

City of Wabasso
Regular Meeting
Monday, March 13, 2023
5:00 pm

REGULAR MEETING

1. Call to order
2. EDA Update
 - a. EDA Minutes - February 13, 2023
 - b. Loan and Checking Balance Report
3. 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.*
4. Clerk-Treas. /Administrator
 - a. Review Job Descriptions
 - b. Approve Advertisement for Bids
5. Street Report -
 - a. Maintenance Worker Update
6. Water/Wastewater Report
 - a.
7. Parks Report
8. Approve Consent Agenda
9. Unfinished Business
 - a. Bethany Bell Tower Cemetery Plans
 - b. Library Land Lease
 - c. Community Center Improvements Update
 - d. Engineer:
 - Sanitary Sewer Improvements - Design
 - Water Meter Improvements - Construction - Extend Deadline
 - Water Plant Improvements
 - Short term repairs (can these wait until later to include with overall imp?)
 - Longer term improvements
 - Funding Application(s)
10. New Business
 - a. Employee Health Insurance
 - b. ATM Machine - Community Center
11. Correspondence
 - a. Sheriff's reports
 - b. Library Minutes
 - c. MN Pay Equity Compliance
 - d. MN EMS - Ambulance Certificate of Medical Excellence
12. Approve Bills
13. Adjourn

CONSENT AGENDA

1. Approve Council Minutes - 2/13/23 & 2/20/23
2. Approve Utility Billing for Noncompliant Accounts
3. Approve Pay Estimate No. 2 - Water Meter Improvements - \$40,480.45

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, March 13, 2023
Agenda Report**

MATT, JIM AND I WILL NOT BE AT THE MEETING. THE AGENDA IS BEING SENT OUT EARLY AS I WILL NOT BE IN ON THURSDAY, WHICH IS THE NORMAL MAILING DATE. I WILL FORWARD ANY ADDITION ITEMS PRIOR TO THE MEETING.

1. EDA Minutes/Financial Reports enclosed
2. Matt has asked that the Council review the present Clerk/Treasurer/Administrator job description and advertisement. Matt would like to advertise the position this month. As noted, Matt will not be at the meeting so if you have any concerns please contact him before the meeting.
3. Maintenance Worker Update – Attached is the job description and job posting. The city has received two applications and a request for an application. The City has also received two additional inquiries but they were not able to meet the minimum response times of 20 minutes.
4. Library Land Lease – Information previously sent.
5. Bethany Tower and Cemetery Plans – Shirley Appel and Jay Lessman will update the Council regarding the Bethany Bell Tower and Cemetery Plans.
6. Community Center Improvements Update – The fixture installation and painting has been scheduled for late March/early April. The ceiling tiles will be installed shortly after. We have not started on the exterior improvements at this time.
7. Engineer. David Palm will present an update at the meeting.
 - a. Water meters – Approximately 90% of the meters have been installed. Two additional installation days have been schedule with should bring us to over 95% depending on the response to the letter noted under the Consent Agenda item below.
8. Employee Health Insurance. Jeff has asked this item be placed on the agenda. It is likely that Maintenance Worker and Clerk/Treasurer/Administrator applicants will request group health coverage.
9. ATM Machine – The Lions Club has requested that they be allowed to install an ATM Machine at the Community Center. The request is being made primarily for the convenience of wedding guests and the Roll In. Currently guests are directed to the C store if they need cash. Jeff and I discussed and agreed this should be placed on the agenda. Questions were raised regarding liability and sharing of fees. The preferred location of the machine would be in the cloak room
10. Correspondence – Attached.
11. Council minutes – Attached.
12. Meter Installation – Noncompliant Accounts – As noted above, there have been a number of customers who have not responded to the request to schedule and appointment. The attached letter has been sent to noncompliant customers noting that they will be billed double the estimated usage based on prior usage until the new meter has been installed. I believe I need Council authorization for this in order for it to be enforced.
13. Pay Estimate No. 2 – Water Meter Improvements - \$40,480.45. Attached.

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**Wabasso EDA
Regular Meeting
Wednesday, March 1, 2023
5:00 pm**

The meeting was called to order at 5:00 pm with board members Pat Eichten, Karl Guetter, Amanda Guetter, Chad Altermatt and Chuck Robasse (via Zoom) present. Also present were Larry Thompson and McKenzie Fischer. (Christopher Eichten arrived at 5:30 p.m.)

The agenda was accepted as submitted.

The minutes of the February 1, 2023 meeting were approved on a motion by Robasse, second by Guetter.

Eichten – yes; KGuetter; AGuetter – yes; Altermatt – yes; Robasse – yes.

Daycare/Housing: A meeting has been scheduled with the City of Franklin for March 22, 2023 to discuss the housing project and day care center. Members are to forward questions to Mr. Thompson so he can pass them along to the Franklin City Clerk.

Park Grant – The board reviewed information submitted by Mr. Thompson. Ms. Fischer indicated that it was too late to make the grant deadlines. It was the consensus of the board that Ms. Fischer submit a budget for the preparation of a grant and the matter be tabled until the next meeting.

Strategic Plan Update:

- It is anticipated the draft zoning ordinance and land use plan will be presented at the next EDA meeting for consideration. The City Council extended the moratorium for 120 days. Information was sent to Jonti-Craft and Farmers Coop.
- Business Spotlights – March – Bulk Seed Systems. The EDA commended Ms. Fischer for the work on the Spotlights, noting they were very informative. Future spotlights - April – Mid County Ag; May – Roadhouse.

Christopher Eichten – Envy Us Salon – Mr. Eichten indicated his wife needed to relocate her business due to issues with the current building, and he was not having success locating a suitable building. He has been in discussion with Mr. Thompson and Matt Novak regarding possibly relocating the business to the vacant lot owned by the EDA next to his residence on North Street as a home occupation. Discussion followed regarding if such a use would be allowed under the covenants. It was noted the covenants were not clear if this would be allowed, and that any amendment would require all of the owners to agree. Regardless, the covenants are enforced by the owners of the property, not the EDA or City. Mr. Eichten will contact Mr. Novak regarding the covenants.

Future Daycare Site – Goblirsch Property – The EDA discussed the status of the Goblirsch property and how it could move forward. Mr. Thompson was directed to contact an environmental engineer to discuss what steps needed to be taken for an environmental review, and discuss possible options with the owner. The EDA requested the RADC prepare an update of available brownfield grants.

Treasurer's Report – Motion by AGuetter, second by Altermatt to approve the treasurer's report as submitted.

Eichten – yes; KGuetter; AGuetter – yes; Altermatt – yes; Robasse – yes.

Bills – Motion by KGuetter, second by Altermatt to approve the bills as follows: General Checking: \$65.00; Dewey Street Checking - \$178.02
Eichten – yes; KGuetter; AGuetter – yes; Altermatt – yes; Robasse – yes.

The meeting was adjourned at 6:10 pm.

Larry J Thompson

DRAFT

EDA Monthly Payment Schedule**as of 2/28/2023**

<u>Name</u>	<u>Pmt Due</u>	<u>Pmt Amt</u>	<u>Int</u>	<u>Prin Amt</u>		<u>Maturity Date</u>	<u>Last Payment</u>	<u>Payment Due</u>
Babble On Bar & Grill	15th	\$ 800.00	3%	\$ 73,157.90	EDA I	11/15/2032	2/20/2023	3/15/2023
Chad Ruprecht	21st	\$ 400.00	3%	\$ 10,830.26	EDA II	5/21/2028	2/20/2023	3/21/2023
DEEM, Inc	21st	\$ 483.73	3%	\$ 16,313.29	EDA I	5/21/2025	2/16/2023	3/21/2023
DEEM, Inc	21st	\$ 357.27	3%	\$ 11,709.90	EDA I	5/21/2025	2/16/2023	3/21/2023
Jenniges Gas & Diesel	14th	\$ 300.00	3%	\$ 10,925.07	EDA I	12/11/2026	2/9/2023	3/14/2023
Jenniges Gas & Diesel	8th	\$ 500.00	1%	\$ 2,784.64	EDA I	12/11/2022	2/9/2023	3/8/2023
Jonti-Craft	25th	\$ 3,886.28	2.5%	\$ 116,548.85	EDA I	9/25/2025	2/20/2023	3/25/2023
Jonti-Craft	25th	\$ 120.19	2.5%	\$ 3,604.99	EDA II	9/25/2025	2/20/2023	3/25/2023
Mid County Ag Services	20th	\$ 242.00	3%	\$ 15,239.03	EDA I	11/20/2028	2/20/2023	3/20/2023
Matt Novak	1st	\$ 362.10	3%	\$ 12,810.05	EDA II	8/4/2026	2/1/2023	3/1/2023
Safe Storage 2	5th	\$ 482.80	3%	\$ 30,411.41	EDA I	10/5/2028	2/1/2023	3/5/2023
Wabasso Eletric Motor LLC	6th	\$ 251.00	3%	\$ 6,602.90	EDAI	8/6/2024	2/20/2023	3/6/2023
Totals		\$ 8,185.37		<u><u>\$ 310,938.29</u></u>				

EDAI Daily Savings	\$ 389,552.19	FROM MONTHLY BANK STATEMENTS
EDAIH Daily Savings	\$ 127,014.86	FROM MONTHLY BANK STATEMENTS
EDA-WDC	\$ 39,913.63	FROM MONTHLY BANK STATEMENTS
Total Savings	\$ 556,480.68	

EDA General Fund

Beginning Balance				\$ 137,544.12	
Plus Deposits	Outstanding				
	Rev	Interest Earnings		\$ 56.94	\$ 47.33
	Exp				

Future Checks - Transfer Errors

\$ 137,601.06

Ending Balance

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

EDA General Total

\$ 216,234.21

EDA Dewey Street

Beginning Balance		\$ 57,610.59
Plus Deposits	Rents	\$ 2,310.00
	interest	\$ 2.44
Less Checks /Outstanding		
	LMCIT - Insurance	\$ (2,124.00)
	Buane Plumbing and Heating	\$ (73.12)
	Baune Snow and Lawn Care	\$ (455.00)
FUTURE	Deposit from EDA General	
	Payments to General Fund Checking	<u>\$ 57,270.91</u>

EDA Eastvail Sales Account

Starting Balance	\$ 33,636.75
Interest on investments	\$ -
	<u>\$ 33,636.75</u>

Dewey Street Townhomes Loan Paid off \$ - 2.8 % interest

EDA I

2/27/2023

Balance Sheet

	Balance 1/28/23	Adj.	2/27/2023
Assets			
Cash	\$ 382,500.11	7,052.08	\$ 389,552.19
Notes Receivable	\$ 283,483.56	(6,393.46)	\$ 277,090.10
Total Assets	\$ 665,983.67	658.62	\$ 666,642.29
Liabilities			
	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
Assets less Liabilities	\$ 665,310.61		\$ 666,642.29

Principal Payments Monthly

Babble On Bar & Grill	\$ 615.57
Deem 1	\$ 441.84
Deem 2	\$ 327.18
Jenniges Gas & Diesel 1	\$ 272.01
Jenniges Gas & Diesel 2	\$ 491.81
Jonti-Craft 1	\$ 3,635.90
Mid Country Ag Services	\$ 203.39
Safe Storage #2	\$ 405.76
Total Principal Payment:	\$ 6,393.46

Principal Payments Year to Date

Babble On Bar & Grill	\$ 1,229.60
Deem 1	\$ 881.65
Deem 2	\$ 653.54
Jenniges Gas & Diesel 1	\$ 543.34
Jenniges Gas & Diesel 2	\$ 982.39
Jonti-Craft 1	\$ 7,264.24
Mid Country Ag Services	\$ 406.28
Safe Storage #2	\$ 810.51
Total Principal Payments	\$ 12,771.55

New Loans

\$ -
\$ -
\$ -

Income Statement

Income

Interest on Loans Monthly

Babble On Bar & Grill	\$ 184.43
Deem 1	\$ 41.89
Deem 2	\$ 30.09
Jenniges Gas & Diesel 1	\$ 27.99
Jenniges Gas & Diesel 2	\$ 8.19
Jonti-Craft 1	\$ 250.38
Mid Country Ag Services	\$ 38.61
Safe Storage #2	\$ 77.04
Total Interest Payments	\$ 658.62

Interest on Loans Year to Date

Babble On Bar & Grill	\$ 370.40
Deem 1	\$ 84.88
Deem 2	\$ 61.00
Jenniges Gas & Diesel 2	\$ 56.66
Jenniges Gas & Diesel 1	\$ 17.61
Jonti-Craft 1	\$ 508.32
Mid Country Ag Services	\$ 77.72
Safe Storage #2	\$ 155.09
Total Interest Payments	\$ 1,331.68

Savings Interest

Quarter 1	\$ -
Quarter 2	\$ -
Quarter 3	\$ -
Quarter 4	\$ -
Total Interest Payments	\$ -

Deposit Error	\$ -
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Total Income	\$ 658.62
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Expenses

Interest Payment	\$ -
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Total Expense	\$ -
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Net Income	\$ 658.62
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Balance Sheet

	Balance 1/29/2023	Adj.	Balance 2/28/2023
Assets			
Cash	\$ 125,881.57	1,133.29	\$ 127,014.86
Notes Receivable	\$ 34,895.80	(1,047.60)	\$ 33,848.20
Total Assets	\$ 160,777.37	85.69	\$ 160,863.06
Liabilities			
	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
Assets less Liabilities	\$ 160,777.37		\$ 160,863.06

Principal Payments Monthly

Chad Ruprecht	\$ 371.99
Jonti-Craft	\$ 112.45
Novak Law	\$ 329.25
Wabbasso Electric Motor	233.91
Total Principal Payments	\$ 1,047.60

New Loans

\$ -
\$ -
\$ -

Principal Payments Year to Date

Chad Ruprecht	\$ 743.06
Jont-Craft	\$ 224.66
Novak Law	\$ 657.68
Wabbasso Electric Motor	\$ 467.23
Total Principal Payments	\$ 2,092.63

Income Statement**Income****Interest on Loans Monthly**

Chad Ruprecht	\$ 28.01
Jonti-Craft	\$ 7.74
Novak Law	\$ 32.85
Wabbasso Electric Motor	\$ 17.09
	\$ -
	\$ -
Total Interest Payments	\$ 85.69

Interest on Loans Monthly

Chad Ruprecht	\$ 56.94
Jont-Craft	\$ 15.72
Novak Law	\$ 66.52
Wabbasso Electric Motor	\$ 34.77
	\$ -
	\$ -
Total Interest Payments	\$ 173.95

Savings Interest

Quarter 1	\$ -
Quarter 2	\$ -
Quarter 3	\$ -
Quarter 4	\$ -
	\$ -

Deposit Error

\$ -

Total Income

\$ 85.69

Expenses

Interest Payment	\$ -
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Total Expense

\$ -

Net Income

\$ 85.69

CLERK/TREASURER/ADMINISTRATOR

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	City Clerk/Treasurer/Administrator	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Clerk/Treasurer/Administrator	PAY GRADE:	9
DEPARTMENT:	Administration	WORK SCHEDULE:	8-5 p.m. (M-F) meetings
WORK LOCATION:	City Hall		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Serves as City's statutory Clerk and Treasurer including duties as Chief Administrative Officer for the City. Performs technical, specialized, and clerical work to support the daily administration (operations, programs, and activities) of the City. Exercises overall and direct responsibility for several areas such as centralized finance & accounting functions, risk management, legal notices, document management & recordkeeping, reporting, elections, licenses & permits, and in-person/on-line customer service. Promotes the efficient use of department and City resources. May participate in economic development activities.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Council
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Other clerk/treasurers & city administrators as well as other appointed <u>and</u> elected officials; staff at various county, state, and federal agencies; LMC & LMCIT staff; county and city attorneys; city engineer; city auditor and financial advisors including the City's bond counsel and agent; other contracted consultants & contractors; suppliers, vendors and salespeople including insurance agents & personnel; City's official newspaper and other media outlets; business and community groups; and tourists, utility customers, and residents.
Supervises:	Exercises general, technical and administrative supervision over city employees either directly or through subordinate supervisors.

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As holder of statutory offices the incumbent has authority to manage each office's functions, processes and activities subject to City Council's oversight, City Council's policy guidance, and state law. The incumbent exercises staff and functional authority to organize and facilitate the flow of information to ensure the integrity of the City's legislative, electoral, data practices and reporting/recordkeeping processes including official use of the City Seal. Coordinates city's centralized HR/personnel administration activities as regularly assigned. Coordinates elections as chief election official. Executes other duties as assigned by the City Council.
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CLERK/TREASURER/ADMINISTRATOR

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<p>DEPARTMENT ADMINISTRATION & MANAGEMENT</p> <ul style="list-style-type: none"> » Planning & Budgeting » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management 	<ul style="list-style-type: none"> a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.
<p>LEADERSHIP AND COUNCIL SUPPORT</p> <ul style="list-style-type: none"> » Staff Support & Meeting Attendance » Research & Analysis » Advice & Recommendations » Administration & Interpretation » Consultants & Contractors 	<ul style="list-style-type: none"> d. Serves as Council's executive officer providing administrative, clerical and logistical support: coordinates the preparation/distribution of agenda and information packets, working with department heads and others to ensure the integrity of background information requested/required; handles Council's correspondence; and may track follow-up on Council directives, requests for information, and other action items. Works with Council to establish long- and short-term goals. e. Recommends new and revised Administrative Policies (e.g. ordinances, resolutions, & personnel policies), implementing and administering them after appropriate Council approval; and reviews format/layout of other departments' ordinances & resolutions. f. Serves as City's personnel officer with direct responsibility to administer city-wide HR/Personnel system: updates/revises personnel policies; coordinates hiring process, compensation plan, performance management, and other centralized HR functions; and prepares/submits pay equity report. g. Oversees and interacts with other consultants and contractors, coordinating selections with RFPs as directed. Monitors contracts assuring the desired level of service is provided. Oversees and participates in renewal of contracts and notifications such as fire service agreements. Informs Council of concerns and issues. h. Serves as City's safety officer with direct responsibility for assuring compliance with federal and state mandates including AWAIR, Right to Know and other MNOSHA programs.
<p>FINANCIAL & ACCOUNTING COORDINATION & GUIDANCE</p> <ul style="list-style-type: none"> » Internal Controls & GASB » City-wide Budgeting & Plans » Cash Flow Management » Investment Management » Reporting & Recordkeeping » Benefits Administration 	<ul style="list-style-type: none"> i. <u>Internal Controls</u>: establishes and manages finance & accounting controls for all city departments; communicates policies, standard forms and procedures to department heads; and regularly evaluates compliance, providing advice and assistance as needed. j. <u>Budget Preparation</u>: initiates preparation of City's consolidated operating and capital budgets, coordinating efforts with department heads; supports Council in setting property tax levy and rates; and presents overall budget to the Council. Prepares documents for required meetings (e.g. TNT, BAE, etc.). k. <u>Budget Administration</u>: administers Council-approved city-wide budget including a coordinating role in CIP plans; prepares monthly statements (revenue and expenditure reports, balance sheets, and cash balances) to assist and advise department staff; and provides regular and other financial reports to the Council. l. <u>Cash/Investment Management</u>: maintains auxiliary cash controls for investing, balancing, and other related accounting activities; monitors cash flow to ensure sufficient cash is available; reconciles all cash and investments with monthly bank/investment statements; and maintains required investment records and prepare related reports. Works with city financial consultant(s).

CLERK/TREASURER/ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (cont.)

<p>FINANCIAL & ACCOUNTING COORDINATION & GUIDANCE (cont.)</p>	<p>m. <u>Internal Checks, Balances and Audits</u>: reviews a variety of source documents (i.e. process inputs) and performs a variety of reconciliations and balancing adjustments to regularly verify and maintain the integrity and accuracy of the all financial statements and reports (i.e. outputs). Maintains complete & accurate records.</p> <p>n. <u>Benefits Administration</u>: initiates/reviews all new hire paperwork; coordinates annual benefits renewal, researches options/offerings, and enrolls employees; and manages employee intranet site and coordinates wellness program. Manages ACA and COBRA administration, if any.</p>
<p>STATUTORY CLERK (NON-FINANCIAL) DUTIES</p>	<p>o. <u>Legal Notices</u>: Prepares and publishes meeting agendas, advertisements, and legal notices of the City Council's regular meetings as well as public hearings and special meetings. Oversees or participates in the preparation/publication of other public notices as required by the county, state, or federal government.</p> <p>p. <u>Council Meetings and Minutes</u>: attends meetings to manage an accurate record of the proceedings, including video/audio recording and preparation of minutes; and indexes/files official minutes.</p> <p>q. <u>City Seal</u>: Signs and seals all legal papers on behalf of the City; certifies and files—with the county—official Council actions including ordinances and resolutions, official maps, and conditional use permits; certifies a variety of other documents dealing with people and property; and accepts legal papers and proper notification served on the City. Attests the Mayor's signature on official documents when required.</p> <p>r. <u>Mandatory Reporting</u>: Oversees and/or participates in the completion of any county, state, and federal forms and reports due for assigned areas.</p> <p>s. <u>City Elections</u>: Records proceedings of regular and special elections; registers voters and officiates elections; and notifies officials of their appointments to office, taking/certifying acknowledgements and administering oaths. Certifies, to the county, all appointments and election results; and prepares/submits to the county and state (SOS) other required notices, posting notices in city hall as required.</p> <p>t. <u>Licenses & Permits</u>: Administers issuance of municipal licenses including building, business (liquor/gambling/other); animal; and various regulatory licenses as assigned—in accordance with applicable city ordinances and other regulations. Works with responsible law enforcement agency on enforcement and informs City Council of any violations as required.</p> <p>u. <u>City Recordkeeping</u>: Serves as custodian of official records and public documents; implements and maintains centralized filing system; and maintains an accurate record of Council proceedings and actions (e.g. Meeting Minutes, the Municipal Code of Ordinances, and Resolutions.)</p>

CLERK/TREASURER/ADMINISTRATOR

<p>STATUTORY CLERK (FINANCIAL) & STATUTORY TREASURER DUTIES</p> <ul style="list-style-type: none"> » General & Enterprise Funds » Journal & GL Accounting » Claims & Receipts » Annual Audit » Reporting & Recordkeeping 	<ul style="list-style-type: none"> a. <u>All Receipts and Disbursements</u>: oversees and participates in the maintenance of all required data, information, and records in electronic and physical files for all accounting functions. b. <u>City Hall Front Counter Service</u>: provides general information to the public and city employees; answers phone and greets/receives city hall visitors; receives requests, complaints and information from public and transmits to staff or council as needed; sorts and distributes incoming mail; processes outgoing mail. c. <u>Accounting/Utility Billing</u>: performs daily and other cyclical tasks associated with utility billing process; receives check, cash and credit card payments for utility bills; uses automated software to calculate, review and print monthly bill register and utility bills; post payment, reconciles batches and prepares receipts and bank deposits, maintains customer accounts/property information; administers past-due accounts; handles customer inquiries, performs other routine accounting tasks as needed. d. <u>Claims/Accounts Payable</u>: ensures List of Claims is ready for Council's review/approval at designated meeting; ensures approved claims are paid in a timely manner to avoid penalties and take advantage of discounts; and prepares Form 1099-MISC for consultants. e. <u>Accounts Receivable</u>: prepares and sends invoices for City services/charges; follows up on bad checks and initiates collection action as needed; records receipts, posts into accounting software, and prepares daily bank deposits; and prepares/submits monthly sales tax returns and transfers funds electronically. Calculates, prepares and submits federal and state fuel tax credits/refunds. f. <u>Payroll</u>: oversees and participates in payroll cycle; reconciles payroll and files quarterly reports; reconciles and prepares W-2s; and calculates retirement fund contributions and prepares PERA reports. Compiles payroll costs for WC insurance estimates and audits. Reconciles and prepares required reports for ACA. g. <u>City Assessments</u>: certifies new assessments to be levied, prepayments and balances; maintains special assessment records; and researches specific properties by conducting special assessment searches when appropriate.
<p>V. ESSENTIAL FUNCTIONS (cont.)</p>	
<p>STATUTORY CLERK (FINANCIAL) & STATUTORY TREASURER DUTIES (cont.)</p>	<ul style="list-style-type: none"> h. <u>Debt Administration</u>: works with fiscal advisors to coordinate the issuance of any new debt; participates in credit reviews and annual reporting requirements; and maintains records needed for bond payments, fiscal agents, and related redemption ledgers. i. <u>Special GASB Requirements</u>: implements and maintains fixed assets system and subsidiary records; maintains accounting records for capital projects; and monitors relevant pronouncements. j. <u>Annual External Audit</u>: supervises year-end closing and coordinates City's annual audit; prepares audit work papers and schedules and assists auditors as appropriate; and follows up on indicated areas of deficiency. k. <u>City-wide Insurances</u>: manages property/casualty coverages, including renewals and schedules; manages worker's compensation including claim administration; and manages unemployment claims.

CLERK/TREASURER/ADMINISTRATOR

<p>SUPERVISION OF DEPARTMENT EMPLOYEES</p> <ul style="list-style-type: none"> » Employee Relations » Hiring/Interviewing » Supervision & Work Scheduling » Performance Management » Discipline/Safety » Training & Development 	<ul style="list-style-type: none"> l. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing. m. Oversees and participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. Ensures proper checks and balances (internal controls) are followed. n. Promotes workplace safety through ongoing efforts related to employee training and awareness.
<p>COORDINATION WITH OTHER CITY DEPARTMENTS</p> <ul style="list-style-type: none"> » Joint/Shared Responsibilities » City-wide projects, events, & activities » Emergencies 	<ul style="list-style-type: none"> o. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings. p. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns. q. Provides administrative/technical support to other departments as workload and work priorities allow. r. Works closely with Public Works department head on capital projects, equipment replacement plans, and utility billing activities such as meter reading, account changes, shut-offs, etc.
<p>EXTERNAL COMMUNICATIONS/ RELATIONS</p> <ul style="list-style-type: none"> » City Representation & Liaison » Intergovernmental Relations » Business Relations » Public Relations » Media Relations 	<ul style="list-style-type: none"> s. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues. t. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. u. Receives requests for information, complaints, and other input/feedback about Administration Department and Clerk/Treasurer's Office and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.

VI. OTHER DUTIES & RESPONSIBILITIES

- Serves as a notary public.
- Performs other duties as directed by the City Council or apparent to the incumbent.
- May be subject to periodic drug-testing as outlined in city policies.

CLERK/TREASURER/ADMINISTRATOR

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each major area of accountability ▪ City ordinances, resolutions, & Council directives; City and department policies and procedures (Administrative & Operating) ▪ City Council's overall budget goals and each department's work plans/goals ▪ City and Department's organizational structure, operations, programs and activities ▪ laws, rules and regulations applicable to City government ▪ laws related to data practices and records management ▪ principles and practices related to a municipal clerk's statutory and other duties ▪ principles and practices related to a municipal treasurer's statutory and other duties ▪ management principles and practices as they apply to public sector ▪ OSHA and other safety-related laws, rules, and regulations ▪ office automation and other technologies useful for municipal operations ▪ program management, process control and improvement, work flow management 	<ul style="list-style-type: none"> ▪ planning and evaluating office's operations and activities ▪ coordinating the flow of information city-wide ▪ conducting research, analyzing/interpreting data, and preparing reports ▪ providing/presenting reliable information and sound advice to elected & appointed officials ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ using City's automated recordkeeping & office software and ensuring information technologies help to increase work productivity ▪ promoting work products that are complete, accurate, and error-free ▪ mathematical aptitude and municipal financial management knowledge 	<ul style="list-style-type: none"> ▪ handle not public data and other sensitive information IAW state statute and City policy ▪ keep current on local government finance and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ implement Council policies and carry out Council directives ▪ interpret and administer policies with consistency and uniformity ▪ work independently and with a high level of initiative & resourcefulness ▪ cope with the mental stress of the position ▪ interact with various local & community organizations ▪ operate a personal computer, phone, 10-key calculator, and other typical office machines ▪ use active listening skills and receive input/feedback (and constructive criticism) on performance ▪ work beyond normal work hours as well as evenings and some weekends ▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally) ▪ attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.

CLERK/TREASURER/ADMINISTRATOR

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

For Use
in
Hiring
and
Promotions

1. College graduate with an Associate degree in accounting, financial management, public or business administration, or related program.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

- ❖ Bachelor's degree in public administration, business administration, finance/accounting, or related program.
- ❖ Previous experience as a municipal clerk/treasurer or other comparable clerical or administrative experience in local government including work in general management/administration, fund accounting, financial/accounting management including budgeting, meeting administration and Council or board support, legal compliance, elections, and records management.
- ❖ Previous administrative or office experience (1-2 years) including use of typical computing software (word processing, spreadsheet, etc.).

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Response Time or
Reasonable Area
Requirement
of:
NONE

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. The incumbent may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)

The City of Wabasso is seeking applicants for the position of City Clerk/Treasurer/Administrator.

The City Clerk/Treasurer/Administrator serves as City's statutory Clerk and Treasurer, and performs duties as Chief Administrative Officer for the City. The City Clerk/Treasurer/Administrator performs complex executive work planning, organizing, directing, and coordinating City government operations, and is responsible for setting policies and goals under administrative oversight of the Wabasso City Council.

Preferred candidates will possess a Bachelor's degree in public administration or a related field, and relevant work experience in administration, finance, or public sector positions. Candidates must possess strong financial skills, demonstrate strong communication skills, possess positive organizational and supervisory management skills, and be able to effectively communicate and maintain positive relationships with the city council, city employees, and community members. The ideal candidate should be willing to reside within a reasonable distance from the community of Wabasso. Salary is regionally competitive and commensurate with experience.

To apply, mail a cover letter, current resume, college transcript, and 3 letters of recommendation pertinent to this position to: City of Wabasso, ATTN: City Clerk/Treasurer/Administrator Search Committee, PO Box 60, Wabasso MN, 56293

CITY OF WABASSO

POSITION: MAINTENANCE WORKER
DEPARTEMNT: PUBLIC WORKS
SUPERVISOR: STREET MAINTENANCE SUPERVISOR
CLASSIFICATION: FULL TIME

- I. The Maintenance Worker is an appointed position that assists the Public Works Director with all aspects of street, building, grounds and equipment maintenance, sewer and water. Scheduled to be on call every other other weekend/holiday.
- II. Responsibilities: Assists the Street Maintenance as follows:
 - A. Street maintenance
 1. Maintain alleys.
 2. Paints curbs, crosswalks, handicapped and regular parking spaces as needed.
 3. Snow removal.
 4. Repairs to streets and alleys city can accomplish without contracted assistance.
 5. Trim trees.
 6. Sweep streets as needed.
 - B. Building Maintenance
 1. Performs repairs where applicable including rental housing units and the city community center.
 2. Maintenance of park shelters and restrooms.
 3. Maintenance of athletic field buildings.
 4. Cleans Community Center
 - C. Grounds maintenance
 1. Mowing and weed spraying of all city property.
 2. Tree trimming as needed on city property.
 3. Repairs playground equipment in city park
 4. Painting and repair of picnic tables.
 - D. Equipment Maintenance
 1. Routine minor repairs of street equipment and small equipment
- III. Additional Responsibilities
 - A. Assist with water/sewer operations as assigned
 - B. Other duties as assigned.

IV. Knowledge & Skills

- A. High School diploma
- B. Ability to operate tractor, street sweeper, dump/snow plow truck.
- C. Class C License
- D. Ability to communicate effectively with residents, coworkers, contractors and elected officials.
- E. General knowledge of the use of hand tools
- F. General knowledge of safety practices

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.

City Employment

The City of Wabasso is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, promotion, transfer, termination and compensation. The City of Wabasso will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, or familial status.

- [Job Application \(link to the application\)](#)

Full Time Maintenance Worker

The City of Wabasso is seeking applicants for the position of full time Maintenance Worker to assist the Public Works Director with the overall operations of the Public Works Department including snow plowing, tree trimming and community center cleaning. Day shift – Monday through Friday with every other weekend on call.

SALARY: \$20.50 – \$23.58/hr. Depending on Qualifications

BENEFITS: Per City personnel policy. Full time includes holidays, vacation, clothing allowance, cell phone reimbursement and retirement

Opening Date: March 1, 2023

Closing Date: March 31, 2023

Minimum Qualifications:

1. High school diploma or GED
2. Class C Driver's License
3. Mechanical aptitude
4. 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. Class B Driver's 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 including a complete job description may be obtained at the Wabasso Community Center, 1429 Front St., Wabasso, MN 56293 or on the City's website at www.wabasso.org or email to larry@wabasso.org Phone: 507-342-5519. This position closes on March 31, 2023, at 4 p.m.

City of Wabasso Full Time Maintenance Worker

The City of Wabasso is seeking applicants for a full time Maintenance Worker. The Maintenance Worker is an appointed position who will assist the Public Works Director with the overall operations of the Public Works Department including snow plowing, tree trimming and community center cleaning. Day shift – Monday through Friday with every other weekend on call.

MINIMUM QUALIFICATIONS:

- High School Diploma
- Class C Driver's License
- General knowledge of the use of hand tools
- Ability to operate tractor, street sweeper, snow plow

SALARY: \$20.50 – \$23.58/hr. Depending on Qualifications

BENEFITS: Vacation, sick leave, holidays and State retirement match for full-time employment

A complete job description and application can be obtained at the address below. To apply submit an application to:

Larry Thompson
City of Wabasso
1429 Front Street
Wabasso, MN 56293
larry@wabasso.org
507-324-5519

Closing date is March 31, 2023 @ 4:30 p.m.

The City of Wabasso is an Equal Opportunity Employer

BlueCross BlueShield		
BlueAccess HSA Silver \$3250 Plan 632		
Age	Gender	Premium
0-20	Both	\$330.52
21-24	Both	\$371.37
25	Both	\$372.86
26	Both	\$380.29
27	Both	\$389.20
28	Both	\$403.68
29	Both	\$415.57
30	Both	\$421.51
31	Both	\$430.42
32	Both	\$439.34
33	Both	\$444.91
34	Both	\$450.85
35	Both	\$453.82
36	Both	\$456.79
37	Both	\$459.76
38	Both	\$462.73
39	Both	\$468.67
40	Both	\$474.62
41	Both	\$483.53
42	Both	\$492.07
43	Both	\$503.96
44	Both	\$518.81
45	Both	\$536.27
46	Both	\$557.06
47	Both	\$580.46
48	Both	\$607.20
49	Both	\$633.57
50	Both	\$663.28
51	Both	\$692.61
52	Both	\$724.92
53	Both	\$757.60
54	Both	\$792.89
55	Both	\$828.17
56	Both	\$866.42
57	Both	\$905.04
58	Both	\$946.26
59	Both	\$986.69
60	Both	\$1,007.91
61	Both	\$1,043.56
62	Both	\$1,066.96
63	Both	\$1,096.30
64-99	Both	\$1,114.11

BlueCross BlueShield		
BlueAccess HSA Silver \$4850 Plan 645		
Age	Gender	Premium
0-20	Both	\$331.41
21-24	Both	\$372.38
25	Both	\$373.87
26	Both	\$381.31
27	Both	\$390.25
28	Both	\$404.77
29	Both	\$416.69
30	Both	\$422.65
31	Both	\$431.58
32	Both	\$440.52
33	Both	\$446.11
34	Both	\$452.06
35	Both	\$455.04
36	Both	\$458.02
37	Both	\$461.00
38	Both	\$463.98
39	Both	\$469.94
40	Both	\$475.90
41	Both	\$484.83
42	Both	\$493.40
43	Both	\$505.31
44	Both	\$520.21
45	Both	\$537.71
46	Both	\$558.56
47	Both	\$582.02
48	Both	\$608.83
49	Both	\$635.27
50	Both	\$665.06
51	Both	\$694.48
52	Both	\$726.88
53	Both	\$759.65
54	Both	\$795.02
55	Both	\$830.40
56	Both	\$868.75
57	Both	\$907.48
58	Both	\$948.81
59	Both	\$989.29
60	Both	\$1,010.63
61	Both	\$1,046.38
62	Both	\$1,069.84
63	Both	\$1,099.25
64-99	Both	\$1,117.14

BlueCross BlueShield		
BlueAccess HAS Bronze \$7050 Plan 624		
Age	Gender	Premium
0-20	Both	\$299.47
21-24	Both	\$336.48
25	Both	\$337.83
26	Both	\$344.56
27	Both	\$352.63
28	Both	\$365.75
29	Both	\$376.52
30	Both	\$381.91
31	Both	\$389.98
32	Both	\$398.06
33	Both	\$403.10
34	Both	\$408.49
35	Both	\$411.18
36	Both	\$413.87
37	Both	\$416.56
38	Both	\$419.26
39	Both	\$424.64
40	Both	\$430.02
41	Both	\$438.10
42	Both	\$445.84
43	Both	\$456.60
44	Both	\$470.06
45	Both	\$485.88
46	Both	\$504.72
47	Both	\$525.92
48	Both	\$550.15
49	Both	\$574.04
50	Both	\$600.96
51	Both	\$627.54
52	Both	\$656.81
53	Both	\$686.42
54	Both	\$718.39
55	Both	\$750.35
56	Both	\$785.01
57	Both	\$820.00
58	Both	\$857.35
59	Both	\$897.86
60	Both	\$913.21
61	Both	\$945.51
62	Both	\$966.71
63	Both	\$993.29
64-99	Both	\$1,009.44

Medica		
Medica Choice Passport MN 3000-0% HSA Gold		
Age	Gender	Premium
0-20	Both	\$518.98
21-24	Both	\$583.12
25	Both	\$585.45
26	Both	\$597.11
27	Both	\$611.11
28	Both	\$633.85
29	Both	\$652.51
30	Both	\$661.84
31	Both	\$675.84
32	Both	\$689.83
33	Both	\$698.58
34	Both	\$707.91
35	Both	\$712.57
36	Both	\$717.24
37	Both	\$721.90
38	Both	\$726.57
39	Both	\$735.90
40	Both	\$745.23
41	Both	\$759.22
42	Both	\$772.63
43	Both	\$791.29
44	Both	\$814.62
45	Both	\$842.02
46	Both	\$874.68
47	Both	\$911.42
48	Both	\$953.40
49	Both	\$994.80
50	Both	\$1,041.45
51	Both	\$1,087.52
52	Both	\$1,138.25
53	Both	\$1,189.56
54	Both	\$1,244.96
55	Both	\$1,300.36
56	Both	\$1,360.42
57	Both	\$1,421.06
58	Both	\$1,485.79
59	Both	\$1,517.86
60	Both	\$1,582.59
61	Both	\$1,638.57
62	Both	\$1,675.30
63	Both	\$1,721.37
64-99	Both	\$1,749.36

Medica		
Medica Choice Passport MN 4550-0% HSA Silver + Rx Copay		
Age	Gender	Premium
0-20	Both	\$456.60
21-24	Both	\$513.04
25	Both	\$515.09
26	Both	\$525.35
27	Both	\$537.66
28	Both	\$557.67
29	Both	\$574.08
30	Both	\$582.29
31	Both	\$594.61
32	Both	\$606.92
33	Both	\$614.61
34	Both	\$622.82
35	Both	\$626.93
36	Both	\$631.03
37	Both	\$635.14
38	Both	\$639.24
39	Both	\$647.45
40	Both	\$655.66
41	Both	\$667.97
42	Both	\$679.77
43	Both	\$696.19
44	Both	\$716.71
45	Both	\$740.82
46	Both	\$769.55
47	Both	\$801.87
48	Both	\$838.81
49	Both	\$875.24
50	Both	\$916.28
51	Both	\$956.81
52	Both	\$1,001.44
53	Both	\$1,046.59
54	Both	\$1,095.33
55	Both	\$1,144.06
56	Both	\$1,196.91
57	Both	\$1,250.26
58	Both	\$1,307.21
59	Both	\$1,335.43
60	Both	\$1,392.37
61	Both	\$1,441.62
62	Both	\$1,473.95
63	Both	\$1,514.48
64-99	Both	\$1,539.10

Medica		
Medica Choice Passport MN 7500-0% HSA Bronze		
Age	Gender	Premium
0-20	Both	\$396.27
21-24	Both	\$445.25
25	Both	\$447.03
26	Both	\$455.94
27	Both	\$466.62
28	Both	\$483.99
29	Both	\$498.24
30	Both	\$505.36
31	Both	\$516.05
32	Both	\$526.73
33	Both	\$533.41
34	Both	\$540.54
35	Both	\$544.10
36	Both	\$547.66
37	Both	\$551.22
38	Both	\$554.78
39	Both	\$561.91
40	Both	\$569.03
41	Both	\$579.72
42	Both	\$589.96
43	Both	\$604.21
44	Both	\$622.02
45	Both	\$642.94
46	Both	\$667.88
47	Both	\$695.93
48	Both	\$727.99
49	Both	\$759.60
50	Both	\$795.22
51	Both	\$830.39
52	Both	\$869.13
53	Both	\$908.31
54	Both	\$950.61
55	Both	\$992.91
56	Both	\$1,038.77
57	Both	\$1,085.08
58	Both	\$1,134.50
59	Both	\$1,158.99
60	Both	\$1,208.41
61	Both	\$1,251.16
62	Both	\$1,279.21
63	Both	\$1,314.38
64-99	Both	\$1,335.75



REDWOOD COUNTY SHERIFF'S OFFICE

JASON JACOBSON - SHERIFF

Chief Deputy Sheriff
Katelyn Torgerson

Phone: 507-637-4036
Fax: 507-637-1348
Email: sheriff@co.redwood.mn.us

Jail Administrator
Matt Luitjens

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

Date: 3/6/2023
To: City of Wabasso
From: Sheriff Jason Jacobson
Re: Activity Report for February 2023

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

Date:	Time:	Description of Call
1/31/2023	2336	Traffic – VW Speed
2/2/2023	1228	Property
2/4/2023	0721	Disturbance
2/7/2023	1017	Vulnerable Adult
2/8/2023	1654	Pornography
2/8/2023	2246	Traffic – VW tag light out
2/8/2023	2246	Traffic – Cited for Speed
2/17/2023	2053	Disturbance
2/19/2023	2010	Disturbance
2/22/23	1608	Vulnerable Adult
02/23/23	2101	Traffic – Driver warned for obstructed plate

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

MINUTES of Wabasso Public Library Board of Trustees

Meeting date: February 7, 2023-5:30 pm

Call to order: 5:41 p.m.

Members in Attendance: Sarah Behrendt, Joyce Plaetz, Dawn Guetter

Also in Attendance: Scott Sobocinski

Members Not in Attendance: Hannah Clark, Karla Arends

Approval of Agenda: Motion to approve agenda, with following changes: tabled the vote for President. Motioned by Behrendt, seconded by Plaetz. Approved unanimously.

Approval of Minutes: Motion to approve November minutes by Guetter, seconded by Behrendt. Approved unanimously.

Approval of Bills: Motion to approve bills by Plaetz, seconded by Behrendt. Approved unanimously.

Statistics: In January 2023, 1,222 items were borrowed and 82 e-books. By comparison in January 2022, 1,202 items were borrowed.

Old Business:

- **Craft Fair:** \$4,500 net profit from the November Craft Fair.

New Business:

- **Appoint President:** Tabled.
- **Approve Special Meeting Schedule:** Tabled. Brief discussion of changing meeting time to 6 pm and moving back to first Thursday. Will wait for full board to discuss further.
- **Credit Card Policy:** Motion to approve Credit Card Policy by Plaetz, seconded by Guetter. Approved unanimously.

Announcements/Discussion

1. Director's Report

- **Budget -** Not a lot of changes from last time.
- **Amazon Business Credit –** The Library has a new credit card through Capital One. \$15,000 credit limit, 1.5% cash back.
- **I Love to Read Month Kick Off:** Arrangements were made for children's author Laura Purdie Salas to come to the public school to give presentations to the students. K-6 students from St Anne's and Wabasso Public Schools were able to attend. Total cost was \$800 speaking fee (mileage and lodging fee forthcoming). The Library paid \$400 of the fee with both schools kicking in \$200. Sobocinski has received a lot of positive feedback about the visit.
- **Plum Creek Library System:** Sobocinski has joined an ad hoc Member Fee Committee for PCLS, looking at the formula used for calculating membership dues paid by each library. Currently deciding on what variables should be added or subtracted from the formula. paid for catalog (population of service area and number of card holders). Discussion of adding active users, circulation, etc to formula. The Library's current fee is approaching \$3,000. Sobocinski does not expect a drastic change even with a new formula.
- **Non-fiction E-book Selection Committee:** Sobocinski joined the eBook selection committee for Plum Creek and will be happy to accept suggestions for nonfiction titles.

- **State Report:** The annual public library report is due April 1st. Sobocinski is in the early stages of gathering data from 2022.
- **Winter Reading Program:** 66 signups so far; approx. 30 reading logs have been completed and returned.
- **Summer Reading Program:** "Find your voice" is the theme for 2023. Early planning stages at this point. Sobocinski is reaching out to multiple presenters for the summer programs.
- **Microfilm:** There is an updated quote from Advantage Archives for microfilming the Wabasso Standards from years 2007-2021 when the paper ended. Cost would be approx. \$3,000. Sobocinski will try set aside time to get a grant application to the MN Historical Society for funds.
- **Murder Mystery Theater:** Pastor Jon Wendt from St. Matthews will be doing Murder Mystery Theaters at the Roadhouse. All have a different theme; 5 are scheduled for different organizations: 1) St. Matthews, 2) Ambulance, 3) Library, 4) St. Anne's, 5) winners from previous dinners
 - Will have 4 course meal, 2 free drinks; ticket cost is \$40
 - Events will be every 2 weeks starting Feb 18.
 - We will need to help advertise and sell tickets.
- **Allen Eskens:** new book coming out this fall, hoping to get him to make a library circuit this fall during his book tour. If he agrees, his new book will be the One Book One County selection for Redwood County.
- **Donations:** The Board acknowledged a \$5,000 for summer reading programs from an anonymous donor, \$2000 from Lawrence and Leslie Guetter went to the capital improvement fund (current total is \$66,854 in capital improvement fund). Also acknowledged were donations in memory of Dianne Eis (\$500 from Richard Eis, \$500 from Karla Arends, \$450 donation from Renita McBride). A \$100 from Joann Robasse was also accepted; \$91 cash is being deposited from various late fees.
- **New Board Member:** Barb Wendt has submitted her name for consideration to be appointed to the Library Board. Any other volunteers will need to submit their names to Sobocinski by Thursday morning Feb. 9th so he can get them on the City Council's agenda.

Adjournment: 6:52 p.m. Motion by Plaetz, seconded by Behrendt. Motion carried unanimously.

Next Meeting: March 7, 2023 at 5:30 p.m.



Notice of Pay Equity Compliance

Presented to

Wabasso

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2023 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

February 15, 2023

Date

A handwritten signature in black ink, appearing to read 'Jim Schowalter', written over a horizontal line.

Jim Schowalter, Commissioner



EMERGENCY MEDICAL SERVICES
REGULATORY BOARD

CERTIFICATE OF CLINICAL EXCELLENCE

THIS CERTIFIES THAT

WABASSO AMBULANCE ASSOCIATION

has demonstrated exceptional clinical care in calendar year 2022 and is hereby recognized by the

Minnesota Emergency Medical Services Regulatory Board

on February 6th 2023

Dylan Ferguson
Executive Director

J.B. Guiton
EMSRB Chair

Dr. Aaron Burnett
Minnesota EMS Medical Director



Mar
City Council
Monday, February 13, 2023
5 pm

The meeting was opened with the recitation of the pledge of allegiance.

Mayor Atkins called the meeting to order with Council members Roger Baumann, Jeff Olson, Amanda Guetter and Chad Altermatt present.

Also present were Clerk Treasurer Larry Thompson, City Attorney Matt Novak, Public Works Director Jim Jenniges and EDA President Pat Eichten

It was the consensus of the council to approve the agenda as submitted.

EDA Update – Mr. Eichten presented the EDA Update:

1. EDA was planning to visit Franklin, MN to tour their daycare center and housing project.
2. The planning committee met and is currently drafting a zoning ordinance and land use plan.
3. Business spotlights continue to be published.
4. All RLF loans are current.

Clerk/Treasurer/Administrator – Motion by Olson, second by Baumann to approve the Clerk/Treas./Admin vacation request March 10-20, 2023.

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Street Report – Motion by Olson, second by Guetter to approve the purchase of a grappling bucket from Kibble Equipment for \$8,500.

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Sewer and Water Report:

1. **Water meters** – Mr. Thompson informed the council that approximately 300 of the 350 meters had been installed. There were a few glitches to work out with the data transmission. Mr. Thompson noted that during the utility account change over from the old meters to the new a number of flow numbers were not accurate and had to manually adjust some of the accounts.
2. **Water quality** – Mr. Olson informed the council that the city engineer had sampled the media and discovered that sand was being pumped into the media from holes in the well casings and screens. The wells are 50+ years old and at the end of their useful life. Therefore, it was the engineer's recommendation that two new wells should be included with the water grant application. The wells would be deeper to reach a second aquifer with better quality water. Mr. Olson added that the filter media would need to be replaced before the city would see a marked improvement in the water quality. It was his recommendation that the City wait until the legislature passes a bonding bill and the status of the city grant application is known. If the city does not receive the grant the council should plan to finance and make the improvements with utility funds. Mr. Jenniges added that he would continue to hammer flush services and flush hydrants. It was the consensus of the council that they proceed with the recommended actions.

3. **Sanitary Sewer Rehab Project** – The city was working with owners to obtain the necessary easements.
4. **Garbage Collection** – Mr. Thompson noted that the City and Southwest Sanitation had audited the individual utility accounts and discovered there were several discrepancies between the container size and what was being billed. A letter was going to be mailed this week informing customers of the discrepancies and the level of service they wished to have.

Parks – No report at this time.

Consent Agenda - Motion by Baumann, second by Olson to approve the consent agenda as follows:

1. Approve Council Minutes – January 9, 2023 & January 30, 2023 Special
2. Adopt Resolution No. 3-2023 Amending Ambulance Rates Effective January 1, 2023.
3. Adopt Resolution No. 4-2023 Establishing the City Council as the Local Board of Appeal

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Golf Cart/ATV Ordinance – After much consideration and deliberation, it was the consensus of the Council that the current ordinance not be changed, and no action would be taken at this time.

Community Center Improvements – Mr. Olson and Mr. Thompson were working with the subcontractors to schedule the bathroom improvements that would fit into the subcontractors' schedules and scheduled events.

Library Land Lease – Mr. Thompson submitted a copy of the current land lease, noting that it was the previous Council's desire to have the lease bid this year. It was the consensus of the Council that members review the current list and the item be placed on the next agenda for consideration.

Special Meeting – Motion by Guetter, second by Olson to set a special meeting for Monday, January 20, 2023 to consider extending the Hwy 68 Corridor building moratorium.

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Library Board Appointment – Motion by Olson, Second by Bauman to appoint Barb Wendt to the Library Board.

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Ambulance Service – Wabasso Rehabilitation and Wellness Center – Mr. Novak reported that due to the increase in the number of Ambulance runs to the Wabasso Rehabilitation and Wellness Center and current Ambulance staffing level, he was planning to meet with the Ambulance Director, the Redwood County Sheriff, Rehab and Wellness Center staff and other stakeholders to discuss options for transporting residents. It was the consensus of the Council that the meeting was a good plan.

Employee Review - Mayor Atkins adjourned the meeting to a closed session to conduct an employee review.

Employee Termination -Mayor Atkins reopened the regular council meeting. Motion By Baumann, second by Guetter to terminate Kyle Salfer as a city employee.

Atkins – yes; Guetter – yes; Altermatt – yes; Baumann – yes; Olson – yes.

The Council directed Mr. Thompson to advertise for the position.

Bills - Mayor Atkins asked why the repairs to the city pickup trucks were so high. Mr. Olson clarified that one of the bills for approximately \$4,990 was miscoded and should have been listed for repairs to the snow plow. Motion by Olson, second by Baumann to approve the bills as follows:

General Checking	
101 General Fund	\$ 34,099.84
319 Cedar Street Improvement	\$ 4,089.00
601 Water	\$ 8,827.52
602 Sewer	\$ 8,058.80
603 Sanitation	<u>\$ 2,631.15</u>
Total GC	\$ 57,706.31
230 Ambulance	\$ 5,340.06
225 Fire	<u>\$ 864.17</u>
TOTAL CHECKS	<u>\$ 63,910.54</u>

City Clerk/Treasurer/Administrator – Mr. Thompson submitted a letter of resignation/retirement effective in June or July 2023. Mr. Thompson noted that it was an honor and privilege to serve the City of Wabasso. Mr. Thompson noted that he had not given a specific date as he wanted to give the Council sufficient time to find a replacement and to allow time to work with the new person. Mr. Novak outlined the process used with Mr. Thompson's appointment and recommended the Council use a similar process.

Motion by Olson, second by Guetter to adjourn at 7:00 p.m.

Larry J Thompson, City Clerk

City of Wabasso
City Council
Monday, February 20, 2023
5:00 pm

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

Mayor Atkins called the meeting to order with Council members Chad Altermatt, Amanda Guetter and Roger Baumann present.

Also present was City Clerk/Treasurer/Administrator Larry Thompson, City Attorney Matt Novak, Dan Fischer, Farmers Coop CEO Scott Walker, and Jonti Craft COO Nick Schwarz.

The purpose of the meeting was to consider adopting an ordinance extending the interim ordinance relating to commercial development within the City of Wabasso.

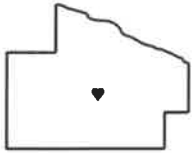
Mr. Novak presented an overview of the ordinance, noting the city currently has a moratorium on commercial development in various parts of the city so that the city can study future land use and possibly adopt land use controls. The proposed ordinance would extend the current moratorium for 120 days so the city can complete its work. Questions were raised regarding the impact of the Farmers Coop C Store and the former lumberyard building owned by Jonti Craft. It was noted that the proposed land use plan should have minimal impact. Regardless the city would need to hold a public hearing to adopt the regulations. Mr. Thompson indicated he would send the proposed land use maps to Mr. Schwarz and Mr. Walker. Motion by Guetter, second by Altermatt to adopt Ordinance No. 251B - An Extension Of the Interim Ordinance Related to Commercial Development in the City of Wabasso.

Atkins – yes; Altermatt – yes; Guetter – yes; Baumann – yes

Motion by Guetter, second by Baumann to adjourn at 5:20 p.m.

Atkins – yes; Altermatt – yes; Guetter – yes; Baumann – yes; Olson - yes

Larry Thompson
City Clerk/Treasurer/Administrator



*In The
Heart of
Redwood
County*

City of Wabasso

1429 Front Street
P O Box 60
Wabasso MN 56293
E-mail: larry@wabasso.org

Phone: 507-342-5519
Fax: 507-342-2213

March 7, 2023

RE: METER INSTALLATION – FINAL NOTICE

Account Number:

DEAR _____

The City of Wabasso has been undertaking a water meter change out project in each residential and business throughout the City. The City has contracted with JA Consulting LLC to complete the installation of the new water meters. The City has tried since December 2022 through various methods to contact you to schedule an installation. As of this date you have not scheduled an appointment.

JA Consulting will schedule the final installations for Saturday, March 18, 2023 and Wednesday March 22, 2023. ***This letter serves as a FINAL notice that if you do not schedule an appointment by Wednesday, March 15, 2023 you will be billed double the amount of estimated water usage based on previous usage until the new water meter is installed.*** There will be no cost to the owner for the meter installation.

To schedule an appointment, please contact Joel Adelman, JA Consulting directly at (507) 820-1008 or email jspadelman@gmail.com

The City thanks you for your cooperation in making this a successful project.

Larry J Thompson
City of Wabasso



Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

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

March 7, 2023

VIA E-MAIL

Larry Thompson
City Clerk
City of Wabasso
1429 Front Street
P.O. Box 60
Wabasso, MN 56293-0060

RE: Partial Pay Estimate No. 2
Water Meter Improvements
City of Wabasso
BMI Project No.: 0S1.126961

Dear Larry:

Attached is Partial Pay Estimate No. 2 for the referenced project. This estimate is submitted for the City's review and execution. We recommend payment to Metering & Technology Solutions in the amount of \$40,480.45 as itemized in Partial Pay Estimate No. 2. Upon your review and approval, please sign the summary page of the partial pay estimate, scan the entire partial pay estimate, and email the electronic copy back to our office for our records. Send a copy of the executed partial pay estimate along with the check to the Contractor.

Please contact our office with any questions or comments regarding this estimate.

Sincerely,
Bolton & Menk, Inc.

David A. Palm, P.E.

DAP/jlj

Enclosure

Cc: Matt Miller, Resident Project Representative

PARTIAL PAY ESTIMATE NO.

2

WATER METER IMPROVEMENTS

CITY OF WABASSO, MN

BMI PROJECT NO. 0S1.126961

WORK COMPLETED THROUGH MARCH 7, 2023

H:\WABA\0S1126961\2_Preliminary\A_Calculations\126961_Quant.xlsx\Partial Pay Est. #2B

DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

TOTAL, COMPLETED WORK TO DATE.....	\$142,711.00
TOTAL, STORED MATERIALS.....	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$142,711.00
RETAINED PERCENTAGE (5%).....	-\$7,135.55
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$135,575.45
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$95,095.00
PAY CONTRACTOR AS ESTIMATE NO. 2	\$40,480.45

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Metering & Technology Solutions
12016 Riverwood Drive
Burnsville, MN 55337

By:



Controller

3/07/2023

Name

Title

Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

Engineer: Bolton & Menk, Inc., 1243 Cedar Street NE, Sleepy Eye, MN 56085

By



, Project Engineer

3/7/23

David A. Palm P.E.

Title

Date

APPROVED FOR PAYMENT:

Owner: City of Wabasso, 1429 Front Street, P.O. Box 60, Wabasso, MN 56293-0060

By

Name

Title

Date

And

Name

Title

Date

PARTIAL PAY ESTIMATE NO.**2**

WATER METER IMPROVEMENTS

CITY OF WABASSO, MN

BMI PROJECT NO. 051.126961

FILENAME: H:\WABA\051126961\2_Preliminary\A_Calculations\126961_Quant.xlsx\Partial Pay Est. #2A

WORK COMPLETED THROUGH MARCH 7, 2023

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
1	Furnish 5/8" x 3/4" Water Meter	\$286.00	350	EACH	\$100,100.00	350	EACH	\$100,100.00	350	EACH	\$100,100.00
2	Furnish 1" Water Meter	\$321.00	6	EACH	\$1,926.00	0	EACH	\$0.00	3	EACH	\$963.00
3	Furnish 1-1/2" Water Meter	\$700.00	7	EACH	\$4,900.00	0	EACH	\$0.00	5	EACH	\$3,500.00
4	Furnish 2" Water Meter	\$910.00	12	EACH	\$10,920.00	0	EACH	\$0.00	2	EACH	\$1,820.00
5	Furnish 3" Water Meter	\$2,300.00	2	EACH	\$4,600.00	0	EACH	\$0.00	2	EACH	\$4,600.00
6	Furnish 4" Water Meter	\$2,600.00	2	EACH	\$5,200.00	0	EACH	\$0.00	0	EACH	\$0.00
7	Install 5/8" x 3/4" Water Meter	\$65.00	350	EACH	\$22,750.00	0	EACH	\$0.00	295	EACH	\$19,175.00
8	Install 1" Water Meter	\$65.00	6	EACH	\$390.00	0	EACH	\$0.00	3	EACH	\$195.00
9	Install 1 1/2" Water Meter	\$110.00	7	EACH	\$770.00	0	EACH	\$0.00	5	EACH	\$550.00
10	Install 2" Water Meter	\$160.00	12	EACH	\$1,920.00	0	EACH	\$0.00	2	EACH	\$320.00
11	Install 3" Water Meter	\$220.00	2	EACH	\$440.00	0	EACH	\$0.00	2	EACH	\$440.00
12	Install 4" Water Meter	\$275.00	2	EACH	\$550.00	0	EACH	\$0.00	0	EACH	\$0.00
13	Furnish & Install 3/4" Ball Valve	\$175.00	20	EACH	\$3,500.00	0	EACH	\$0.00	0	EACH	\$0.00
14	Furnish & Install 1" Ball Valve	\$185.00	2	EACH	\$370.00	0	EACH	\$0.00	0	EACH	\$0.00
15	Furnish & Install 1-1/2" Ball Valve	\$375.00	6	EACH	\$2,250.00	0	EACH	\$0.00	0	EACH	\$0.00
16	Furnish & Install 2" Ball Valve	\$350.00	2	EACH	\$700.00	0	EACH	\$0.00	0	EACH	\$0.00
17	Furnish & Install 3" Ball Valve	\$700.00	2	EACH	\$1,400.00	0	EACH	\$0.00	0	EACH	\$0.00
18	Furnish & Install 3/4" Meter Setter	\$500.00	10	EACH	\$5,000.00	0	EACH	\$0.00	0	EACH	\$0.00
19	Furnish & Install 1" Meter Setter	\$800.00	2	EACH	\$1,600.00	0	EACH	\$0.00	0	EACH	\$0.00
20	Perform Cellular Coverage Analysis	\$0.00	1	LUMP SUM	\$0.00	0	LUMP SUM	\$0.00	1	LUMP SUM	\$0.00
21	Furnish & Install Automatic Meter Infrastructure System	\$9,000.00	1	LUMP SUM	\$9,000.00	0	LUMP SUM	\$0.00	0.75	LUMP SUM	\$6,750.00
22	Sump Pump Inspection	\$7.00	320	EACH	\$2,240.00	0	EACH	\$0.00	307	EACH	\$2,149.00
23	Water Service Pipe Inspection	\$7.00	320	EACH	\$2,240.00	0	EACH	\$0.00	307	EACH	\$2,149.00
24	Plumber (Master)	\$80.00	5	HOURL	\$400.00	0	HOURL	\$0.00	0	HOURL	\$0.00
25	Plumber (Apprentice or Laborer)	\$70.00	5	HOURL	\$350.00	0	HOURL	\$0.00	0	HOURL	\$0.00
TOTAL PAY ESTIMATE AMOUNT:					\$183,516.00			\$100,100.00			\$142,711.00

City of Wabasso

Payments

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Page 1

Current Period: March 2023

Payments Batch 031323PAYGCAMBFIRE		\$76,277.07			
Refer	54943	ARVIG ENTERPRISES, INC.	-		
Cash Payment	E 602-49450-321	Telephone	Telephone 2353506		\$106.79
Invoice					
Cash Payment	E 601-49400-321	Telephone	Telephone 2335084		\$40.86
Invoice					
Cash Payment	E 101-41400-321	Telephone	Telephone 2332003		\$124.94
Invoice					
Cash Payment	E 602-49450-321	Telephone	Telephone 2324076		\$41.81
Invoice					
Cash Payment	E 601-49400-321	Telephone	Telephone 2313338		\$156.28
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$470.68
Refer	54944	BAUNE PLUMBING & HEATING	-		
Cash Payment	E 101-41940-500	Capital Outlay (GENER	Repairs Community Center		\$170.96
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$170.96
Refer	54944	BAUNE SERVICES AND LAWN CAR	-		
Cash Payment	E 101-43100-306	Service Contract	Snew Removal city park and alleys		\$1,030.00
Invoice 533					
Transaction Date	3/7/2023	General Checking	10100	Total	\$1,030.00
Refer	54945	BOLTON & MENK	-		
Cash Payment	E 602-49450-303	Engineering Fees	Engineering Services - USDA RD		\$2,978.75
Invoice 307549					
Cash Payment	E 601-49400-500	Capital Outlay (GENER	Engineering Services - Meters (Water)		\$784.00
Invoice 307549					
Cash Payment	E 602-49450-500	Capital Outlay (GENER	Engineering Services - Meters (Sewer)		\$784.00
Invoice 307549					
Cash Payment	E 601-49400-500	Capital Outlay (GENER	Engineering Services - Meters (Water)		\$1,667.00
Invoice 306067					
Cash Payment	E 602-49450-500	Capital Outlay (GENER	Engineering Services - Meters (Sewer)		\$1,667.00
Invoice 306067					
Transaction Date	3/7/2023	General Checking	10100	Total	\$7,880.75
Refer	54946	ELECTRIC MOTOR COMPANY	-		
Cash Payment	E 101-43110-240	Small Tools and Minor E	Impact Kit		\$349.99
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$349.99
Refer	54947	FARMERS CO-OP OIL COMPANY	-		
Cash Payment	E 101-43100-212	Motor Fuels	Fuel - Streets		\$125.69
Invoice					
Cash Payment	E 601-49400-212	Motor Fuels	Fuel - Water		\$125.68
Invoice					
Cash Payment	E 602-49450-212	Motor Fuels	Fuel - Sewer		\$125.68
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$377.05
Refer	54948	GOPHER STATE ONE CALL	-		

City of Wabasso

Payments

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Current Period: March 2023

Cash Payment	E 601-49400-386	One Call	One Call - Water		\$25.00
Invoice					
Cash Payment	E 602-49450-386	One Call	One Call - Sewer		\$25.00
Invoice					
Transaction Date	3/7/2023		General Checking	10100	Total \$50.00
Refer	54949	HAWKINS WATER TREATMENT G	-		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chlorine Cylinders		\$60.00
Invoice	6336958				
Transaction Date	3/7/2023		General Checking	10100	Total \$60.00
Refer	54950	H & L MESABI COMPANY	-		
Cash Payment	E 101-43100-404	Repairs/Maint Machiner	Plow Parts		\$323.00
Invoice	11287A				
Transaction Date	3/7/2023		General Checking	10100	Total \$323.00
Refer	54951	INTERNAL REVENUE SERVICE	-		
Cash Payment	E 101-41400-122	FICA	Tax Withholding Due - Admin		\$434.59
Invoice					
Cash Payment	E 101-43100-122	FICA	Tax Withholding Due - Streets		\$434.58
Invoice					
Cash Payment	E 601-49400-122	FICA	Tax Withholding Due - Water		\$434.58
Invoice					
Cash Payment	E 602-49450-122	FICA	Tax Withholding Due - Sewer		\$434.59
Invoice					
Transaction Date	3/7/2023		General Checking	10100	Total \$1,738.34
Refer	54952	JIM JENNIGES	-		
Cash Payment	E 101-43100-321	Telephone	Expense Reimb - Cell Phone Streets		\$16.67
Invoice					
Cash Payment	E 601-49400-321	Telephone	Expense Reimb - Cell Phone - Water		\$16.67
Invoice					
Cash Payment	E 602-49450-321	Telephone	Expense Reimb - Cell Phone - Sewer		\$16.66
Invoice					
Transaction Date	3/7/2023		General Checking	10100	Total \$50.00
Refer	54953	KESTELOOT ENTERPRISES, INC	-		
Cash Payment	E 101-43100-500	Capital Outlay (GENER	Kobuta ATV Vehicle		\$26,450.00
Invoice					
Transaction Date	3/7/2023		General Checking	10100	Total \$26,450.00
Refer	54954	LARRY THOMPSON	-		
Cash Payment	E 101-41400-321	Telephone	Expense Reimbursement - Cell Phone		\$50.00
Invoice					
Cash Payment	E 101-41400-331	Travel Expenses	Expense Reimbursement - Mileage		\$1.30
Invoice					
Cash Payment	E 601-49400-331	Travel Expenses	Expense Reimbursement - Meter Read		\$4.26
Invoice					
Cash Payment	E 602-49450-331	Travel Expenses	Expense Reimbursement - Meter Read		\$4.26
Invoice					
Transaction Date	3/7/2023		General Checking	10100	Total \$59.82
Refer	54955	LMCIT BERKLEY RISK SERVICES	-		

City of Wabasso

Payments

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Current Period: March 2023

Cash Payment Invoice	E 101-41940-361	General Liability Ins	Insurance - Community Center		\$237.32
Cash Payment Invoice	E 101-45170-361	General Liability Ins	Insurance - Athletic Field		\$300.96
Cash Payment Invoice	E 101-45180-361	General Liability Ins	Insurance - Baseball Field		\$363.02
Cash Payment Invoice	E 601-49400-361	General Liability Ins	Insurance - Water		\$431.60
Cash Payment Invoice	E 602-49450-361	General Liability Ins	Insurance - Sewer		\$772.70
Transaction Date	3/7/2023		General Checking	10100	Total \$2,105.60
Refer	54956	MARCO, INC	-		
Cash Payment Invoice	E 101-41400-306	Service Contract	Copier Lease		\$235.97
Transaction Date	3/7/2023		General Checking	10100	Total \$235.97
Refer	54957	MATHESON TRI-GAS INC	-		
Cash Payment Invoice 27138466	E 101-43110-215	Shop Supplies	Acetylene		\$69.93
Transaction Date	3/7/2023		General Checking	10100	Total \$69.93
Refer	54958	MID-AMERICAN RESEARCH CHEM	-		
Cash Payment Invoice 783748	E 602-49450-216	Chemicals and Chem Pr	Chemicals		\$1,382.25
Transaction Date	3/7/2023		General Checking	10100	Total \$1,382.25
Refer	54959	MN DEPT OF HEALTH	-		
Cash Payment Invoice	E 601-49400-388	MN Connect Fee	Water Connection Fee		\$707.00
Transaction Date	3/7/2023		General Checking	10100	Total \$707.00
Refer	54960	MN DEPT OF LABOR & INDUSTRY	-		
Cash Payment Invoice	E 101-43110-430	Miscellaneous (GENER	Pressure Vessel Permit		\$10.00
Transaction Date	3/7/2023		General Checking	10100	Total \$10.00
Refer	54961	NORTHLAND TRUST SERVICES	-		
Cash Payment Invoice	E 601-49400-620	Fiscal Agent s Fees	Fiscal Agent Fees - BAB - Water		\$143.73
Cash Payment Invoice	E 602-49450-620	Fiscal Agent s Fees	Fiscal Agent Fees - BAB - Sewer		\$21.27
Transaction Date	3/7/2023		General Checking	10100	Total \$165.00
Refer	54962	PEOPLE SERVICE	-		
Cash Payment Invoice	E 601-49400-306	Service Contract	Sewer Water Service Contract		\$1,312.50
Cash Payment Invoice	E 602-49450-306	Service Contract	Sewer Water Service Contract		\$1,312.50
Transaction Date	3/7/2023		General Checking	10100	Total \$2,625.00
Refer	54963	TEAM LABORATORY CHEMICAL	-		
Cash Payment Invoice 34172	E 101-43100-216	Chemicals and Chem Pr	Catch Basin Deicer		\$1,953.50

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Transaction Date	3/7/2023	General Checking	10100	Total	\$1,953.50
Refer	54964 QUADIENT FINANCE USA, INC	-			
Cash Payment	E 601-49400-322 Postage	Postage - Water			\$65.24
Invoice					
Cash Payment	E 602-49450-322 Postage	Postage - Sewer			\$65.24
Invoice					
Cash Payment	E 603-49500-322 Postage	Postage - Sanitation			\$65.25
Invoice					
Cash Payment	E 101-41400-322 Postage	Postage - Admin			\$10.00
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$205.73
Refer	54965 R & E SANITATION INC	-			
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Dumpster Fees			\$154.90
Invoice	11110				
Cash Payment	E 603-49500-315 Sales Tax	sales tax			\$15.10
Invoice	11110				
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Dumpster Fees			\$86.56
Invoice	11213				
Cash Payment	E 603-49500-315 Sales Tax	Sales Tax			\$8.44
Invoice	11213				
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Dumpster Fees			\$86.56
Invoice	11261				
Cash Payment	E 603-49500-315 Sales Tax	Sales Tax			\$8.44
Invoice	11261				
Transaction Date	3/7/2023	General Checking	10100	Total	\$360.00
Refer	54966 REDWOOD CO SHERIFFS OFFICE	-			
Cash Payment	E 101-42100-306 Service Contract	Service Contract			\$2,820.00
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$2,820.00
Refer	54967 REDWOOD COUNTY RECORDER	-			
Cash Payment	E 602-49450-500 Capital Outlay (GENER	USDA RD Project Title Search			\$40.00
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$40.00
Refer	54968 REDWOOD ELECTRIC COOP	-			
Cash Payment	E 101-43160-381 Electricity	Electricity - St. Lights 99865801			\$944.00
Invoice					
Cash Payment	E 101-45200-381 Electricity	Electricity - City Park 99865805			\$29.00
Invoice					
Cash Payment	E 101-41940-381 Electricity	Electricity - Community Ctr - 99865806			\$685.00
Invoice					
Cash Payment	E 602-49450-381 Electricity	Electricity - Disposal Plant - 99865807			\$2,690.00
Invoice					
Cash Payment	E 101-43110-381 Electricity	Electricity - City Shop 99865808			\$234.00
Invoice					
Cash Payment	E 101-43160-381 Electricity	Electricity - Sign 99865809			\$16.00
Invoice					
Cash Payment	E 602-49450-381 Electricity	Electricity - Lift Station 99865810			\$44.00
Invoice					

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Cash Payment	E 601-49400-381	Electricity	Electricity - Water Tower 99865811		\$200.00
Invoice					
Cash Payment	E 601-49400-381	Electricity	Electricity - Water Plant 99865812		\$1,641.00
Invoice					
Cash Payment	E 101-41940-381	Electricity	Electricity - Community Center 99865813		\$58.00
Invoice					
Cash Payment	E 101-45170-381	Electricity	Electricity - Athletic Field 99865803		\$37.00
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$6,578.00
Refer	54969	RSS GROUP INTERNATIONAL INC	-		
Cash Payment	E 101-43110-215	Shop Supplies	Parts		\$260.00
Invoice	72907				
Cash Payment	E 101-43110-240	Small Tools and Minor E	Small Tools		\$105.99
Invoice	72907				
Transaction Date	3/7/2023	General Checking	10100	Total	\$365.99
Refer	54970	RUNNING SUPPLY INC	-		
Cash Payment	E 101-41940-240	Small Tools and Minor E	Small Tools		\$34.78
Invoice					
Cash Payment	E 602-49450-210	Operating Supplies (GE	Bolts Paint		\$27.99
Invoice					
Cash Payment	E 601-49400-217	Other Operating Supplie	Misc.		\$11.98
Invoice					
Cash Payment	E 101-43100-240	Small Tools and Minor E	Scoop Shovel		\$79.98
Invoice					
Cash Payment	E 101-43110-215	Shop Supplies	Fasteners		\$59.62
Invoice					
Cash Payment	E 101-43110-240	Small Tools and Minor E	Bits, Blades etc.		\$188.02
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$402.37
Refer	54971	SCHROEPFER BROTHERS	-		
Cash Payment	E 101-43100-306	Service Contract	Side Dump - Snow Removal		\$2,632.50
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$2,632.50
Refer	54972	SOUTHWEST SANITATION, INC	-		
Cash Payment	E 603-49500-384	Refuse/Garbage Dispos	Dump Fees - 2 Months		\$5,558.47
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$5,558.47
Refer	54973	TECH UNLIMITED, LLC	-		
Cash Payment	E 101-41400-433	Dues and Subscriptions	Software License		\$104.25
Invoice	6979				
Transaction Date	3/7/2023	General Checking	10100	Total	\$104.25
Refer	54974	TURBES AG SALES AND SERVICE	-		
Cash Payment	E 101-43100-220	Repair/Maint Supply (G	Tires		\$884.00
Invoice					
Transaction Date	3/7/2023	General Checking	10100	Total	\$884.00
Refer	54975	VISA	-		

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Cash Payment Invoice	E 101-41400-430	Miscellaneous (GENER	File Converter License		\$104.27
Cash Payment Invoice	E 101-41400-321	Telephone	Zoom Meeting		\$16.09
Cash Payment Invoice	E 601-49400-322	Postage	Water Sample and BAB Credit Refund		\$13.63
Cash Payment Invoice	E 101-41400-414	Data Processing Equip	Quick Books		\$76.00
Cash Payment Invoice	E 602-49450-210	Operating Supplies (GE	Supplies		\$149.39
Cash Payment Invoice	E 601-49400-217	Other Operating Supplie	Supplies		\$44.18
Cash Payment Invoice	E 101-41940-240	Small Tools and Minor E	Cordless Vaccum/Air Mover		\$438.84
Cash Payment Invoice	E 101-41940-210	Operating Supplies (GE	Supplies		\$136.91
Cash Payment Invoice	E 101-41400-209	Other Office Supplies	Staples/Double Sided Tape		\$21.48
Cash Payment Invoice	E 601-49400-500	Capital Outlay (GENER	Security Cameras - Water		\$1,072.05
Cash Payment Invoice	E 602-49450-500	Capital Outlay (GENER	Security Cameras - Sewer		\$1,072.07
Cash Payment Invoice	E 101-43100-220	Repair/Maint Supply (G	Urethane Bed Liner/Wiring Harness		\$225.43
Cash Payment Invoice	E 101-41400-433	Dues and Subscriptions	Commercial Prime		\$16.10
Transaction Date	3/7/2023	General Checking	10100	Total	\$3,386.44
Refer	1925	ARVIG ENTERPRISES, INC.	-		
Cash Payment Invoice	E 230-42153-321	Telephone	Telephone 2343267		\$102.21
Transaction Date	3/7/2023	Ambulance Checking	10101	Total	\$102.21
Refer	1926	CENTRACARE HEALTH	-		
Cash Payment Invoice	E 230-42153-211	ALS Intercept	ALS Intercept		\$1,800.00
Transaction Date	3/7/2023	Ambulance Checking	10101	Total	\$1,800.00
Refer	1927	EXPERT BILLING	-		
Cash Payment Invoice	E 230-42153-306	Service Contract	Billing Fees		\$775.00
Transaction Date	3/7/2023	Ambulance Checking	10101	Total	\$775.00
Refer	1928	FARMERS CO-OP OIL COMPANY	-		
Cash Payment Invoice	E 230-42153-212	Motor Fuels	Fuel		\$497.83
Transaction Date	3/7/2023	Ambulance Checking	10101	Total	\$497.83
Refer	1929	LMCIT BERKLEY RISK SERVICES	-		
Cash Payment Invoice	E 230-42153-361	General Liability Ins	Insurance		\$247.20
Transaction Date	3/7/2023	Ambulance Checking	10101	Total	\$247.20

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Refer	1930	MATHESON TRI-GAS INC	-		
Cash Payment	E 230-42153-217	Other Operating Supplie	Oxygen		\$136.48
Invoice	27065248				
Cash Payment	E 230-42153-217	Other Operating Supplie	Oxygen		\$231.77
Invoice	27138465				
Cash Payment	E 230-42153-217	Other Operating Supplie	Oxygen		\$74.23
Invoice	27235694				
Transaction Date	3/7/2023		Ambulance Checking	10101	Total \$442.48
Refer	1931	REDWOOD ELECTRIC COOP	-		
Cash Payment	E 230-42153-381	Electricity	Electricity 99865808		\$78.00
Invoice					
Transaction Date	3/7/2023		Ambulance Checking	10101	Total \$78.00
Refer	1932	LMCIT BERKLEY RISK SERVICES	-		
Cash Payment	E 225-42200-361	General Liability Ins	Insurance		\$352.80
Invoice					
Transaction Date	3/7/2023		Fire Checking	10102	Total \$352.80
Refer	1933	TROY WELCH	-		
Cash Payment	E 225-42200-240	Small Tools and Minor E	Expense Reimb - Vests		\$130.96
Invoice					
Cash Payment	E 225-42200-208	Training and Instruction	Expense Reimb - Training Materials		\$170.00
Invoice					
Transaction Date	3/7/2023		Fire Checking	10102	Total \$300.96
Refer	1934	REDWOOD ELECTRIC COOP	-		
Cash Payment	E 225-42200-381	Electricity	Electricity - 99865808		\$78.00
Invoice					
Transaction Date	3/7/2023		Fire Checking	10102	Total \$78.00

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$42,899.68
601 WATER FUND		\$8,957.24
602 SEWER FUND		\$13,761.95
603 REFUSE (GARBAGE) FUND		\$5,983.72
		\$71,602.59
	10101 Ambulance Checking	
230 AMBULANCE		\$3,942.72
		\$3,942.72
	10102 Fire Checking	
225 FIRE		\$731.76
		\$731.76

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$76,277.07
Total	\$76,277.07

City of Wabasso

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Payments Batch 030723PAYWRKMPWTR				\$59,287.45
<hr/>				
Refer	54977 LMCIT BERKLEY RISK SERVICES -			
Cash Payment	E 101-41400-151	Worker s Comp Insuran	Admin	\$418.72
Invoice				
Cash Payment	E 101-41000-151	Worker s Comp Insuran	Workers Comp Premium	\$75.58
Invoice				
Cash Payment	E 101-43100-151	Worker s Comp Insuran	Workers Comp Premium	\$5,785.77
Invoice				
Cash Payment	E 101-41940-151	Worker s Comp Insuran	Workers Comp Premium	\$120.41
Invoice				
Cash Payment	E 101-41400-151	Worker s Comp Insuran	Workers Comp Premium	\$15.16
Invoice				
Cash Payment	E 101-43100-151	Worker s Comp Insuran	Workers Comp Premium	\$947.39
Invoice				
Cash Payment	E 601-49400-151	Worker s Comp Insuran	Workers Comp Premium	\$460.34
Invoice				
Cash Payment	E 602-49450-151	Worker s Comp Insuran	Workers Comp Premium	\$505.52
Invoice				
Transaction Date	3/7/2023	General Checking	10100	Total \$8,328.89
<hr/>				
Refer	54978 METERING & TECHNOLOGY SVCS -			
Cash Payment	E 601-49400-500	Capital Outlay (GENER	Water Meters Pay Est. 2	\$20,240.22
Invoice				
Cash Payment	E 602-49450-500	Capital Outlay (GENER	Water Meters Pay Est. 2	\$20,240.23
Invoice				
Transaction Date	3/7/2023	General Checking	10100	Total \$40,480.45
<hr/>				
Refer	1932 LMCIT BERKLEY RISK SERVICES -			
Cash Payment	E 230-42153-151	Worker s Comp Insuran	Work Comp Premium	\$6,594.15
Invoice				
Transaction Date	3/7/2023	Ambulance Checking	10101	Total \$6,594.15
<hr/>				
Refer	4058 LMCIT BERKLEY RISK SERVICES -			
Cash Payment	E 225-42200-151	Worker s Comp Insuran	Workers Comp Premium	\$3,562.38
Invoice				
Transaction Date	3/7/2023	Fire Checking	10102	Total \$3,562.38
<hr/>				
Refer	3129 LMCIT BERKLEY RISK SERVICES -			
Cash Payment	E 211-45500-151	Worker s Comp Insuran	Workers Comp Premium	\$321.58
Invoice				
Transaction Date	3/7/2023	Library Checking	10107	Total \$321.58
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Current Period: February 2023

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$7,363.03
601 WATER FUND		\$20,700.56
602 SEWER FUND		\$20,745.75
		<u>\$48,809.34</u>
	10101 Ambulance Checking	
230 AMBULANCE		\$6,594.15
		<u>\$6,594.15</u>
	10102 Fire Checking	
225 FIRE		\$3,562.38
		<u>\$3,562.38</u>
	10107 Library Checking	
211 LIBRARY		\$321.58
		<u>\$321.58</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$59,287.45
Total	<u>\$59,287.45</u>

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Checks for Month

10100 General Checking
Since February 2023
Begin Balance \$378,560.35

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	020223RECccrent	2/2/2023	-\$45.00	020223RECccren	CC RENTAL	\$378,605.35
Deposit	20230202UB0	2/2/2023	-\$418.35	20230202UB0	UB Receipt Serv 1 Water R	\$379,023.70
Deposit	20230131UB0	2/15/2023	\$0.00	20230131UB0	UB Receipt Serv 1 Water R	\$379,023.70
Deposit	020623RECGCMBEDA	2/6/2023	-\$90.00	020623RECGCA	CC Rental	\$379,113.70
Deposit	020723RECABDWERRNT	2/7/2023	-\$150.00	020723RECAMB	Cemetery	\$379,263.70
Deposit	020823RECGCEDA	2/8/2023	-\$145.00	020823RECGCE	Community Center Rental	\$379,408.70
Deposit	20230208UB3	2/8/2023	-\$2,190.62	20230208UB3	UB REC Re-trans UB SER	\$381,599.32
Deposit	20230208UB2	2/8/2023	-\$1,467.34	20230208UB2	UB REC Re-trans UB SER	\$383,066.66
Deposit	20230208UB1	2/8/2023	-\$2,220.80	20230208UB1	UB REC Re-trans UB SER	\$385,287.46
Deposit	20230209UB0	2/9/2023	-\$762.70	20230209UB0	UB Receipt Serv 1 Water R	\$386,050.16
Deposit	20230210UB0	2/10/2023	-\$1,756.85	20230210UB0	UB Receipt Serv 1 Water R	\$387,807.01
Deposit	20230213UB0	2/13/2023	-\$3,355.90	20230213UB0	UB Receipt Serv 1 Water R	\$391,162.91
Deposit	021323RECgcam	2/13/2023	-\$105.36	021323RECgcam	Dumpster Rental - Tanner	\$391,268.27
Deposit	20230216UB0	2/16/2023	-\$1,677.93	20230216UB0	UB Receipt Serv 1 Water R	\$392,946.20
Deposit	20230220UB0	2/20/2023	-\$5,274.68	20230220UB0	UB Receipt Serv 1 Water R	\$398,220.88
Deposit	20230224UB0	2/24/2023	-\$12,091.43	20230224UB0	UB Receipt Serv 1 Water R	\$410,312.31
Deposit	20230224UB1	2/24/2023	-\$3,669.59	20230224UB1	UB Receipt Serv 1 Water R	\$413,981.90
Deposit	022423RECSALFERDUMP	2/24/2023	-\$359.98	022423RECSALF	Dumpster Rental	\$414,341.88
Deposit	20230227UB0	2/27/2023	-\$911.54	20230227UB0	UB Receipt Serv 1 Water R	\$415,253.42
Deposit	022723RECGCGARBAGE	2/27/2023	-\$105.36	022723RECGCG	Dumpster Fees	\$415,358.78
Deposit	20230228UB0	2/28/2023	-\$317.79	20230228UB0	UB Receipt Serv 1 Water R	\$415,676.57
Deposit	022823RECAMBCCRNT	2/28/2023	-\$300.00	022823RECAMB	CC RENTAL	\$415,976.57
Deposit	022823RECCDREDEEM	3/7/2023	-\$902,243.83	022823RECCDR	Redeem CD	\$1,318,220.40
054880	ARVIG ENTERPRISES, INC.	2/2/2023	\$212.30	020223PAYRIDG	Sewer Plant Telephone	\$1,318,008.10
054881	Hoffenkamp, Joshua L	2/8/2023	\$436.14	PAY20230103.00		\$1,317,571.96
054882	Jenniges, Jim M	2/8/2023	\$1,754.98	PAY20230103.00		\$1,315,816.98
054883	Krause, Joanne	2/8/2023	\$328.12	PAY20230103.00		\$1,315,488.86
054884	Salfer, Kyle	2/8/2023	\$906.18	PAY20230103.00		\$1,314,582.68
054885	Thompson, Larry	2/8/2023	\$1,911.42	PAY20230103.00		\$1,312,671.26
054886	ADAM GOBLIRSCH	2/13/2023	\$120.00	020923PAYGCFI	Snow Plowing	\$1,312,551.26
054887	ARVIG ENTERPRISES, INC.	2/13/2023	\$245.39	020923PAYGCFI	Telephone - Water Tower 2	\$1,312,305.87
054888	BAUNE LAWN AND SNOW	2/13/2023	\$1,615.00	020923PAYGCFI	Snow Removal - Hydrants	\$1,310,690.87
054889	BAUNE SERVICES AND LAW	2/13/2023	\$960.00	020923PAYGCFI	Snow Removal - Parks/Libr	\$1,309,730.87
054890	BOLTON & MENK	2/13/2023	\$2,478.00	020923PAYGCFI	Engineering Services - Ced	\$1,307,252.87
054891	BURKE TURCK & EQUIPMEN	2/13/2023	\$54.85	020923PAYGCFI	Markers - Streets	\$1,307,198.02
054892	FARMERS CO-OP OIL COMP	2/13/2023	\$510.90	020923PAYGCFI	Fuel	\$1,306,687.12
054893	GARY KERKHOFF CONSTRU	2/13/2023	\$1,000.00	020923PAYGCFI	Water Hauling - Backwash	\$1,305,687.12
054894	GOPHER STATE ONE CALL	2/13/2023	\$5.40	020923PAYGCFI	One Call	\$1,305,681.72
054895	H & L MESABI COMPANY	2/13/2023	\$0.00	020923PAYGCFI	Plow Parts	\$1,305,681.72
054896	JEFF HEILING CONSTRUCTI	2/13/2023	\$2,250.00	020923PAYGCFI	Main Street Light Relocatio	\$1,303,431.72
054897	JENNIGES GAS & DIESEL IN	2/13/2023	\$12,930.09	020923PAYGCFI	Truck Repairs - 1/2 Ton	\$1,290,501.63
054898	JIM JENNIGES	2/13/2023	\$209.99	020923PAYGCFI	Expense Reimbursement	\$1,290,291.64
054899	JOHANNECK CONCRETE	2/13/2023	\$770.00	020923PAYGCFI	Snow Plowing - Compost S	\$1,289,521.64
054900	JOHN DEERE FINAN	2/13/2023	\$22.56	020923PAYGCFI	Snowblower Parts	\$1,289,499.08
054901	KYLE SALFER	2/13/2023	\$50.00	020923PAYGCFI	Expense Reimbursement -	\$1,289,449.08
054902	LARRY THOMPSON	2/13/2023	\$114.10	020923PAYGCFI	Postage/Router Switch Rac	\$1,289,334.98
054903	LIMITLESS MECHANICAL LL	2/13/2023	\$110.00	020923PAYGCFI	Thermostat Fix - Communit	\$1,289,224.98
054904	LMCIT BERKLEY RISK SERVI	2/13/2023	\$100.00	020923PAYGCFI	Liability Insurance	\$1,289,124.98
054905	MARCO, INC	2/13/2023	\$261.70	020923PAYGCFI	Copier Lease	\$1,288,863.28
054906	MATHESON TRI-GAS INC	2/13/2023	\$60.65	020923PAYGCFI	Acetylene	\$1,288,802.63
054907	MEADOWLAND FARMERS C	2/13/2023	\$2,635.22	020923PAYGCFI	Propane - 2275	\$1,286,167.41
054908	MID-AMERICAN RESEARCH	2/13/2023	\$449.50	020923PAYGCFI	Lubricants	\$1,285,717.91
054909	MN DNR	2/13/2023	\$213.77	020923PAYGCFI	Water Use Surcharge	\$1,285,504.14
054910	MVTL LABORATORIES	2/13/2023	\$300.53	020923PAYGCFI	Testing - Manganese	\$1,285,203.61
054911	NORTHLAND SECURITIES	2/13/2023	\$435.00	020923PAYGCFI	Debt Service Reports	\$1,284,768.61
054912	NOVAK LAW	2/13/2023	\$1,102.00	020923PAYGCFI	Cedar Street Legal	\$1,283,666.61
054913	ONE OFFICE SOLUTION	2/13/2023	\$79.89	020923PAYGCFI	Council Name Plates, Cale	\$1,283,586.72
054914	PEOPLE SERVICE	2/13/2023	\$2,715.00	020923PAYGCFI	Service Contract - Water	\$1,280,871.72

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Checks for Month

10100 General Checking

Since February 2023

Begin Balance \$378,560.35

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
054915	QUADIENT FINANCE USA, IN	2/13/2023	\$142.13	020923PAYGCFI	Postage	\$1,280,729.59
054916	R & E SANITATION INC	2/13/2023	\$75.00	020923PAYGCFI	Dumpsters	\$1,280,654.59
054917	REDWOOD BUILDING CENT	2/13/2023	\$182.53	020923PAYGCFI	Lock	\$1,280,472.06
054918	REDWOOD CO SHERIFFS O	2/13/2023	\$2,820.00	020923PAYGCFI	Service Contract	\$1,277,652.06
054919	REDWOOD ELECTRIC COOP	2/13/2023	\$8,225.61	020923PAYGCFI	Electricity - Street Lights -	\$1,269,426.45
054920	RSS GROUP INTERNATIONA	2/13/2023	\$20.17	020923PAYGCFI	Rack	\$1,269,406.28
054921	RUNNING SUPPLY INC	2/13/2023	\$211.37	020923PAYGCFI	Misc Supplies	\$1,269,194.91
054922	SALFER WELDING & MFG	2/13/2023	\$48.00	020923PAYGCFI	Water Shutoff tool	\$1,269,146.91
054923	SALFERS FOOD CENTER	2/13/2023	\$31.43	020923PAYGCFI	Misc. Supplies	\$1,269,115.48
054924	SCHROEPFER BROTHERS	2/13/2023	\$3,813.75	020923PAYGCFI	Snow Hauling	\$1,265,301.73
054925	SOUTHWEST SANITATION, I	2/13/2023	\$2,512.12	020923PAYGCFI	Service Fees	\$1,262,789.61
054926	SUNSET BURIAL	2/13/2023	\$100.00	020923PAYGCFI	Refund damage deposit	\$1,262,689.61
054927	TEAM LABORATORY CHEMI	2/13/2023	\$981.50	020923PAYGCFI	Chemicals	\$1,261,708.11
054928	TECH UNLIMITED, LLC	2/13/2023	\$104.25	020923PAYGCFI	Software Subscriptions	\$1,261,603.86
054929	USA BLUEBOOK	2/13/2023	\$1,205.81	020923PAYGCFI	Parts Equipment	\$1,260,398.05
054930	VISA	2/13/2023	\$898.47	020923PAYGCFI	Zoom Meeting	\$1,259,499.58
054931	WABASSO DIESEL SERVICE	2/13/2023	\$12.63	020923PAYGCFI	Postage	\$1,259,486.95
054932	WONDORFF WELDING & FA	2/13/2023	\$3,300.00	020923PAYGCFI	9 Ft Bucket	\$1,256,186.95
054933	Hoffenkamp, Joshua L	2/21/2023	\$490.71	PAY20230104.00		\$1,255,696.24
054934	Jenniges, Jim M	2/21/2023	\$1,754.98	PAY20230104.00		\$1,253,941.26
054935	Krause, Joanne	2/21/2023	\$177.92	PAY20230104.00		\$1,253,763.34
054936	Salfer, Kyle	2/21/2023	\$2,282.57	PAY20230104.00		\$1,251,480.77
054937	Thompson, Larry	2/21/2023	\$1,911.42	PAY20230104.00		\$1,249,569.35
054938	Krause, Joanne	2/24/2023	\$161.52	PAY20230104.01		\$1,249,407.83
	Deposits	\$939,660.05				
	Checks	-\$68,812.57				
			\$870,847.48			

FILTER: ((([Act Year]='2023' and [period] in (2))) and ((true)) and [Cash Act]='10100')

City of Wabasso

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Checks for Month

10101 Ambulance Checking

Since February 2023

Begin Balance \$118,502.88

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	020623RECGCMBEDA	2/6/2023	-\$5,346.55	020623RECGCA	Service Fees	\$123,849.43
Deposit	020723RECMBDWERRNT	2/7/2023	-\$1,028.80	020723RECAMB	BLS RUN	\$124,878.23
Deposit	021323RECgcam	2/13/2023	-\$4,203.30	021323RECgcam	Service Fees	\$129,081.53
Deposit	022023RECLIBAMB	2/20/2023	-\$1,320.55	022023RECLIBA	Ambulance Service Fees	\$130,402.08
Deposit	022823RECAMBCCRNT	2/28/2023	-\$340.13	022823RECAMB	BLS Run	\$130,742.21
001913	RIDGEWATER COLLEGE	2/2/2023	\$800.00	020223PAYRIDG	EMT Training	\$129,942.21
001914	ANDERSON ELECTRIC	2/13/2023	\$800.93	020923PAYGCFI	Fixed Light	\$129,141.28
001915	ARVIG ENTERPRISES, INC.	2/13/2023	\$98.21	020923PAYGCFI	Telephone - 2343267	\$129,043.07
001916	BOUND TREE MEDICAL	2/13/2023	\$579.04	020923PAYGCFI	Medical Supplies	\$128,464.03
001917	CENTRACARE HEALTH	2/13/2023	\$1,400.00	020923PAYGCFI	ALS Intercept	\$127,064.03
001918	EXPERT BILLING	2/13/2023	\$868.00	020923PAYGCFI	Billing Fees	\$126,196.03
001919	FARMERS CO-OP OIL COMP	2/13/2023	\$423.81	020923PAYGCFI	Fuel	\$125,772.22
001920	FIRSTNET	2/13/2023	\$318.76	020923PAYGCFI	Cell Phone - 2 months	\$125,453.46
001921	MATHESON TRI-GAS INC	2/13/2023	\$193.14	020923PAYGCFI	Oxygen	\$125,260.32
001922	MEADOWLAND FARMERS C	2/13/2023	\$99.97	020923PAYGCFI	Garage Heat - 2275	\$125,160.35
001923	NORTH AMBULANCE SERVI	2/13/2023	\$450.00	020923PAYGCFI	ALS Intercept	\$124,710.35
001924	REDWOOD ELECTRIC COOP	2/13/2023	\$108.20	020923PAYGCFI	Electricity - 99865808	\$124,602.15
	Deposits	\$12,239.33				
	Checks	-\$6,140.06				
			\$6,099.27			

FILTER: ((([Act Year]='2023' and [period] in (2))) and ((true)) and [Cash Act]='10101')

City of Wabasso

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Checks for Month

10102 Fire Checking

Since February 2023

Begin Balance \$47,038.57

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
004049	ALPHA WIRELESS	2/13/2023	\$230.00	020923PAYGCFI	Radio Parts	\$46,808.57
004050	ANDERSON ELECTRIC	2/13/2023	\$101.00	020923PAYGCFI	Repairs	\$46,707.57
004051	CITY OF LAMBERTON	2/13/2023	\$325.00	020923PAYGCFI	Joint Grant Application	\$46,382.57
004053	MEADOWLAND FARMERS C	2/13/2023	\$99.97	020923PAYGCFI	Firehall Heat - 2275	\$46,282.60
004054	REDWOOD ELECTRIC COOP	2/13/2023	\$108.20	020923PAYGCFI	Eelctricity - 9985808	\$46,174.40
	Deposits	\$0.00				
	Checks	-\$864.17				
			-\$864.17			

FILTER: ((([Act Year]='2023' and [period] in (2))) and ((true)) and [Cash Act]='10102')