	Square Yard	\$3.50	4,956	\$17,346.00	4,956	\$17,346.00
24	Permanent & Temp. Seeding	Acre	\$8,500.00	1.02	\$8,702.94	1.02	\$8,702.94
	Sub-Total, Surface Improvements				\$841,878.94		\$841,878.94
	Total, Surface Improvements with 10% Contingency				\$926,066.83		\$926,066.83

TABLE 2

ENGINEER'S ESTIMATE OF CONSTRUCTION COSTS				Date: 6-Oct-21			
2022-2023 CEDAR STREET IMPROVEMENTS				Filename: H:\WABA\813118248\2_Preliminary\A_Calculations\Wabasso Cedar St Prot. Asses Roll Calcs Orig Policy.docx\Detailed Eng Est - LRIP			
FROM TH 68 TO MAY STREET				Prepared By: BOLTON & MENK, INC.			
CITY OF WABASSO, MN				SLEEPY EYE, MN			
BID ITEM NO.	ITEM DESCRIPTION	UNIT	ENG EST. UNIT PRICE	Totals Qty's & Costs for Construction		SEGMENT 1 Cedar Street Main to Dewey	
				EST QNTY.	EST. COST	EST QNTY.	EST. COST
CURB & GUTTER							
25	Remove Curb and Gutter	Linear Foot	\$4.00	4,460	\$17,840.00	4,460	\$17,840.00
26	Remove Concrete Walk	Square Foot	\$1.00	27,720	\$27,720.00	27,720	\$27,720.00
27	Remove Concrete Driveway Pavement	Square Yard	\$10.00	1,061	\$10,613.33	1,061	\$10,613.33
28	Sawing Concrete Walk & Driveway Approach	Linear Foot	\$7.00	30	\$210.00	30	\$210.00
29	4" Concrete Walk	Square Foot	\$6.00	27,720	\$166,320.00	27,720	\$166,320.00
30	7" Concrete Driveway Pavement	Square Yard	\$85.00	1,061	\$90,213.33	1,061	\$90,213.33
31	Concrete Curb and Gutter	Linear Foot	\$26.00	4,460	\$115,960.00	4,460	\$115,960.00
Sub-Total, Curb & Gutter Improvements					\$428,876.67		\$428,876.67
Total, Curb & Gutter Improvements with 10% Contingency					\$471,764.33		\$471,764.33
STORM SEWER							
32	Remove Storm Sewer Structures & Casting	Each	\$400.00	27	\$10,800.00	27	\$10,800.00
33	12" RC Pipe Sewer Class V	Linear Foot	\$48.00	1,650	\$79,200.00	1,650	\$79,200.00
34	15" RC Pipe Sewer Class V	Linear Foot	\$54.00	510	\$27,540.00	510	\$27,540.00
35	Construct Drainage Structure, Design R-1 (CB)	Linear Foot	\$380.00	99	\$37,620.00	99.0	\$37,620.00
36	Construct Drainage Structure, Design 4020-48 (MH)	Linear Foot	\$490.00	60	\$29,400.00	60.0	\$29,400.00
37	Adjust Frame & Ring Casting	Each	\$250.00	2	\$500.00	2	\$500.00
38	Casting Assembly - Storm	Each	\$825.00	32	\$26,400.00	32	\$26,400.00
Sub-Total Storm Sewer					\$211,460.00		\$211,460.00
Total Storm Sewer with 10% Contingency					\$232,606.00		\$232,606.00
SANITARY SEWER SYSTEM							
39	Adjust MH Frame & Ring Casting Only - included with surfacing	Each	\$250.00	0	\$0.00	0	\$0.00
Sub-Total Sanitary Sewer					\$0.00		\$0.00
Total Sanitary Sewer with 10% Contingency					\$0.00		\$0.00
WATER SYSTEM							
40	Adust GV Box Only - Included with Surfacing	Each	\$225.00	0	\$0.00	0	\$0.00
Sub-Total Water System					\$0.00		\$0.00
Total Water System with 10% Contingency					\$0.00		\$0.00
Total Estimated Construction Costs					\$1,482,215.61		\$1,482,215.61
Total Estimated Construction Costs with 10% Contingency					\$1,630,440.00		\$1,630,440.00

TABLE 3

BASIS OF ASSESSMENT SUMMARY - ORIGINAL / CURRENT POLICY													
PRELIMINARY ASSESSMENT ROLL													
CEDAR STREET													
TH 68 TO MAY STREET													
CITY OF WABASSO													
ITEM NO	ITEM DESCRIPTION	CONSTR. COSTS PER ESTIMATE	CONSTR. COSTS CONTING. 10.00%	SUBTOTAL CONSTR. COST W/ CONTIN.	EST. ENG. COST	CITY ADMIN TESTING LEG./FIN.	EST TOTAL PROJECT COST	ASSESSMENT RATE CALCS WITHOUT LRIP GRANT FUNDS				DEDUCT AMOUNT LRIP FUNDS	EST TOTAL CITY COST
								QNTY	UNIT	RATE	% ASSESS	ASSESS RATE	
1	STREET SURFACE	\$641,879	\$64,188	\$926,067	\$203,735	\$27,782	\$1,157,584	2,221.5	L.F. STREET	\$571.08	25.0%	\$10.27 FRONT YARD	\$447,484
								2,221.5	L.F. STREET	\$571.08	12.5%	\$65.14 SIDE YARD	\$447,484
2	CURB & GUTTER	\$133,800	\$13,380	\$147,180	\$32,380	\$4,415	\$183,975	4,460	L.F.	\$41.25	100%	\$41.25	\$71,175
3	SIDEWALK	\$104,040	\$19,404	\$23,444	\$46,958	\$6,403	\$266,805	27,720	S.F.	\$9.63	100%	\$9.63	\$103,305
4	CONCRETE DRIVEWAY APRONS	\$101,037	\$10,104	\$11,140	\$24,451	\$3,334	\$138,925	1,061	S.Y.	\$130.90	100%	\$130.90	\$13,725
5	STORM SEWER	\$211,460	\$21,146	\$232,606	\$51,173	\$6,978	\$290,757	623.910	S.F. or L.F.	\$10.47	100%	\$10.47	\$112,457
	PROJECT TOTALS	\$1,482,216	\$148,222	\$1,630,437	\$358,697	\$48,912	\$2,038,046						\$788,046

Date: 6-Oct-21  
 Filenamer: K:\WABASSO\311\20403\_Preliminary\A\_Calendar\Wabasso Cedar St Proj. Assess Roll Calc Orig Policy.dwg\Basis - Plans  
 Prep. By: Bolton & Menk  
 Sleepy Eye, MN





TABLE 5

**PRELIMINARY ASSESSMENT ROLL SUMMARY - WITHOUT LRIP GRANT FUNDS - ORIGINAL / CURRENT POLICY**

CEDAR STREET

FROM T.H. 68 TO MAY STREET

CITY OF WAUWATOSA, MN

DATE: 10/6/2021

PHILPNAMP: H:\WABA\81311824M2\_Performance\A\_Calculations\Wabaco Codes Only\Policy.docx | PAR Summary without LRP |

[illegible]

TABLE 3

## BASIS OF ASSESSMENT SUMMARY - POTENTIAL REVISED POLICY

## PRELIMINARY ASSESSMENT ROLL

## CEDAR STREET

## TH 68 TO MAY STREET

## CITY OF WABASSO

Date: 6-Oct-21

Filename:

H:\WABASSO\31182480\_Preliminary\AA\_Calculations\Wabasso Cedar St Prel. Assessment Roll Calculations\Basic - Rates

Prep. By:

Bolton &amp; Menk

Sleepy Eye, MN

## PERCENTAGES TO BE ASSESSED

ALL EXCEPT STORM SEWER 25%

STORM SEWER 0%

ITEM NO	ITEM DESCRIPTION	CONSTR. COSTS PER ESTIMATE	CONSTR. COSTS CONTING. 10.00%	SUBTOTAL CONSTR. COST W/ CONTIN.	EST. ENG. COST	CITY ADMIN TESTING LEG./FIN.	EST TOTAL PROJECT COST	ASSESSMENT RATE CALCS			
								QNTY	UNIT	RATE	ASSESSED RATE
1	STREET SURFACE	\$841,879	\$84,188	\$926,067	\$203,735	\$27,782	\$1,157,584	2,243.0	L.F. OF LOT	\$516.09	25%
								Note: Long sides of corner lots to be assessed for 1/2 length			
								Note: Corner lots with equal lengths, use 1/2 length for current project.			
2	CURB & GUTTER	\$133,800	\$13,380	\$147,180	\$32,380	\$4,415	\$183,975	4,460.0	L.F.	\$41.25	25%
3	SIDEWALK	\$194,040	\$19,404	\$213,444	\$46,958	\$6,403	\$266,805	27,720.0	S.F.	\$9.63	25%
4	CONCRETE DRIVEWAY APRONS	\$101,037	\$10,104	\$111,140	\$24,451	\$3,334	\$138,925	1,061.3	S.Y.	\$130.90	25%
5	STORM SEWER	\$211,460	\$21,146	\$232,606	\$51,173	\$6,978	\$290,757	N/A	N/A	N/A	0%
	PROJECT TOTALS	\$1,482,216	\$148,222	\$1,630,437	\$358,697	\$48,912	\$2,038,046				



### COUNCIL RULES OF PROCEDURE

It is the council's avowed intention that everyone be heard on the proposed improvement. Accomplishment of this goal requires the cooperation of all concerned. Cooperation can be realized if everyone follows these rules:

#### **If you desire to be heard:**

1. Raise your hand.
2. When recognized by the Mayor, stand and state your name and address.
3. State your position and your reasons.
  - a. A time limit of three minutes is permitted.
  - b. No one will be allowed to speak a second time until everyone has been heard once.
4. Address all statements and questions to the Mayor. He or she will refer any questions that are to be answered by the staff and/or consultants.

#### **While others are speaking:**

1. Listen to what is being said to avoid repetition.
2. Do not interrupt others by speaking when they have the floor.

**WHAT HAPPENS AT HEARINGS IS OF GREAT IMPORTANCE TO BOTH THE TOTAL CITY AND ITS INDIVIDUAL CITIZENS. YOUR PERSONAL COOPERATION WILL BE OF IMMEASURABLE ASSISTANCE TO COUNCIL MEMBERS AS THEY CAST THEIR VOTES.**

## **CITY OF WABASSO, MINNESOTA**

# ***PUBLIC IMPROVEMENT HEARING***

### **FOR PROPOSED**

## **2022-2023 CEDAR STREET IMPROVEMENTS**

**Wabasso Community Center  
Wabasso, Minnesota**

**October 11, 2021**

**6:00 p.m.**

**THIS PAMPHLET IS INTENDED TO ACQUAINT YOU WITH THE  
BACKGROUND OF PUBLIC HEARINGS AND THE COUNCIL  
PROCEDURE USED AT PUBLIC IMPROVEMENT HEARINGS.**

## **QUESTIONS AND ANSWERS ABOUT PUBLIC IMPROVEMENT HEARINGS:**

### **What is an Improvement Hearing?**

A public improvement hearing is a consideration by the City Council of a project involving street reconstruction or rebuilding, the installation of utility (watermain and/or, sanitary sewer lines), storm sewer systems, or similar work which will be financed, at least in part, by special assessments against certain properties.

### **How Do They Occur?**

In two ways: A petition by owners of at least 35% of the property abutting the area to be improved; or the City Council may, by its own initiative, call for a hearing on a proposed improvement.

### **Why Have Public Hearings, Especially When the Council Initiates the Proposed Improvements?**

Aside from legal requirements, hearings are held for the purpose of encouraging citizen participation. It is true that the Council is responsible for ordering or abandoning the proposed improvement, but they do so only after they have heard the arguments by the affected residents.

### **Will I Know What My Assessment Could Be?**

Estimated assessments for typical properties will be presented at the improvement hearing. Since the proposed project is still in the preliminary stages, individual assessments are only "estimates" at the improvement hearing. The final assessments will depend on the actual costs of the improvements. If the project is constructed, another hearing will be held after the construction is complete to present the final assessments.

### **How Many Council Votes are Required to Order an Improvement?**

A 4/5 th's vote by the council is needed to order the improvement since the proposed improvement was not petitioned for by over 35% of abutting property owners.

### **Will the Council Take Action on the Proposed Improvement Tonight?**

The Council will endeavor to complete action on each improvement heard tonight. However, there may be circumstances requiring additional information or action that will make it desirable to defer action until a later date. If action is deferred, the Council will take formal action to do so.

## **GENERAL PROCEDURE**

1. Opening comments by the Mayor and/or City Manager.
2. Hearing of Improvement:
  - A. Mayor opens hearing on proposed improvement.
  - B. Engineer describes proposed improvement and basis for calculation of assessments.
  - C. Financial Consultant or City Manager discusses financing.
  - D. Those favoring or opposing the improvement are heard, either orally or in writing.
  - E. Formal action is taken by the City Council to close the hearing.
3. City Council orders or abandons the proposed improvement or defers decision.

**COUNCIL RULES OF PROCEDURE FOR PUBLIC HEARINGS ARE ON THE BACK OF THIS HANDOUT.**

**CITY OF WABASSO**  
**CEDAR STREET LRIP IMPROVEMENTS**  
**SUMMARY OF FUNDING**  
**October 7, 2021**

**ASSESSMENT POLICY WITH LRIP FUNDS APPLIED**

Costs	Construction	Engineering	Admin	Totals
Surface	926,070	203,740	27,790	1,157,600
Curb, Gutter, Concrete Surface	471,760	103,790	14,160	589,710
Storm Sewer	232,610	51,180	6,980	290,770
Total	1,630,440	358,710	48,930	2,038,080
Assessed				
Surface	134,109			
Curb and Gutter	54,950			
Sidewalks	74,815			
Aprons	28,499			
Storm Sewer	87,500			
Total Assessments	379,873			
Funding Sources				
LRIP Grant	1,250,000	61.3%		
Assessments	379,873	18.6%		
Storm Sewer Utility	-	0.0%		
Water Utility	-	0.0%		
Sewer Utility	-	0.0%		
Road and Bridge Funds	408,207	20.0%		
	2,038,080	100.0%		

**CURRENT ASSESSMENT POLICY W/O LRIP FUNDS APPLIED**

Costs	Construction	Engineering	Admin	Totals
Surface	926,070	203,740	27,790	1,157,600
Curb, Gutter, Concrete Surface	471,760	103,790	14,160	589,710
Storm Sewer	232,610	51,180	6,980	290,770
Total	1,630,440	358,710	48,930	2,038,080
Assessed				
Surface	346,917			
Curb and Gutter	142,024			
Sidewalks	193,674			
Aprons	73,697			
Storm Sewer	228,472			
Total Assessments	984,783			
Funding Sources				
LRIP Grant	1,250,000	61.3%		
Assessments	984,783	48.3%		
Storm Sewer Utility		0.0%		
Water Utility		0.0%		
Sewer Utility		0.0%		
Road and Bridge Funds	(196,703)	-9.7%		
	2,038,080	100.0%		

**25% of costs except storm sewer**

Costs	Construction	Engineering	Admin	Totals
Surface	926,070	203,740	27,790	1,157,600
Curb, Gutter, Concrete Surface	471,760	103,790	14,160	589,710
Storm Sewer	232,610	51,180	6,980	290,770
Total	1,630,440	358,710	48,930	<u>2,038,080</u>

**Assessed**

Surface	289,392
Curb and Gutter	35,497
Sidewalks	48,468
Aprons	18,422
Storm Sewer	-
Total Assessments	<u>391,779</u>

**Funding Sources**

LRIP Grant	1,250,000	61.3%
Assessments	391,779	19.2%
Storm Sewer Utility	290,757	14.3%
Water Utility	-	0.0%
Sewer Utility	-	0.0%
Road and Bridge Funds	105,544	5.2%
	<u>2,038,080</u>	100.0%

## CHAPTER 21.01 ESTABLISHMENT OF A STORMWATER DRAINAGE UTILITY:

(A) *Establishment.* Pursuant to Minn. Stat. §444.075, as it may be amended from time to time, a municipal storm water drainage utility is established for the purpose of funding the construction of, debt service payments on existing and future debt on capital projects related to storm water infrastructure improvement projects, operation and maintenance of the storm water drainage system including but not limited to detention and retention basins, storm sewer pipes, intakes, manholes, curb and gutter, drain tile, ditches, and associated costs of repairs to the storm water drainage system. The storm water utility may also provide a funding mechanism for the following purposes:

1. The administration, planning, implementation, construction, and maintenance of storm water Best Management Practices (BMP's) to reduce the introduction of sediment and other pollutants into local water resources.
2. Education, engineering, inspection, monitoring, testing and enforcement activities necessary to maintain compliance with local, State, and Federal storm water requirements.
3. Public education and outreach on storm water impacts.

### B. *Findings and Determination*

1. In the exercise of its governmental authority and in order to promote the public health, safety, convenience and general welfare, the city has constructed, operated and maintained a storm sewer system ("the system"). This chapter is adopted in the further exercise of such authority and for the same purpose.

2. The system, as constructed heretofore, has been financed and paid for through the imposition of special assessments and ad valorem taxes. It is now necessary and desirable to provide an alternative method of recovering some or all of the future costs of improving, maintaining, and operating the system through the imposition of charges as provided in this chapter.

3. In imposing charges, it is necessary to establish a methodology that undertakes to make them just and equitable. Taking into account the status of completion of the system, past methods of recovering system costs, the topography of the City and other relevant factors, it is determined that it would be just and equitable to assign responsibility for some or all of the future costs of operating, maintaining, repairing, and improving the system on the basis of the expected Stormwater runoff from the various parcels of land within the city during a standard rainfall event. For the purposes of this chapter, a standard rainfall event is defined as the one-hundred year storm of one-day duration.

## CHAPTER 21.02 STORM WATER DRAINAGE UTILITY FUND

The Storm Water Drainage System shall be considered part of the Street Department. There is hereby created a separate Storm Water Drainage Utility Fund into which all fees collected for the



Storm Water Drainage Utility shall be placed and are under the authority and control of the City Council. Revenues may be used to pay for construction of, debt service payments on existing and future debt on capital projects related to storm water infrastructure improvement projects, operation and maintenance of the storm water drainage system including but not limited to detention and retention basins, storm sewer pipes, intakes, manholes, curb and gutter, drain tile, ditches, associated costs of repairs to the storm water drainage system, and other purposes identified in Chapter 21.01 (A).

#### CHAPTER 21.03 DEFINITIONS.

Unless the context specifically indicates otherwise, the following terms, as used in this chapter, shall have the meanings hereinafter designated:

1. "Single-Family Residential": The land use classification of parcels with two (2) or less living units.
2. "Multi-Family Residential": The land use classification of parcels with three (3) or more living units. Examples include apartments, condominiums, and townhomes that share a building with other units.
3. "Small Commercial": The land use classification of parcels comprising a surface area of less than 20,000 square feet used primarily for business or commerce purposes.
4. "Large Commercial": The land use classification of parcels comprising a surface area of 20,000 square feet or more used primarily for business or commerce purposes.
5. "Small Institutional": The land use classification of parcels comprising a surface area of less than 50,000 square feet used primarily by entities that are tax exempt. Examples include schools, nursing homes, churches, and hospitals.)
6. "Large Institutional": The land use classification of parcels comprising a surface area of 50,000 square feet or more used primarily by entities that are tax exempt. Examples include schools, nursing homes, churches, and hospitals.)
7. "Industrial": The land use classification of parcels that are primarily used for the commercial production of goods, storage of such goods, and the distribution of products. Examples include manufacturing facilities, trucking companies, grain elevators and other agricultural storage facilities.
8. "Residential Equivalency Factor": Is referred to herein as "REF", is the ratio of the accumulated direct runoff generated by the particular land use to the accumulated direct runoff generated by the residential land use.
9. "Surface area": referred to herein as "SA", shall be the area of the parcel in acres, subject to any standardization, adjustments or exceptions outlined in this chapter.

10. "Unit Rate" referred to herein as "UR", is the rate in dollars to be charged per one (1) REF.

#### CHAPTER 21.04 RATES AND CHARGES

(A). The City Council shall by resolution from time to time establish rates and charges by resolution. Rates and charges for the use and availability of the system shall be determined through the use of a "Residential Equivalent Factor" ("REF"). The charge to be made against each account shall then be determined by multiplying the REF for the account's land use classification times the unit rate. The REF's for the Following land uses within the city are as follows:

<i>Land Use Classification</i>	<i>(REF)</i>
Single Family Residential	1.00
Multiple Family Residential	.60 (per unit)
Small Commercial	3.00
Large Commercial	6.00
Small Institutional	5.00
Large Institutional	10.00
Industrial	12.00

(B). For the purpose of calculating storm water drainage charges, all Multiple Family Residential facilities shall be considered a commercial account with each individual unit charged at the Multiple Family Residential rate.

(C). Land uses listed in subsection (3A) shall be classified by the City Manager by assigning them to classes most nearly like the listed uses from the standpoint of runoff volume for the standard rainfall event. An appeal of the City Manager's determination of the property classification may be made to the City Council.

(D). *Exemptions.* The following land uses are exempt from the storm water utility fees established herein:

- A. Property and fixtures owned by the City of Springfield or its component units such as the Public Utilities Commission or Economic Development Authority (except the EDA Parkview Place Apartments and Hospital)
- B. Public streets and alley right-of-ways
- C. Wetlands and public waters as defined by State law.
- D. Undeveloped parcels
- E. Publically owned park lands, natural areas, and recreational fields.
- F. Railroad right-of-ways

G. Cemeteries.

CHAPTER 21.05 PAYMENT OF CHARGES

(A) The storm water drainage utility charges shall be included on the monthly utility bill. If a property is not receiving a monthly utility bill the charges will be billed monthly to the property owner separately. Payment shall be due and payable in full in the same fashion as the water, sanitary sewer, and electric utility charges. Each billing for storm water drainage fees which are not paid when due shall incur the same penalty charge as that for water, sanitary sewer, and electric utility charges.

(B) Establishment of tax lien. Any past due storm water drainage fees of any year may be certified to the County Auditor for collection with real estate taxes in the following year pursuant to M.S. §444.075, Subd. 3, as it may be amended from time to time, in the same manner as delinquent water, sewer, and electric charges.

(c) Recalculation of Charges. If a property owner or person responsible for paying the storm water drainage charges questions the correctness of such a charge, the person may have the determination of the charge recomputed by written request to the City Clerk. The request shall be made within 30 days of the mailing of the billing in question. If the City Clerk denies the request, the person may appeal to the City Council for a hearing.

(Ord. 418, July 13, 2017)

**CITY OF WABASSO  
WABASSO, MINNESOTA  
Resolution Number \_\_\_\_-2021**

**RESOLUTION ORDERING CEDAR STREET IMPROVEMENTS AND  
PREPARATION OF PLANS AND SPECIFICATIONS**

**WHEREAS**, a resolution of the city council adopted the 13<sup>th</sup> September, 2021 fixed a date for a council hearing on the proposed improvements on Cedar Street from north line of State Highway #68 Street to the north line of May Street by removing and replacing road base, bituminous, curb, gutter, sidewalk, driveway aprons, storm sewer and all appropriate appurtenances, and

**WHEREAS**, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 11th day of October 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon,

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WABASSO, MINNESOTA:**

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 13<sup>th</sup> day of September 2021
3. The engineering firm of Bolton and Menk is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for all or a portion of the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this \_\_\_\_\_ day of (month), (year).

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Schlemmer  
1456 Elm St.

Property Line

House

Richard  
Schlemmer

New  
Garage

16'  
Storage  
Shed

Est  
Cost  
\$ 1000.00

15'

15'

South Property Line

Approved April 2016

March 18

20'

25' ↑

10' 4" off North side

House

16' →

Garage

14' →

Cement

Porch

Garage

34' →

25' off alley

36' →

58' ↓  
110' off North side

1456 St. 60' off side south

Schlemmer

les / ie

for Bd Permit

Permit for

Side walk

150'

1456 Elm St  
Garage 3' to a square



**KIBBLE  
EQUIPMENT**

**Kibble Equipment LLC**  
150 Hwy 68  
P.O. Box 189  
Wabasso, MN 56293  
Phone: 507-342-5171  
[www.kibbleeq.com](http://www.kibbleeq.com)



**JOHN DEERE**

## PARTS QUOTATION

Invoice To Account No.: 8308071



Deliver To:

CITY OF WABASSO  
P.O. BOX 60  
WABASSO MN 56293  
US

CITY OF WABASSO  
P.O. BOX 60  
WABASSO MN 56293

Home Ph:(507)342-5519 Mob Ph:  
Work Ph: (507)342-5519

Quotation No.: 2177261  
Date: 10/6/2021  
Page: 1 of 1

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price
1.00	0	AL220203	Center Link		873.44	873.44	\$873.44

*\* Quote \**

Customer PO No: 6130R  
Salesperson: DEAN FISCHER

Delivery Note:

Sub Total: \$873.44  
Sales Tax: \$0.00  
Total: \$873.44  
Deposit Received: \$0.00  
Balance Due: \$873.44

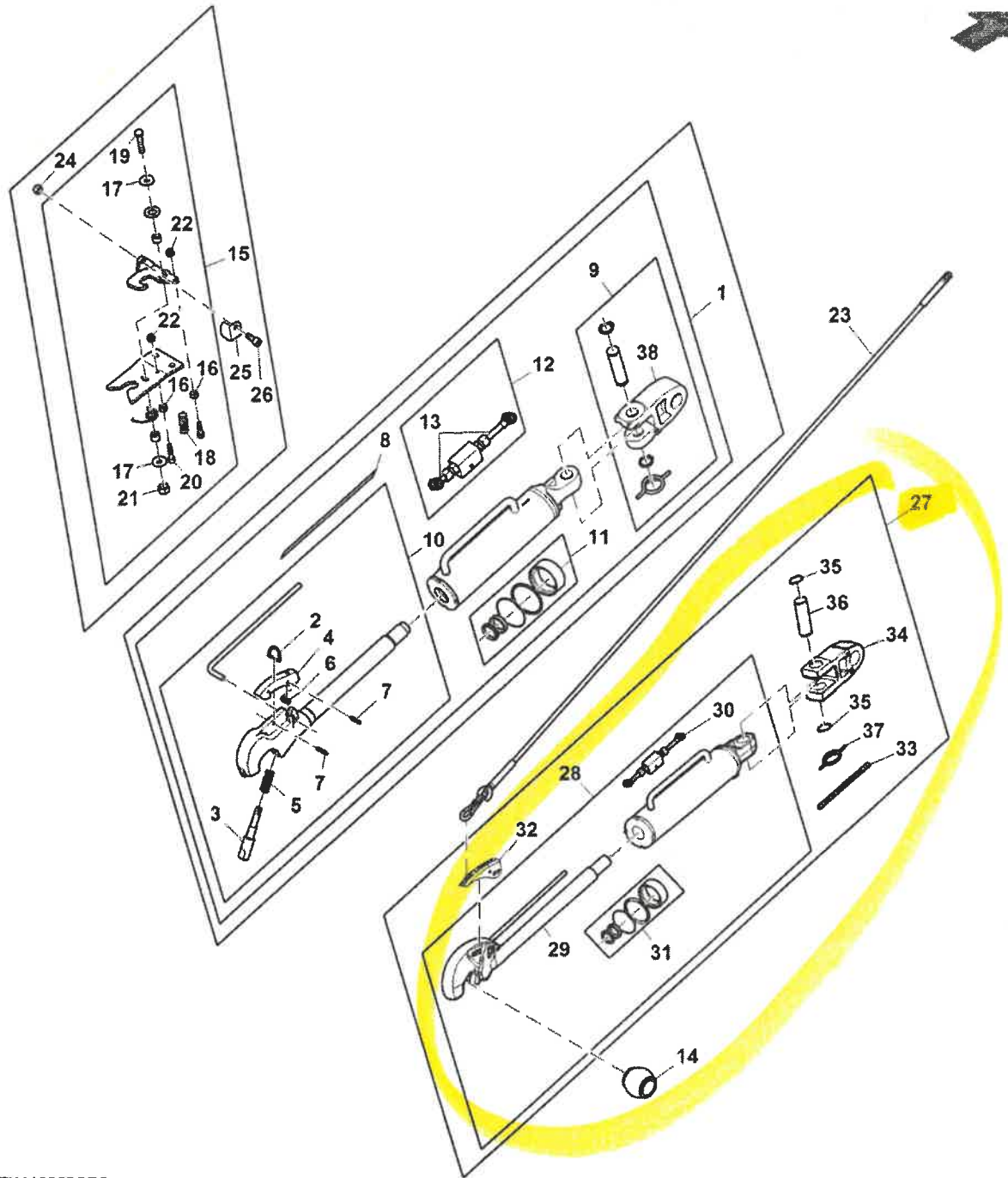
EXCLUDES TAX

# 6130R - TRACTOR

PC4908

Hydraulic Center Link, Category 3 - ST812133

Oct 06 2021



ETN113255CR5



# 6130R - TRACTOR

PC4908

Hydraulic Center Link, Category 3 - ST812133

Oct 06 2021

KEY	PART NO.	PART NAME	QTY	REMARKS
1	AL215845	Center Link	1	ORDER AL220203
2	L35037	Bail	1	USE WITH AL217245
3	L35441	Pin Fastener	1	USE WITH AL217245
4	L35442	Lever	1	USE WITH AL217245
5	L35443	Spring	1	USE WITH AL217245
6	L35444	Torsion Spring	1	USE WITH AL217245
7	34M7269	Spring Pin	3	6 X 30 mm, USE WITH AL217245
8	L202567	Label	1	USE WITH AL217245
9	AL202481	Pivot Kit	1	USE WITH AL217245
10	AL202336	Rod Kit	1	USE WITH AL217245
11	RE259788	Seal Kit	1	USE WITH AL217245
12	RE259745	Valve Kit	1	USE WITH AL217245
13	RE259780	Joint Kit	1	USE WITH AL217245
14	L35439	Ball	1	
15	AL211774	Holder	1	
16	14M7028	Nut	2	M5
17	24M7260	Washer	2	8.400 X 24 X 2 mm

KEY	PART NO.	PART NAME	QTY	REMARKS
18	L158581	Extension Spring	1	
19	19M7323	Cap Screw	1	M8 X 40
20	L205180	Socket Head Screw	1	M5 X 25
21	14M7273	Nut	1	M8
22	14M7265	Lock Nut	2	M5
23	AL210099	Cable	1	
24	14M7327	Lock Nut	1	M8
25	L208621	Angle	1	
26	19M7660	Screw	1	M8 X 20
26	A-19M7660	BOLT	1	
27	AL220203	Center Link	1	
28	AL223946	Cylinder Kit	1	USE WITH AL220203
29	AL223932	Rod Kit	1	USE WITH AL220203
30	AL223926	Valve Kit	1	USE WITH AL220203; SUB FOR AL223939
31	AL223965	Seal Kit	1	USE WITH AL220203
32	AL223552	Lever	1	USE WITH AL220203
33	L219883	Label	1	USE WITH AL220203
34	AL223930	Swivel	1	USE WITH AL220203
35	L219882	Snap Ring	AR	USE WITH AL220203
36	L224105	Pin	1	USE WITH AL220203; SUB FOR APPL L219881
37	L175522	Spring Locking Pin	1	USE WITH AL220203
38	AL210575	Fork	1	

Paul Plaetz  
18866 260st  
Lucan, Minnesota 56255

October 5, 2021

City Of Wabasso  
Attn: Larry Thompson  
1429 Front St  
Wabasso, Minnesota 56293

Re: LETTER OF RESIGNATION

Dear To Whom It May Concern:

Please accept this as formal notice of my resignation from the position of Water And Sewer Supervisor at City Of Wabasso, effective two ( ) weeks from today, making my last day of employment October 19, 2021.

After careful consideration, I have made the decision to resign in order to pursue a new career opportunity. Working for City Of Wabasso has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and City Of Wabasso continued growth and success in the future.

Sincerely,

  
( Paul Plaetz)

## EMAIL TO COUNCIL – 10/8/21

Good morning,

Attached please find a Utilities Superintendent job description and job posting. The job description is based on the current description approved in 2010 with some minor modifications. I have gone over the job requirements with Paul but have not met to discuss the job description draft. I will do so before the meeting. I would recommend the salary be set below Paul's salary so there is some room for increases as the person gains experience. Benefits would be per the current personnel policy. I have not completed a compensation survey at this time. I will report my findings at that time and recommend if the compensation package is sufficient to attract a qualified person.

I would recommend the city follow the same process used to replace Mike.

**October Council meeting** – Approve job description, compensation package and advertise. I plan to advertise in the local paper, Minnesota Workforce Center, city web page, Facebook and an internet service such as Indeed.com, League of Minnesota and Rural Water.

10/12/21 – 10/29/21 – accept and review applications

11/1/21 – 11/5/21 – Carol and I meet to recommend candidates for interviewing. Poll Council and if acceptable, notify candidates for interview. If council wishes to discuss applicants we can do so on 11/8/21

11-15/21 – 11/18/21 – Interviews. Select Candidate

11/19/21 + Notify selected candidate – negotiate terms of employment – background check.

12/1/21 + Utility Superintendent start.

Balance of March – notify candidate, negotiate compensation package, 2 week notice, etc.

Potentially the candidate could start sometime in December depending on the successful candidates employment status and how quickly the person can begin.

Larry J Thompson  
City Clerk/Treas.-Administrator  
City of Wabasso  
P O Box 60  
Wabasso MN 56293  
[Larry@wabasso.org](mailto:Larry@wabasso.org)  
Pop 694

**CITY OF WABASSO**  
**Utilities Superintendent**

**SALARY:** \$21.68 – 26.19/hr. Depending on Qualifications

**BENEFITS:** Per City personnel policy including holidays, vacation, and retirement

**Opening Date:** October 12, 2021

**Closing Date:** October 29, 2021

The city of Wabasso is seeking applicants for the position of Utilities Superintendent. Responsibilities include, planning, coordinating and scheduling personnel, materials, and equipment necessary to operate the City's water and sanitary sewer utility. This position requires on call duty and therefore the successful candidate will need to relocate within a response time determined by the City Council.

**Minimum Qualifications:**

1. High school diploma or GED
2. Class B Driver's License
3. Class D Sewer Operators License
4. Class D Water Operators License
5. Biosolids Application License
6. Knowledge related to water and sewer operations.
7. Mechanical aptitude
8. Ability to be trained in the operation and use of all public works equipment.

**Preferred Skills and Qualifications**

1. Ability to operate tractor and snowplow.
2. Ability to communicate effectively with resident's, city staff and contractors.
3. Experience with snow plowing, building.
4. Ability to have or obtain a Class C Sewer and Class C Water license
5. Knowledge of the use of hand tools

**Physical Requirements:**

1. Ability to lift 50 lbs.
2. Crawl, stand, bend, reach, climb ladders, sit for extended periods of time.
3. Manipulate tools and objects requiring manual dexterity.
4. Ability to tolerate extensive periods of time working outdoors in all weather conditions.

**Apply:** A city application packet may be obtained at the Wabasso Community Center, 1429 Front St., Wabasso, MN 56293 or on the City's website at [www.wabasso.org](http://www.wabasso.org) or email to [larry@wabasso.org](mailto:larry@wabasso.org) Phone: 507-342-5519

## **CITY OF WABASSO**

**POSITION:** UTILITIES SUPERINTENDENT  
**DEPARTEMNT:** PUBLIC WORKS  
**SUPERVISOR:** CLERK/TREASURER/ADMINSTRATOR

- I. The Utilities Superintendent is an appointed position that is responsible for all aspects of the city sewer and water operations. Responsible for supervising utility workers and service contractors. Scheduled to work every other weekend/holiday.

### **II. Responsibilities:**

#### **A. Sewer System:**

1. Proper operation and maintenance of sanitary sewer system.
2. Performs required sampling, testing, reporting and record keeping to maintain regulatory compliance.
3. Orders chemicals and supplies needed to operate the system.
4. Backwashes filters on a regular basis.
5. Disposes of sludge as necessary.
6. Performs or directs the necessary maintenance and repairs to lift stations, sewer lines and sewer plant.
7. Recommends improvements to the system

#### **B. Water System.**

1. Proper operation and maintenance of water system including well facilities, plant and water tower.
2. Performs required testing, reporting and record keeping to maintain regulatory compliance.
3. Orders chemicals and supplies needed to operate the system.
4. Flushes the mains on a scheduled basis
5. Performs or arranges for contracted services for the necessary maintenance and repairs to pumps, mains and plant.
6. Recommends improvements to the system

#### **C. Additional Responsibilities**

1. Assists with cleaning the community center
2. Assists with snow plowing and other street maintenance as needed.
3. Reads meters on a monthly basis and consults with Clerk regarding service and billing issues.
4. Works with City Engineer planning, designing and installing improvements.

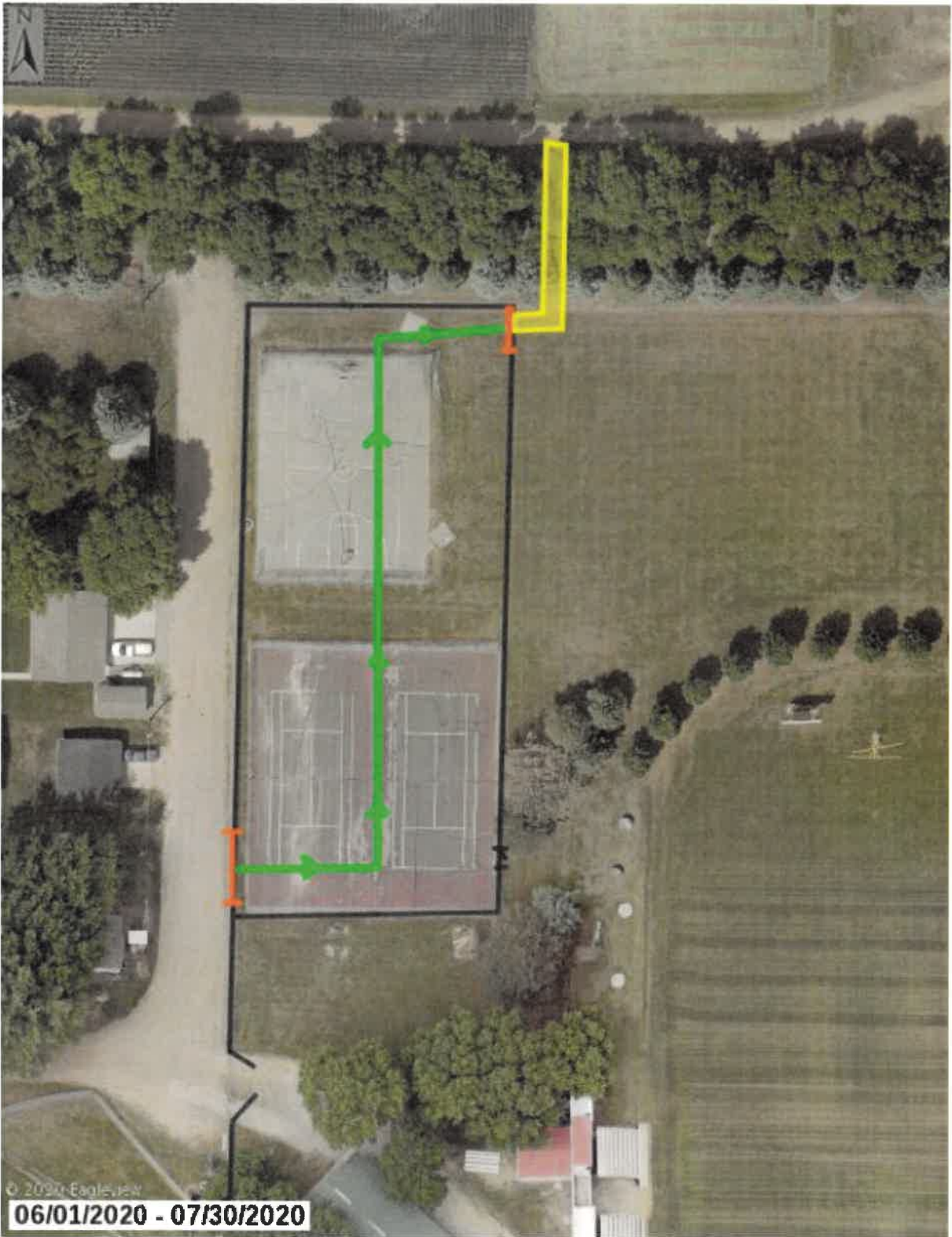
5. Attends city council meetings and provides council with a monthly report.
6. Assists Street Maintenance Supervisor with general tasks.
7. Preparation of annual budget and recommends utility rates as necessary.
8. Recommend approval of bills
9. Assists with catching and securing stray animals
10. Assists Maintenance Supervisor and perform all maintenance work in the absence of the Maintenance Supervisor.
11. Other duties as assigned.

#### IV. Knowledge & Skills

- A. High School diploma
- B. Able to operate tractor, dump truck.
- C. Knowledge of Minnesota Department of Health and Minnesota Pollution Control requirements.
- D. Class B Driver's License
- E. Class D Sewer Operator's license. Class C preferred
- F. Class D Water Operator's License. Class C preferred
- G. Obtain biosolids application license.
- H. Able to communicate effectively with residents, coworkers, contractors and elected officials.
- I. Able to train individuals.
- J. Ability to organize, plan and direct work of others.
- K. Ability to prioritize work.
- L. Able to identify problems and recommend solutions.
- M. Able to obtain comparisons of products, costs to minimize city expense.
- N. General knowledge of the use of hand tools
- O. General knowledge of safety practices
- P. Ability to act as liaison between contractors and council

#### V. Physical Abilities

- A. Ability to lift 50 lbs.
- B. Crawl, stand, bend, reach, climb ladders, sit for extended periods of time.
- C. Manipulate tools and objects requiring manual dexterity.
- D. Ability to tolerate extensive periods of time working outdoors in all weather conditions.



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06/01/2020 - 07/30/2020



**CITY OF WABASSO  
WABASSO, MINNESOTA  
Resolution Number \_\_\_\_-2021**

**RESOLUTION AUTHORIZING USE OF  
FACSIMILE SIGNATURE**

**WHEREAS**, Minnesota Statutes sections 47.31 and 47.42 authorize the use of facsimile signatures on checks and related financial instruments, and

**WHEREAS**, Mayor Atkins is planning to have surgery on the wrist used for signing checks which will not allow here to sign checks until it is healed.

**WHEREAS** the Wabasso City Council determines that expressly authorizing the use of a Mayor Atkins facsimile signature on checks and related financial is in the city's interest.

NOW, THEREFORE, BE IT RESOLVE by the Wabasso City Council that:

1. The Clerk/Treasurer/Administrator may use Mayor Atkins' facsimile signature to sign or endorse approved city checks and related financial instruments.
2. Once Mayor Atkins' wrist has sufficiently healed to sign checks or related financial instruments the City Council may reevaluate, modify or repeal this authorization as it determines is appropriate.

Adopted by the council this 11<sup>th</sup> day of October 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# **REDWOOD COUNTY SHERIFF'S OFFICE**

## **Randy Hanson, Sheriff**

303 E. Third Street - PO Box 47  
Redwood Falls, MN 56283-0047

Phone: 507-637-4036 Fax: 507-637-1348  
Email: [sheriff@co.redwood.mn.us](mailto:sheriff@co.redwood.mn.us)

**Date:** 10/05/2021  
**To:** City of Wabasso  
**From:** Sheriff – Randy Hanson  
**RE:** Activity for September 2021

During the month of September deputies performed regular patrol in the City of Wabasso. Below is a list of the calls the deputies responded to:

- Responded to Call – Traffic – VW (light out)
- Responded to Call – Traffic – VW speed (3)
- Responded to Call – Driving Complaint
- Responded to Call - Fraud
- Responded to Call – Traffic – VW Speed – no current proof of Insurance
- Responded to Call - Traffic – citation – possession of drug paraphernalia
- Responded to Call - Traffic control
- Responded to Call - Harassment
- Responded to Call – Parking complaint
- Responded to Call - Community Policing (2)
- Responded to Call - Assault
- Responded to Call - Child Protection
- Responded to Call - Theft (gas drive off – 2)
- Responded to Call - Vulnerable Adult (2)

If you have any questions, please feel free to contact me.

**Larry Thompson**

---

**From:** Julie Zimmerman <Julie\_Z@CO.REDWOOD.MN.US>  
**Sent:** Wednesday, October 6, 2021 9:20 AM  
**To:** City of Belview; City of Clements; City of Delhi; City of Lamberton; City of Lucan; City of Milroy; City of Morgan; City of Redwood Falls Redwood Falls; City of Revere; City of Sanborn; City of Seaforth; City of Vesta; City of Wabasso; City of Walnut Grove; City of Wanda; Township Brookville; Township Charlestown; Township Delhi; Township Gales; Township Granite Rock; Township Honner; Township Johnsonville; Township Kintire; Township Lamberton; Township Morgan; Township New Avon; Township North Hero; Township Paxton; Township Redwood Falls; Township Sheridan; Township Sherman; Township Springdale; Township Sundown; Township Swedes Forest; Township Three Lakes; Township Underwood; Township Vail; Township Vesta; Township Waterbury; Township Westline; Township Willow Lake  
**Subject:** Resolution Establishing Polling Place

Good Morning –

Please put a little reminder on your calendars that Redwood County will need your City/Township Resolution Establishing Combined Polling Place by December 31, 2021.

Thank you ☺

Julie Zimmermann  
Deputy Auditor-Treasurer



Redwood County Government Center  
403 S Mill St  
PO Box 130  
Redwood Falls MN 56283  
507-637-4013  
E-mail: [julie\\_z@co.redwood.mn.us](mailto:julie_z@co.redwood.mn.us)  
Office hours: Monday-Friday 8 a.m. to 4:30 p.m.  
For the latest updates, visit our Website and follow us on Facebook

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**CITY OF WABASSO  
WABASSO, MINNESOTA**

**Resolution Number \_\_\_\_-2021**

**RESOLUTION DESIGNATING ANNUAL POLLING PLACE**

**Whereas**, it is important that the citizens exercise their right to vote at their local polling place;  
and

**Whereas**, MN Stat. 204B.16 requires the city council to designate its local polling place for  
elections annually; and

**Now, therefore, Be It Resolved** that the City Council of the City of Wabasso, Redwood County,  
Minnesota does hereby designate the Wabasso Community Center, 1429 Front Street, Wabasso  
in Redwood County as its polling place in 2022.

Be It Further Resolved; that the city council notify residents of this designation by following the  
requirements of MN Stat 205.16.

Adopted by the Wabasso City Council this 11<sup>th</sup> day of October 2021.

---

Mayor

Attest:

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City Clerk

**CITY OF WABASSO  
WABASSO, MINNESOTA**

**Resolution No. \_\_-2021**

**Resolution Accepting Donations Received for the Ambulance,  
Fire Department and Library**

**WHEREAS**, the City of Wabasso has received the attached donations from individuals and organizations for the Ambulance Association, Fire Department and Library listed below, and

**WHEREAS**, the City and Ambulance Association, Fire Department and Library Board greatly appreciated the donations.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WABASSO, MINNESOTA** that the City Council and the City of Wabasso acknowledges and accepts the listed donations on behalf of the Ambulance Association, Fire Department and Library Boards.

**BE IT FURTHER RESOLVED** that the City Council expresses its thanks and appreciation for the donations.

CITY OF WABASSO

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Carol Atkins, Mayor

ATTEST:

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Larry J Thompson, Clerk

**CITY OF WABASSO  
DONATIONS**

**Ambulance**

12/11/2020	John Altermatt on behalf of Clete Altermatt	\$20.00
12/23/2021	Donald and Catherine Schwartz	\$2,500.00
4/5/2021	Mary Smith	\$100.00
5/18/2021	Dan Weber	\$50.00
5/28/2002	Southwest Safe Deposit Assn (on behalf of Catherine Altermatt)	\$126.00
9/16/2021	Ag County Farm Credit (on behalf of Catherine Altermatt)	\$600.00
9/16/2021	Charlotte Altermatt	\$20.00

**Fire**

12/23/2020	Donald and Catherine Schwartz	\$2,000.00
4/5/2021	Mary Smith	\$100.00
4/6/2021	Kevin Bock	\$100.00
4/19/2021	Ann Scheller	\$50.00
4/19/2021	Ryan and Elizabeth Goblirsch	\$25.00
5/18/2021	Church of St. Anne	\$25.00
5/25/2021	Donna Beadell	\$50.00
5/25/2021	Jonti-Craft	\$100.00
8/10/2021	Anonymous	\$135.00

**Library**

12/1/2020	Anonymous	\$100.00
12/1/2020	Sherry Ubl	\$25.00
12/1/2020	Autum Bierl	\$16.00
12/1/2020	Kathy Wall	\$35.00
12/23/2020	Donald and Catherine Schwartz	\$2,000.00
2/2/2021	Mary Kay Welu	\$25.00
2/2/2021	Briana Knott	\$10.00
4/28/2021	Diane Bergstrom	\$25.00
4/28/2021	Mary Smith	\$100.00
10/4/2021	First Independent Bank	\$150.00
10/4/2021	Wanda State Bank	\$150.00
10/4/2021	Integrity Bank	\$150.00

City of Wabasso  
City Council  
Monday, September 13, 2021  
6pm

The meeting opened with the recitation of the Pledge of Allegiance.

Mayor Atkins called the meeting to order with Council members Roger Baumann, Jeff Olson, and Brad Salfer and Steve Burns.

Clerk/Treasurer/Administrator Larry Thompson, Street Maintenance Supervisor Jim Jenniges, City Attorney Matt Novak, Ambulance Director John Krohn, City Engineer David Palm and Paul Sobocinski were present.

Motion by Salfer, second by Burns to approve the agenda with the following changes:

- Add Lamberton Ambulance Mutual Aid Agreement
- Add the following bills: Achieve - \$2,600; Damage Deposit Refund - \$100.00; Redwood County Sheriff - \$3,375.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes.

**Mr. Thompson presented the EDA reports:**

- Strategic Plan Update – (See 9/1/2021 EDA Minutes)
- New Eastvail real estate signs.
- Request for Council to consider converting Eastvail lot (CR 6 and North Street) to a park.
- MIF RLF program – possibly have state release funds.

**Motion by Burns**, second by Salfer to appoint Joanne Krause as the Assistant Clerk/Treasurer per the terms set forth in the Letter of Understanding.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes.

**Vacation Policy.** The council considered a proposal to amend the personnel policy vacation schedule to the schedule that was in effect prior to the June 2020 amendment. Mr. Novak presented background information regarding the amendment. It was the consensus of the council that the eighty hour accrual should be moved up but there were concerns expressed regarding restoring the 160 hour accrual.

Motion by Olsen, second by Baumann to amend the personnel policy by changing the vacation policy as follows:

<u>Years of Service</u>	<u>Amount of Leave</u>
1	40 hours
2	80 hours
6	120 hrs.
10+	160 hrs.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-no; Burns – no. Motion carried.

**Lamberton Ambulance Mutual Aid Agreement.** John Krohn presented an amendment to the Lamberton Ambulance Mutual Aid Agreement whereby the Wabasso Ambulance would provide coverage to the Lamberton Primary Service Area in Redwood County from 6 a.m. to 6.p.m, Monday through Friday. Mr. Krohn noted that Lamberton was short staffed during the day and this was seen as a temporary measure until they could find sufficient staffing. Mr. Novak indicated that he was also the Lamberton city attorney and requested the council waive any conflict of interest before he could comment. Motion by Burns, second by Baumann, to waive the potential conflict of interest for the city attorney.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

Mr. Novak indicated he had reviewed the contract and noted there was sufficient protection for the city, specifically for the cross indemnification clause. Motion by Olson, second by Salfer, to adopt **Resolution R16-2021** the amending the Lamberton Ambulance Mutual Aid Agreement as presented.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

**Cedar Street Improvement Project** – Mr. Thompson outlined the assessment process for the street improvement. Mr. Palm submitted summary information regarding the project and property data and assessment rate options. Mr. Thompson and Mr. Palm noted that there were several ways to calculate assessments and that they would prepare draft assessment rolls based on various options and submit to the council prior to the hearing. Mr. Novak noted that the mayor's property abutted the proposed improvement and she most likely would need to recuse herself during the proceedings and that adoption of the assessment roll would require a 4/5 vote. It was recommended the council accept the feasibility report and set a public hearing to consider the improvement project. Motion by Olson, second by Burns to adopt **Resolution No. 17-2021** accepting the feasibility report for the Cedar Street Improvement Project and setting a public hearing for October 11, 2021 at 6:00 p.m. to consider such improvement.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

**RD Sewer Improvement Project.** Mr. Palm gave a brief update on the Rural Development Sewer Rehabilitation project, noting he still had some design questions that needed to be answered before the grant would be submitted for consideration.

**Street Report.** It was the consensus of the council that the street sealcoating project be set up on a 3 – 5 year rotation.

**Parks and Recreation Report.** It was noted that the new LED lights had been installed in Manderscheid field. It was hoped that the city and school representatives would meet to review that athletic field improvements and maintenance agreement prior to the next meeting.

Motion by Olson, second by Salfer to approve the consent agenda as follows:

1. Adopt Resolution **No. 18-2021** approving the 2021/2022 Fires Association agreement/fees.
2. Decommission the Manderscheid Field Lights and donate salvaged parts to Lucan and Milroy.
3. Approve Street closure on Saturday, October 2, 2021 for the homecoming parade. Maple, Main and Elm Streets.



4. Approve council minutes of the 8/9/21 Regular and 8/18/21 Special meetings.  
Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

2022 Operating Budget. The Council discussed the draft 2022 Operating Budget. Mr. Thompson noted that the draft budget included a 3% property tax levy increase. It was also noted that the budget would be amended as additional information was gathered and discussions were held by the council and while the levy could be decreased, it could not be increased. Mr. Thompson stated the preliminary levy had to be certified to the County Auditor on or before September 30, 2021 and the truth in taxation hearing had to be held between November 25<sup>th</sup> and December 28<sup>th</sup>. Motion by Olson, second by Salfer to adopt **Resolution No. 19-2021** setting the preliminary 2021 property tax levy for taxes collectible in 2022 including a \$487,897 (3.00%) increase in the levy, and setting the truth in taxation hearing for Monday, December 13, 2021 at 6:00 p.m.

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

**Correspondence.** The Council received the following correspondence:

1. August Sheriff's report
2. August Library Board minutes.
3. League of Minnesota Cities Fall Forum – 9/30/21 at Redwood Falls Community Center.

**Bills.** Motion by Salfer, second by Olson to approve the bills as follows:

General Checking:

• General Fund	\$ 102,559.77
• Water Fund	\$ 3,408.09
• Sewer Fund	\$ 2,998.84
• Refuse	\$ 2,666.54
Total	<u>\$111,633.54</u>

Ambulance Checking \$ 4,013.28

Fire Checking \$ 5,958.24

Supplemental:

General Checking: \$ 6,075.00

Atkins-yes; Baumann-yes; Olson-yes; Salfer-yes; Burns – yes. Motion carried.

Motion by Burns, second by Baumann to adjourn at 7:45 p.m.

Larry Thompson  
City Clerk

October 5, 2021

Tina Eis [teis@integritybank.com](mailto:teis@integritybank.com)

RE: CITY COUNCIL MEETING

Good Morning Larry~

Attached are the Street Closure Application.

The Wabasso Commercial Club Winterfest Committee would like to request the attached street closure for the night of Winterfest. The school will have a basketball tournament in town that evening and we would like to reduce traffic around main street to protect the people that are taking part in the Winterfest events.

Please let me know if you need someone from the Winterfest Committee at this meeting.

Thank you

**INTEGRITY BANK**  
*plus*

Tina Eis  
Vice President/Cashier  
726 Main St PO Box 119  
Wabasso, MN 56293  
Phone: 507-342-5111  
Fax: 507-342-5600

City of Wabasso  
1429 Front Street P O Box 60  
Wabasso MN 56293-0060  
Phone: 507-342-5519 Fax: 507-342-2213

**Application for Closing of City Street Permit**

Street Oak Street from North to South

Note: attach a route map if more than one street to be used.

Street will be obstructed on the following date(s): December 3<sup>rd</sup>, 2021

From start time 4:00 pm to ending time 7:30 pm

The applicant is requesting to temporarily occupy a portion of the street(s) for the following reason:

Name of Organization: Wabasso Commercial Club

Representative: Tina Eis

Address: \_\_\_\_\_

Telephone: 507-828-5080 Fax: \_\_\_\_\_

This permit does not in any way relieve the applicant of liability for damages caused to the street, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims or adjustments shall be the responsibility of the party requesting and signing the permit. It is understood the street is to be restored to its original condition.

The applicant agrees to indemnify, hold harmless and defend the City of Wabasso, its officials, agents, servants, and employees from payment of any sum or sums of money to any persons whomsoever for all attorney fees, costs of investigation, and defense of claims, actions, or suits growing out of injuries, including death, to persons or property damage caused by the applicant and/or the applicants employees act of barricading of the above referenced street(s).

It is further the intent of this agreement to hold the applicant responsible for the payment of any and all claims, suits, or liens due to any negligent act, error or omission by the applicant and/or the applicants employees which may in any way be attributable to or asserted against the City and/or its officials, agents, servants or employees as applicant and/or applicants employees act of barricading the street(s). In addition to holding the City harmless, the applicant defend the city, its officials, agents, servants, and/or employees with council reasonably acceptable to the city and will pay the costs of that defense of any legal action brought, due to acts or actions of the applicant and/or applicants employees.

The applicant also agrees to provide general liability and property insurance in accordance with the following provisions: (A) The insurance shall be a standard liability policy and shall be filed in the City Office. (B) The City

shall be named as an additional insured. (C) Unless otherwise provided in writing, signed by the City the limits of the liability shall be as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
<i>Bodily Injury</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Property Damage</i>	<i>\$1,500,000.00 each occurrence</i>
<i>Physical Damage to Property</i>	<i>\$1,500,000.00 each occurrence</i>

(D) The insurance shall be in full force and effect before any street closure is performed.

(E) Applicant shall not cancel the insurance until the street closure for which it is required has been completed, and the street reopened. (F) A Certificate of Insurance shall be delivered to the city at least 7 days in advance of the date of the street closure for which the insurance is required. (G) Instructions shall be given by the City to the applicant on correct installation of barricades as outlined in the MN DOT/Temporary Traffic Control Zone Layouts Field Manual.

(H) In case of an accident, the applicant agrees to contact the City and assist in the completion of an accident investigation report.

10/4/2021  
Date

  
Applicant Signature

Tina Eis  
Print Applicant Name

*Request to  
waive insurance  
requirement.*

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**Approval by City of Wabasso**

Approval is given to \_\_\_\_\_

To barricade \_\_\_\_\_ as indicated above.

Date \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

City of Wabasso  
1429 Front Street P O Box 60  
Wabasso MN 56293-0060  
Phone: 507-342-5519 Fax: 507-342-2213

**Application for Closing of City Street Permit**

Street Cedar Street from North to South

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Representative: Tina Eis

Address: \_\_\_\_\_

Telephone: 507-828-5080 Fax: \_\_\_\_\_

This permit does not in any way relieve the applicant of liability for damages caused to the street, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims or adjustments shall be the responsibility of the party requesting and signing the permit. It is understood the street is to be restored to its original condition.

The applicant agrees to indemnify, hold harmless and defend the City of Wabasso, its officials, agents, servants, and employees from payment of any sum or sums of money to any persons whomsoever for all attorney fees, costs of investigation, and defense of claims, actions, or suits growing out of injuries, including death, to persons or property damage caused by the applicant and/or the applicants employees act of barricading of the above referenced street(s).

It is further the intent of this agreement to hold the applicant responsible for the payment of any and all claims, suits, or liens due to any negligent act, error or omission by the applicant and/or the applicants employees which may in any way be attributable to or asserted against the City and/or its officials, agents, servants or employees as applicant and/or applicants employees act of barricading the street(s). In addition to holding the City harmless, the applicant defend the city, its officials, agents, servants, and/or employees with council reasonably acceptable to the city and will pay the costs of that defense of any legal action brought, due to acts or actions of the applicant and/or applicants employees.

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shall be named as an additional insured. (C) Unless otherwise provided in writing, signed by the City the limits of the liability shall be as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
Bodily Injury	\$1,500,000.00 each occurrence
Property Damage	\$1,500,000.00 each occurrence
Physical Damage to Property	\$1,500,000.00 each occurrence

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(H) In case of an accident, the applicant agrees to contact the City and assist in the completion of an accident investigation report.

10/4/2021  
Date

  
Applicant Signature

Tina Eis  
Print Applicant Name

Request to  
waive insurance  
requirement.

**Approval by City of Wabasso**

Approval is given to \_\_\_\_\_

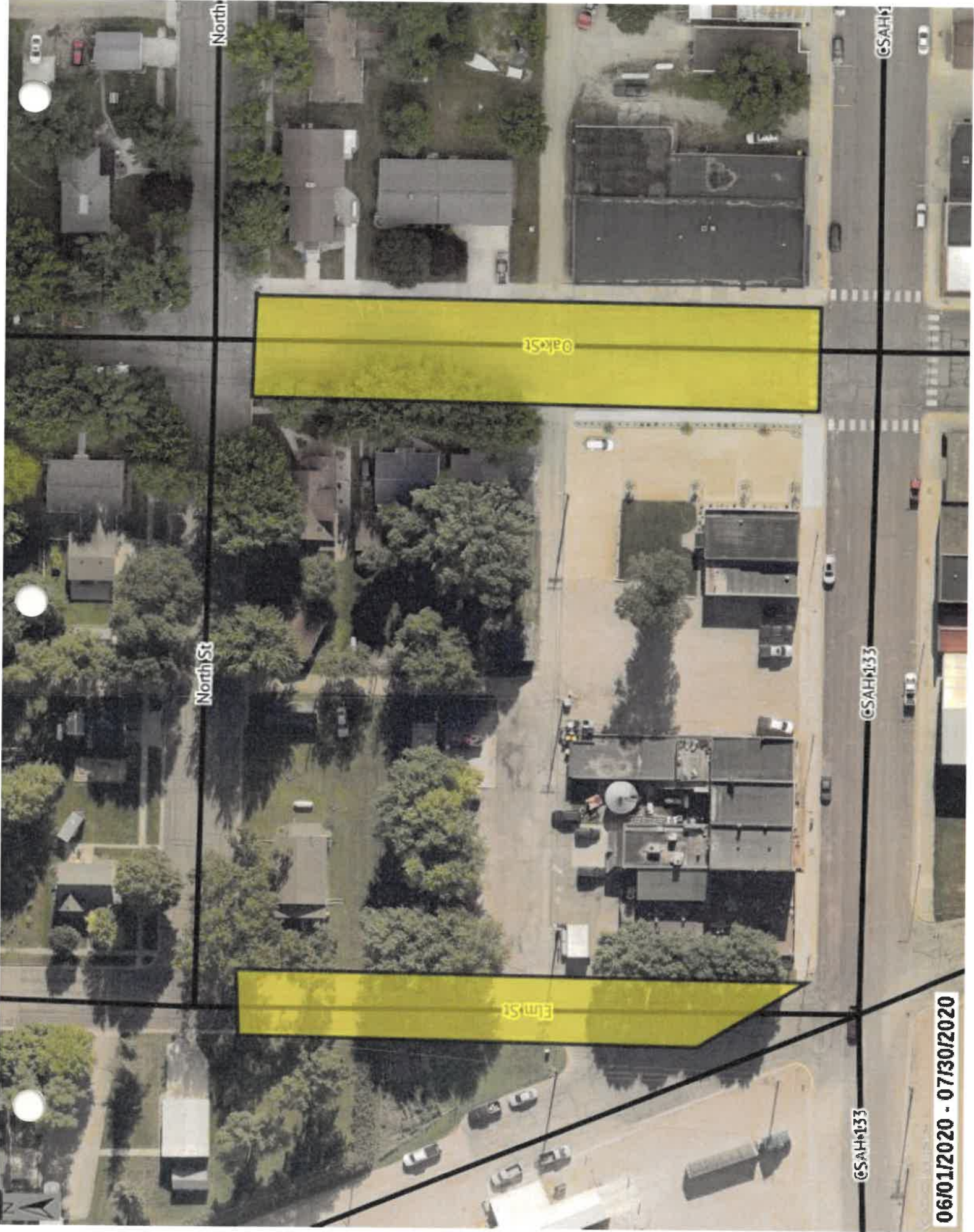
To barricade \_\_\_\_\_ as indicated above.

Date \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk





North

North St

Oak St

Elm St

GSAH133

GSAH133

GSAH133

06/01/2020 - 07/30/2020

# City of Wabasso

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## Payments

Current Period: October 2021

<b>Payments Batch 100621PAYGCAMBFIRE</b>		<b>\$62,292.07</b>	
Refer	3047	MN FIRE SERVICE CERTIFICATION	-
Cash Payment	E 225-42200-208 Training and Instruction	Hazmat Certification - reissue check	\$50.00
Invoice			
Transaction Date	10/6/2021	Fire Checking 10102	Total \$50.00
Refer	3048	REDWOOD ELECTRIC COOP	-
Cash Payment	E 225-42200-381 Electricity	Electricity - 99865808	\$45.60
Invoice			
Transaction Date	10/6/2021	Fire Checking 10102	Total \$45.60
Refer	1637	ARVIG COMMUNICATION SYSTEM	-
Cash Payment	E 230-42153-321 Telephone	Telephone	\$100.29
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$100.29
Refer	1638	BOUND TREE MEDICAL	-
Cash Payment	E 230-42153-217 Other Operating Supplies	Supplies	\$596.48
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$596.48
Refer	1639	CENTRACARE HEALTH	-
Cash Payment	E 230-42153-211 ALS Intercept	ALS Intercept	\$600.00
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$600.00
Refer	1640	EFAX CORPORATE	-
Cash Payment	E 230-42153-325 Fax Service	Fax charges	\$35.45
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$35.45
Refer	1641	EXPERT BILLING	-
Cash Payment	E 230-42153-306 Service Contract	billing services	\$434.00
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$434.00
Refer	1642	FARMERS CO-OP OIL COMPANY	-
Cash Payment	E 230-42153-212 Motor Fuels	fuel	\$381.49
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$381.49
Refer	1643	JENNIGES GAS & DIESEL INC	-
Cash Payment	E 230-42153-404 Repairs/Maint Machinery	Repairs	\$102.09
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$102.09
Refer	1644	MATHESON TRI-GAS INC	-
Cash Payment	E 230-42153-217 Other Operating Supplies	Oxygen	\$119.52
Invoice			
Transaction Date	10/6/2021	Ambulance Checking 10101	Total \$119.52
Refer	1645	MINNESOTA AMBULANCE ASSOCI	-
Cash Payment	E 230-42153-433 Dues and Subscriptions	Association Dues	\$339.59
Invoice			



# City of Wabasso

## Payments

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Current Period: October 2021

Transaction Date	10/6/2021	Ambulance Checking 10101	Total	\$339.59
Refer	1646 REDWOOD ELECTRIC COOP	-		
Cash Payment	E 230-42153-381 Electricity	electricity - 99865808		\$45.60
Invoice				
Transaction Date	10/6/2021	Ambulance Checking 10101	Total	\$45.60
Refer	1647 VERIZON WIRELESS	-		
Cash Payment	E 230-42153-321 Telephone	Directors Cell Phone		\$106.33
Invoice				
Transaction Date	10/6/2021	Ambulance Checking 10101	Total	\$106.33
Refer	1648 VISA	-		
Cash Payment	E 230-42153-306 Service Contract	911 Active		\$325.00
Invoice				
Transaction Date	10/6/2021	Ambulance Checking 10101	Total	\$325.00
Refer	53953 ARVIG COMMUNICATION SYSTEM	-		
Cash Payment	E 101-41400-321 Telephone	Telephone Service - Clerk's office - 23335084		\$114.91
Invoice				
Cash Payment	E 101-41400-325 Fax Service	Fax - Clerk's Office 23335084		\$38.96
Invoice				
Cash Payment	E 601-49400-321 Telephone	Water Tower Alarm - 2335084		\$41.06
Invoice				
Cash Payment	E 602-49450-321 Telephone	Lift Station Alarm - 2324076		\$41.91
Invoice				
Cash Payment	E 602-49450-321 Telephone	Disposal Plant		\$102.93
Invoice				
Cash Payment	E 601-49400-321 Telephone	Water Plant		\$45.81
Invoice				
Transaction Date	10/6/2021	General Checking 10100	Total	\$385.58
Refer	53954 BOLTON & MENK	-		
Cash Payment	E 101-41430-303 Engineering Fees	Engineering Fees - City Maps - Efiles		\$230.00
Invoice				
Cash Payment	E 601-49400-303 Engineering Fees	Engineering Fees - City Maps - Efiles		\$230.00
Invoice				
Cash Payment	E 602-49450-303 Engineering Fees	Engineering Fees - City Maps - Efiles		\$230.00
Invoice				
Cash Payment	E 602-49450-303 Engineering Fees	Engineering Fees - RD Sewer Rehab		\$4,500.00
Invoice				
Cash Payment	E 101-41430-303 Engineering Fees	Engineering Fees - Cedar Street LRIP		\$10,173.00
Invoice				
Transaction Date	10/6/2021	General Checking 10100	Total	\$15,363.00
Refer	53955 C E SIGNS & DESIGNS	-		
Cash Payment	E 101-43100-210 Operating Supplies (GEN	Truck Decals		\$40.00
Invoice				
Transaction Date	10/6/2021	General Checking 10100	Total	\$40.00
Refer	53956 CHAD ALTERMATT	-		
Cash Payment	E 101-41940-311 Refunds	Damage Deposit Refund		\$100.00
Invoice				

# City of Wabasso

## Payments

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Current Period: October 2021

Transaction Date	10/6/2021	General Checking	10100	Total	\$100.00
Refer	53957 FALLS AUTOMOTIVE	-			
Cash Payment	E 101-43110-217 Other Operating Supplies	Shop Supplies			\$94.47
Invoice					
Cash Payment	E 101-43110-217 Other Operating Supplies	Shop Supplies			\$27.06
Invoice					
Cash Payment	E 101-43110-217 Other Operating Supplies	Credit			-\$2.58
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$118.95
Refer	53958 FARMERS CO-OP OIL COMPANY	-			
Cash Payment	E 101-43100-212 Motor Fuels	City Trucks			\$124.59
Invoice					
Cash Payment	E 601-49400-212 Motor Fuels	Water Pickup			\$59.70
Invoice					
Cash Payment	E 602-49450-212 Motor Fuels	Motor Fuel			\$59.70
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$243.99
Refer	53959 FLOW MEASUREMENT AND CONT	-			
Cash Payment	E 602-49450-306 Service Contract	Calibrate and Test Sewer Pumps			\$579.00
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$579.00
Refer	53960 GRAMSTAD LUMBER COMPANY	-			
Cash Payment	E 101-43100-217 Other Operating Supplies	Shop Supplies			\$71.60
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$71.60
Refer	53961 HAWKINS WATER TREATMENT GR	-			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chemicals - chlorine cylinder			\$15.00
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$15.00
Refer	53962 JIM JENNIGES	-			
Cash Payment	E 101-43100-321 Telephone	Expense Reimb			\$50.00
Invoice					
Transaction Date	10/6/2021	General Checking	10100	Total	\$50.00
Refer	53963 JOHN DEERE FINAN	-			
Cash Payment	E 101-45180-220 Repair/Maint Supply (GE	Repair Parts			\$7.30
Invoice	2994832				
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE	Repair Parts			\$99.20
Invoice	2990749				
Cash Payment	E 101-45180-220 Repair/Maint Supply (GE	Repair Parts			\$159.15
Invoice	2995209				
Cash Payment	E 101-45180-220 Repair/Maint Supply (GE	Repair Parts			\$122.30
Invoice	3003813				
Cash Payment	E 101-45180-220 Repair/Maint Supply (GE	Repair Parts			\$131.94
Invoice	4003820				
Transaction Date	10/6/2021	General Checking	10100	Total	\$519.89
Refer	53964 JUSTIN JENNIGES	-			

# City of Wabasso

## Payments

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Current Period: October 2021

Cash Payment	E 601-49400-311 Refunds	Utility Refund - Water		\$18.06
Invoice				
Cash Payment	E 602-49450-311 Refunds	Utility Refund - Sewer		\$20.03
Invoice				
Cash Payment	E 603-49500-311 Refunds	Utility Refund - Refuse		\$7.91
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$46.00
Refer	53965 LARRY THOMPSON	-		
Cash Payment	E 101-41400-321 Telephone	Cell Phone		\$50.00
Invoice				
Cash Payment	E 101-41400-331 Travel Expenses	Mileage		\$19.15
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$69.15
Refer	53966 MARCO, INC	-		
Cash Payment	E 101-41400-414 Data Processing Equip R	Copier Lease		\$218.17
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$218.17
Refer	53967 KINNER & COMPANY	-		
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	2020 Audit		\$17,900.00
Invoice				
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	Misc Reports and services		\$4,000.00
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$21,900.00
Refer	53968 MATHESON TRI-GAS INC	-		
Cash Payment	E 101-43110-215 Shop Supplies	Co2 - Argon- 24167681		\$102.79
Invoice				
Cash Payment	E 101-43100-215 Shop Supplies	Acetylene - 24133156		\$35.88
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$138.67
Refer	53969 MVTL LABORATORIES	-		
Cash Payment	E 602-49450-387 Testing	sewage testing -		\$283.49
Invoice	1109569			
Cash Payment	E 602-49450-387 Testing	Sewage Testing		\$106.49
Invoice	1107236			
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$389.98
Refer	53970 PAUL PLAETZ	-		
Cash Payment	E 601-49400-321 Telephone	Cell Phone - Water		\$25.00
Invoice				
Cash Payment	E 602-49450-321 Telephone	Cell Phone - Sewer		\$25.00
Invoice				
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b> \$50.00
Refer	53971 QUADIENT FINANCE USA, INC	-		
Cash Payment	E 601-49400-322 Postage	Postage - Water		\$120.29
Invoice				
Cash Payment	E 602-49450-322 Postage	Postage - Sewer		\$120.29
Invoice				

# City of Wabasso

## Payments

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Cash Payment Invoice	E 603-49500-322 Postage	Postage - Sanitation			\$120.28
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$360.86
Refer	53972 R & E SANITATION INC	-			
Cash Payment Invoice	E 603-49500-384 Refuse/Garbage Dispos	Dumpster			\$68.34
Cash Payment Invoice	E 603-49500-315 Sales Tax	Dumpster			\$6.66
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$75.00
Refer	53973 REDWOOD CO SHERIFFS OFFICE	-			
Cash Payment Invoice	E 101-42100-306 Service Contract	Service Contract			\$2,700.00
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$2,700.00
Refer	53974 REDWOOD ELECTRIC COOP	-			
Cash Payment Invoice	E 101-43110-381 Electricity	Shop - 99865808			\$136.80
Cash Payment Invoice	E 101-43160-381 Electricity	Street Lights - 99865801			\$890.00
Cash Payment Invoice	E 101-45170-381 Electricity	Athletic Field - 99865803			\$75.00
Cash Payment Invoice	E 101-45200-381 Electricity	City Park - 99865805			\$29.00
Cash Payment Invoice	E 101-41940-381 Electricity	Community Center - 99865806			\$653.00
Cash Payment Invoice	E 602-49450-381 Electricity	Disposal Plant - 99865807			\$2,450.00
Cash Payment Invoice	E 101-43160-381 Electricity	Highway Sign - 99865809			\$15.00
Cash Payment Invoice	E 602-49450-381 Electricity	Lift Station - 99865810			\$39.00
Cash Payment Invoice	E 601-49400-381 Electricity	Water Tower - 99865811			\$121.00
Cash Payment Invoice	E 601-49400-381 Electricity	Water Plant - 99865812			\$624.00
Cash Payment Invoice	E 101-41940-381 Electricity	Community Center - 99865813			\$73.00
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$5,105.80
Refer	53975 REDWOOD GAZETTE & LIVEWIRE	-			
Cash Payment Invoice	E 601-49400-351 Legal Notices Publishing	Water Ordinance			\$165.75
Cash Payment Invoice	E 101-41400-351 Legal Notices Publishing	Help Wanted/Animal Ordinance			\$247.50
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$413.25
Refer	53976 REDWOOD VALLEY TECH SOLUTI	-			
Cash Payment Invoice	E 101-41400-306 Service Contract	Web Site Maintenance			\$450.00
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$450.00

# City of Wabasso

## Payments

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Current Period: October 2021

Refer	53977	RSS GROUP INTERNATIONAL INC	-			
Cash Payment	E 101-43110-240	Small Tools and Minor E	Replace small tools		\$32.97	
Invoice						
Cash Payment	E 101-43100-217	Other Operating Supplies	Stainless steel bolt		\$2.96	
Invoice						
Cash Payment	E 101-43100-217	Other Operating Supplies	Shop Supplies		\$98.64	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$134.57
Refer	53978	RUNNING SUPPLY INC	-			
Cash Payment	E 101-43110-217	Other Operating Supplies	Shop Supplies		\$83.21	
Invoice						
Cash Payment	E 101-43110-217	Other Operating Supplies	Shop Supplies		\$57.67	
Invoice						
Cash Payment	E 101-43100-217	Other Operating Supplies	Shop Supplies -		\$74.13	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$215.01
Refer	53979	SALFER WELDING & MFG	-			
Cash Payment	E 101-43110-217	Other Operating Supplies	Supplies		\$30.65	
Invoice	697510					
Transaction Date	10/6/2021		General Checking	10100	Total	\$30.65
Refer	53980	SLEEPY EYE SPRINKLING	-			
Cash Payment	E 101-45180-306	Service Contract	Winterize Baseball Irrigation		\$85.00	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$85.00
Refer	53981	TEAM LABORATORY CHEMICAL	-			
Cash Payment	E 101-43100-216	Chemicals and Chem Pr	Weed Killer		\$270.50	
Invoice	27632					
Cash Payment	E 602-49450-216	Chemicals and Chem Pr	Mega Bug Killer - Sewage Plant		\$915.50	
Invoice	27633					
Transaction Date	10/6/2021		General Checking	10100	Total	\$1,186.00
Refer	53982	TECH UNLIMITED, LLC	-			
Cash Payment	E 101-41400-207	Computer Supplies	Microsoft 365 and Anti Malware - 4 mos.		\$134.00	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$134.00
Refer	53983	ULINE SHIPPING AND SUPPLY	-			
Cash Payment	E 101-43110-240	Small Tools and Minor E	Cart		\$183.27	
Invoice						
Cash Payment	E 101-43110-215	Shop Supplies	Wipes		\$113.27	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$296.54
Refer	53984	VISA	-			
Cash Payment	E 101-41400-430	Miscellaneous (GENERA	Credit card fee and finance charge		\$24.97	
Invoice						
Transaction Date	10/6/2021		General Checking	10100	Total	\$24.97
Refer	53985	WABASSO PUBLIC SCHOOL	-			

**City of Wabasso**  
**Payments**

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**Current Period: October 2021**

Cash Payment Invoice	E 101-45170-500 Capital Outlay (GENERA 1/2 of Football Field Lights Per Council Action				\$7,500.00
Transaction Date	10/6/2021	General Checking	10100	<b>Total</b>	\$7,500.00

**Fund Summary**

	10100 General Checking	
101 GENERAL FUND		\$47,868.43
601 WATER FUND		\$1,465.67
602 SEWER FUND		\$9,473.34
603 REFUSE (GARBAGE) FUND		\$203.19
		<hr/>
		\$59,010.63
	10101 Ambulance Checking	
230 AMBULANCE		\$3,185.84
		<hr/>
		\$3,185.84
	10102 Fire Checking	
225 FIRE		\$95.60
		<hr/>
		\$95.60

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$62,292.07
<b>Total</b>	<hr/>
	\$62,292.07

## Checks for Month

September 2021

0100 General Checking Begin Mth \$1,024,157.24

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	20210902UB0	9/2/2021	\$517.94	20210902UB0	UB Receipt Serv 1 Water R	\$1,024,675.18
Deposit	20210903UB0	9/3/2021	\$1,303.93	20210903UB0	UB Receipt Serv 1 Water R	\$1,025,979.11
Deposit	090721CCDEAMB	9/7/2021	\$35.00	090721CCDEAM		\$1,026,014.11
Deposit	20210907UB0	9/7/2021	\$3,289.52	20210907UB0	UB Receipt Serv 1 Water R	\$1,029,303.63
Deposit	20210908UB0	9/8/2021	\$1,767.62	20210908UB0	UB Receipt Serv 1 Water R	\$1,031,071.25
053895	Plaetz, Paul	9/8/2021	-\$1,555.15	PAY20210118.00		\$1,029,516.10
053896	Rothmeier, Julie	9/8/2021	-\$149.50	PAY20210118.00		\$1,029,366.60
053897	Thompson, Larry	9/8/2021	-\$1,714.09	PAY20210118.00		\$1,027,652.51
053892	Jenniges, Jim M	9/8/2021	-\$1,412.74	PAY20210118.00		\$1,026,239.77
053894	Lensing, Gary J.	9/8/2021	-\$340.68	PAY20210118.00		\$1,025,899.09
053893	Lanoue, Becky J	9/8/2021	-\$41.56	PAY20210118.00		\$1,025,857.53
Deposit	20210910UB0	9/10/2021	\$1,016.26	20210910UB0	UB Receipt Serv 1 Water R	\$1,026,873.79
Deposit	091021REC	9/10/2021	\$45.00	091021REC	Community Center Rental	\$1,026,918.79
053906	FARMERS CO-OP OIL COMP	9/13/2021	-\$235.01	091321PAYGCA	Fuel	\$1,026,683.78
053907	GOPHER STATE ONE CALL	9/13/2021	-\$4.05	091321PAYGCA	One Call	\$1,026,679.73
053908	HAWKINS WATER TREATME	9/13/2021	-\$1,271.48	091321PAYGCA	Chlorine	\$1,025,408.25
053909	JIM JENNIGES	9/13/2021	-\$50.00	091321PAYGCA	Expense Reimbursement -	\$1,025,358.25
053910	JOHN DEERE FINAN	9/13/2021	-\$444.61	091321PAYGCA	Shop Supplies	\$1,024,913.64
053911	LARRY THOMPSON	9/13/2021	-\$80.48	091321PAYGCA	Expense Reimbursement -	\$1,024,833.16
053912	M.R.PAVING & EXCAVATING	9/13/2021	-\$94,652.60	091321PAYGCA	Street Repairs	\$930,180.56
053913	MARCO, INC	9/13/2021	-\$241.55	091321PAYGCA	Copier Lease	\$929,939.01
053914	MATHESON TRI-GAS INC	9/13/2021	-\$35.88	091321PAYGCA	Acetylene	\$929,903.13
053915	MEADOWLAND FARMERS C	9/13/2021	-\$1,835.69	091321PAYGCA	Bulk Oil Products and Stor	\$928,067.44
053905	FALLS AUTOMOTIVE	9/13/2021	-\$99.65	091321PAYGCA	Shop Supplies	\$927,967.79
053918	MVTL LABORATORIES	9/13/2021	-\$212.98	091321PAYGCA	Testing Fees	\$927,754.81
053898	ARVIG COMMUNICATION SY	9/13/2021	-\$308.54	091321PAYGCA	Telephone - Plant - 235350	\$927,446.27
053920	PAUL PLAETZ	9/13/2021	-\$302.20	091321PAYGCA	Cell Phone - Water Share	\$927,144.07
053916	MN ASSOCIATION OF SMAL	9/13/2021	-\$430.95	091321PAYGCA	Annual Dues	\$926,713.12
Deposit	20210913UB0	9/13/2021	\$1,761.53	20210913UB0	UB Receipt Serv 1 Water R	\$928,474.65
053927	SALFERS FOOD CENTER	9/13/2021	-\$105.11	091321PAYGCA	Cleaning Supplies, AED Ba	\$928,369.54
053928	SOUTHWEST SANITATION, I	9/13/2021	-\$2,501.55	091321PAYGCA	Sanitation Service Contract	\$925,867.99
053929	TECH UNLIMITED, LLC	9/13/2021	-\$33.50	091321PAYGCA	Software - Malware and Off	\$925,834.49
053930	VISA	9/13/2021	-\$716.88	091321PAYGCA	Small Tools	\$925,117.61
053931	WABASSO DIESEL SERVICE	9/13/2021	-\$23.02	091321PAYGCA	Delivery Pickup	\$925,094.59
053900	CAPITAL ONE TRADE CREDI	9/13/2021	-\$15.44	091321PAYGCA	Supplies	\$925,079.15
053933	ZOOM VIDEO	9/13/2021	-\$16.09	091321PAYGCA	Subscription	\$925,063.06
053904	ENVIRONMENTAL EQUIPME	9/13/2021	-\$434.48	091321PAYGCA	Sweeper Parts	\$924,628.58
053919	NORTHERN BUSINESS PRO	9/13/2021	-\$46.96	091321PAYGCA	Office Supplies	\$924,581.62
053899	BAUNE PLUMBING & HEATIN	9/13/2021	-\$222.31	091321PAYGCA	Plumbing Supplies	\$924,359.31
053921	QUADIENT FINANCE USA, IN	9/13/2021	-\$10.00	091321PAYGCA	Postage Meter	\$924,349.31
053901	CAROL LANZ	9/13/2021	-\$35.00	091321PAYGCA	CC Rental Refund - Remov	\$924,314.31
053902	COUNTRY ENTERPRISES IN	9/13/2021	-\$74.09	091321PAYGCA	Community Center Lot Sig	\$924,240.22
053903	ELECTRIC MOTOR COMPAN	9/13/2021	-\$143.20	091321PAYGCA	Shop Supplies	\$924,097.02
053932	WABASSO LIONS	9/13/2021	-\$40.00	091321PAYGCA	Calendar Advertisement	\$924,057.02
053936	REDWOOD CO SHERIFFS O	9/13/2021	-\$3,375.00	091321PAY09132	Service Contract - August	\$920,682.02
053923	REDWOOD ELECTRIC COOP	9/13/2021	-\$5,460.00	091321PAYGCA	Electricity - Highway Sign -	\$915,222.02
053917	MN DEPT OF HEALTH	9/13/2021	-\$672.00	091321PAYGCA	Water Connection Fee	\$914,550.02
053924	REDWOOD GAZETTE & LIVE	9/13/2021	-\$230.12	091321PAYGCA	Help wanted Ad	\$914,319.90
053925	RSS GROUP INTERNATIONA	9/13/2021	-\$200.74	091321PAYGCA	Repairs - Pressure Washer	\$914,119.16
053926	RUNNING SUPPLY INC	9/13/2021	-\$282.09	091321PAYGCA	Small Tools	\$913,837.07
053934	ACHIEVE	9/13/2021	-\$2,600.00	091321PAY09132	Strategic Plan Consulting f	\$911,237.07
053935	LORNA BLISS	9/13/2021	-\$100.00	091321PAY09132	Community Center Damag	\$911,137.07
053922	R & E SANITATION INC	9/13/2021	-\$164.99	091321PAYGCA	Dumpster Fees	\$910,972.08
000907E	MN PERA	9/14/2021	\$0.00	100421PAYFICA	PERA Withholding	\$910,972.08
000911E	MN PERA	9/14/2021	-\$856.53	100421PAYPERA	PERA Withhold	\$910,115.55
Deposit	091421REC	9/14/2021	\$46.02	091421REC		\$910,161.57
Deposit	20210914UB0	9/14/2021	\$2,497.03	20210914UB0	UB Receipt Serv 1 Water R	\$912,658.60
Deposit	091521RECFINES	9/15/2021	\$153.31	091521RECFINE	Court Fine	\$912,811.91
Deposit	091521REC	9/15/2021	\$20.00	091521REC	Draining her hair salon was	\$912,831.91
000905E	INTERNAL REVENUE SERVI	9/15/2021	\$0.00	100421PAYFICA	FICA	\$912,831.91

## Checks for Month

September 2021

0100 General Checking Begin Mth \$1,024,157.24

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	20210915UB0	9/15/2021	\$1,729.25	20210915UB0	UB Receipt Serv 1 Water R	\$914,561.16
000910E	INTERNAL REVENUE SERVI	9/15/2021	-\$1,532.73	100421PAYPERA	FICA Withhold	\$913,028.43
000906E	MN DEPT OF REVENUE	9/20/2021	\$0.00	100421PAYFICA	State Tax Withholding	\$913,028.43
Deposit	092021RECGCAMB	9/20/2021	\$71.34	092021RECGCA	Dumpster Rental	\$913,099.77
Deposit	20210920UB1	9/20/2021	\$2,714.96	20210920UB1	UB Receipt Serv 1 Water R	\$915,814.73
Deposit	092021RECFULTON	9/20/2021	\$71.34	092021RECFULT	Dumpster Fees	\$915,886.07
000912E	MN DEPT OF REVENUE	9/20/2021	-\$578.08	100421PAYPERA	State Tax Withhold	\$915,307.99
Deposit	20210920UB0	9/20/2021	\$4,051.69	20210920UB0	UB Receipt Serv 1 Water R	\$919,359.68
Deposit	20210921UB1	9/21/2021	\$1,548.02	20210921UB1	UB Receipt Serv 1 Water R	\$920,907.70
Deposit	20210921UB0	9/21/2021	\$9,215.16	20210921UB0	UB Receipt Serv 1 Water R	\$930,122.86
053939	Lensing, Gary J.	9/22/2021	-\$417.68	PAY20210119.00		\$929,705.18
053942	Thompson, Larry	9/22/2021	-\$1,714.09	PAY20210119.00		\$927,991.09
053938	Lanoue, Becky J	9/22/2021	-\$23.37	PAY20210119.00		\$927,967.72
053940	Plaetz, Paul	9/22/2021	-\$1,555.15	PAY20210119.00		\$926,412.57
053941	Rothmeier, Julie	9/22/2021	-\$149.50	PAY20210119.00		\$926,263.07
053937	Jenniges, Jim M	9/22/2021	-\$1,412.74	PAY20210119.00		\$924,850.33
Deposit	20210923UB0	9/23/2021	\$929.57	20210923UB0	UB Receipt Serv 1 Water R	\$925,779.90
Deposit	20210924UB0	9/24/2021	\$1,268.99	20210924UB0	UB Receipt Serv 1 Water R	\$927,048.89
Deposit	20210927UB0	9/27/2021	\$634.59	20210927UB0	UB Receipt Serv 1 Water R	\$927,683.48
053943	Atkins, Carol	9/27/2021	-\$392.49	PAY20210203.00		\$927,290.99
053944	Baumann, Roger	9/27/2021	-\$300.14	PAY20210203.00		\$926,990.85
053945	Burns, Steve	9/27/2021	-\$300.14	PAY20210203.00		\$926,690.71
053946	Olson, Jeff	9/27/2021	-\$300.14	PAY20210203.00		\$926,390.57
053947	Salfer, Brad	9/27/2021	-\$300.14	PAY20210203.00		\$926,090.43
000913E	MN PERA	9/28/2021	-\$856.53	100421PAYPERA	PERA Withhold	\$925,233.90
000909E	INTERNAL REVENUE SERVI	9/28/2021	\$0.00	100421PAYFICA	FICA	\$925,233.90
000908E	MN PERA	9/28/2021	\$0.00	100421PAYFICA	PERA Withholding	\$925,233.90
Deposit	20210928UB0	9/28/2021	\$296.33	20210928UB0	UB Receipt Serv 1 Water R	\$925,530.23
000914E	INTERNAL REVENUE SERVI	9/28/2021	-\$1,555.03	100421PAYPERA	FICA Withhold	\$923,975.20
Deposit	20210930UB0	9/30/2021	\$613.94	20210930UB0	UB Receipt Serv 1 Water R	\$924,589.14
053949	Krause, Joanne	10/6/2021	-\$86.74	PAY20210120.00		\$924,502.40
053952	Thompson, Larry	10/6/2021	-\$1,714.09	PAY20210120.00		\$922,788.31
053950	Lensing, Gary J.	10/6/2021	-\$347.90	PAY20210120.00		\$922,440.41
053948	Jenniges, Jim M	10/6/2021	-\$1,412.74	PAY20210120.00		\$921,027.67
053951	Plaetz, Paul	10/6/2021	-\$1,555.15	PAY20210120.00		\$919,472.52
	Deposits	\$35,598.34				
	Checks	-\$140,283.06				
			-\$104,684.72			

FILTER: [Cash Act]='10100' and [Period]=9 and [Act Year]='2021'



# City of Wabasso

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## Checks for Month

September 2021

10102 Fire Checking Begin Mth \$55,371.78

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
003900	REDWOOD ELECTRIC COOP	9/13/2021	-\$45.00	091321PAYGCA	electricity	\$55,326.78
003899	MN FIRE SERVICE CERTIFIC	9/13/2021	-\$650.00	091321PAYGCA	Hazmat Recertification	\$54,676.78
003898	MIDWEST TRAINING ASSOC	9/13/2021	\$0.00	Voided Ck	Training	\$54,676.78
003897	MEADOWLAND FARMERS C	9/13/2021	-\$593.20	091321PAYGCA	Fuel	\$54,083.58
003896	FARMERS CO-OP OIL COMP	9/13/2021	-\$61.44	091321PAYGCA	Fuel	\$54,022.14
003901	MIDWEST TRAINING ASSOC	9/16/2021	-\$2,658.60	091621PAYFIRE	Reissued check #3998 ove	\$51,363.54
Deposit	093021RECAMB FIR	9/30/2021	\$5,075.00	093021RECAMB	Annual fire contract	\$56,438.54
	Deposits	\$5,075.00				
	Checks	-\$4,008.24				
			\$1,066.76			

FILTER: [Cash Act]='10102' and [Period]=9 and [Act Year]='2021'

# City of Wabasso

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## Checks for Month

September 2021

1 Ambulance Checking Begin Mth \$109,865.01

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	090121RECAMB2	9/1/2021	\$1,819.21	090121RECAMB	BLS Fees	\$111,684.22
Deposit	090721CCDEAMB	9/7/2021	\$1,510.00	090721CCDEAM		\$113,194.22
001625	REDWOOD ELECTRIC COOP	9/13/2021	-\$45.00	091321PAYGCA	Electricity - 99865808	\$113,149.22
001618	ARVIG COMMUNICATION SY	9/13/2021	-\$96.29	091321PAYGCA	Telephone	\$113,052.93
001619	BOUND TREE MEDICAL	9/13/2021	-\$996.72	091321PAYGCA	Medical Supplies	\$112,056.21
001620	CENTRACARE HEALTH	9/13/2021	-\$1,200.00	091321PAYGCA	ALS Intercept	\$110,856.21
001621	EFAX CORPORATE	9/13/2021	-\$42.29	091321PAYGCA	Fax Services	\$110,813.92
001622	EXPERT BILLING	9/13/2021	-\$372.00	091321PAYGCA	Billing Services	\$110,441.92
001624	MATHESON TRI-GAS INC	9/13/2021	-\$119.52	091321PAYGCA	Oxygen	\$110,322.40
001626	RIDGEWATER COLLEGE	9/13/2021	-\$800.00	091321PAYGCA	EMT Refresher Course	\$109,522.40
001627	VERIZON WIRELESS	9/13/2021	-\$106.38	091321PAYGCA	Cell Phone	\$109,416.02
001623	FARMERS CO-OP OIL COMP	9/13/2021	-\$235.08	091321PAYGCA	Fuel	\$109,180.94
Deposit	091421REC	9/14/2021	\$330.00	091421REC	Richard Meyer	\$109,510.94
Deposit	091521REC	9/15/2021	\$1,906.00	091521REC	Sean David Doyle 4/30/202	\$111,416.94
Deposit	092021RECGCAMB	9/20/2021	\$620.00	092021RECGCA	Donation	\$112,036.94
Deposit	093021RECAMB FIR	9/30/2021	\$40.00	093021RECAMB	Donation	\$112,076.94
Deposit	9302021RECAMB	10/6/2021	\$4,514.74	9302021RECAM	BLS Fees	\$116,591.68
	Deposits	\$10,739.95				
	Checks	-\$4,013.28				
			\$6,726.67			

FILTER: [Cash Act]='10101' and [Period]=9 and [Act Year]='2021'