

City of Wabasso
Regular Meeting
Monday, March 9, 2020
Informational Meeting
5:30 pm
Regular Meeting
6 pm

1. Pledge of Allegiance
2. Call to order
3. Approve Agenda
4. EDA
5. **PUBLIC COMMENT** *Please limit comments to 3 minutes per person. Items brought before the council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items at this time*
6. Matt Novak
7. Street Report
 - a. Deem paving
8. Water/Wastewater Report
10. Park & Rec
11. City Clerk Job Posting
12. Consent Agenda
- 13.
14. Updates
 1. Streamline CC Contract Process
 2. City Clerk/Administrator Job Description
 3. Personnel Policy
 4. Jonti-Craft Crosswalk -Plans changed
15. Community Center Cleaning-janitor
- 16.
17. Clerk Off Tuesday, March 10-Julie work 9 am to noon
18. Correspondence
19. Bills
20. Adjourn

CONSENT AGENDA

1. Minutes of February 10 meeting
2. Land Use Permits
 - A.
3. Beer in Community Center
 - A. St Anne's Capital Campaign 3-22-2020
 - B. Lions 301 4-4-2020
 - C. Firemen's Relief Pork Chop Feed 4-17-2020
 - D. Lucan Lions 4-18-2020
- Annual Off-Sale License Hwy 68 Off-Sale

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

PRELIMINARY ENGINEERING REPORT

2020 STREET IMPROVEMENTS

CITY OF WABASSO, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

By: David A Palm
David A. Palm, P.E.
Registration No. 22574

Date: 3/4/20

MARCH, 2020

Prepared by:
BOLTON & MENK, INC.
SLEEPY EYE, MN.

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**PRELIMINARY ENGINEERING REPORT
2020 STREET IMPROVEMENTS
CITY OF WABASSO, MN**

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Figure 1: Site Plan Map

Figure 2: Typical Section

Table 1: Preliminary Cost Estimate – Detail

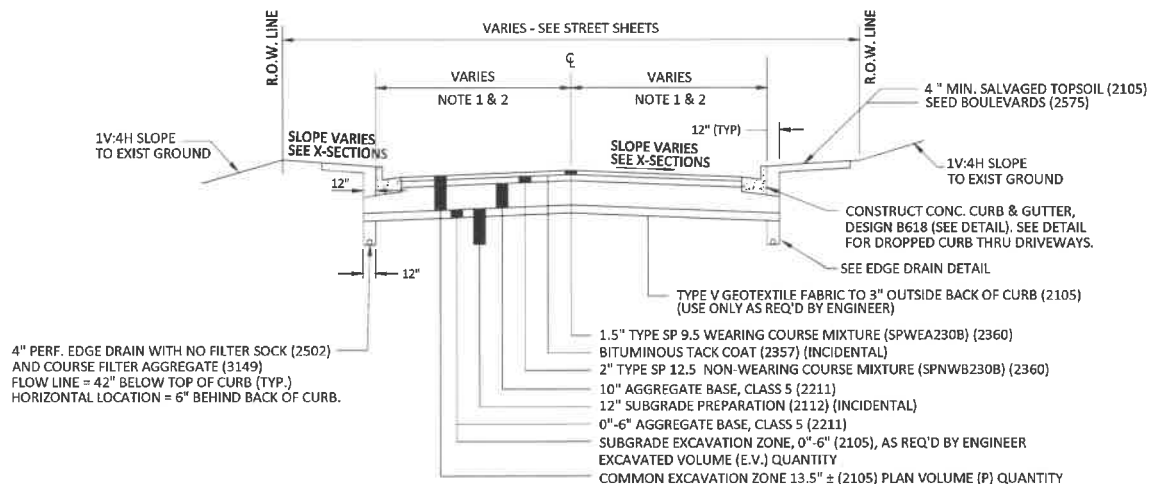
Table 2: Assessment Policy Summary

Table 3: Cost Summary & Basis of Assessment

City of Wabasso, MN

March 2020





NOTES:

1. CROWN LOCATION MAY BE OFFSET FROM CENTERLINE OF STREET (SEE PLAN SHEETS)
2. WIDTH VARIES (SEE PLAN SHEETS)

**TYPICAL SECTION
RESIDENTIAL STREET DESIGN**

TABLE 1 - PRELIMINARY COST ESTIMATE - DETAIL
2020 STREET IMPROVEMENTS
CITY OF WABASSO, MN

Date: 3/4/2020
 Filename: H:\WABASSO\13120751\2_Preliminary\A_Calculations\120751 Prelim PER.xls[Prelim Detail Est
 Prepared By: BOLTON & MENK, INC.
 SLEEPY EYE, MN

BID ITEM NO.	ITEM DESCRIPTION	NOTES	UNIT	EST. UNIT PRICE	Totals		SEGMENT 1 June Street From Ash Street to C.S.A.H. 6		SEGMENT 2 Perry Street From Main Street to 1 Block North		SEGMENT 3 Front Street From Dewey Street to North		SEGMENT 4 Dewey Street From Front Street to Elm Street	
					QTY.	COST	EST.	COST	EST.	COST	EST.	COST	EST.	COST
SCOPE OF IMPROVEMENTS FOR EACH SEGMENT														
REMOVALS AND SURFACE IMPROVEMENTS														
1	Mobilization		Lump, Sun	\$25,000.00	1	\$25,000.00		\$6,250.00	0.25	\$6,250.00	0.25	\$6,250.00		\$6,250.00
2	Traffic Control		Lump, Sun	\$2,000.00	1	\$2,000.00		\$500.00	0.25	\$500.00	0.25	\$500.00		\$500.00
3	Clearing & Grubbing		Tree	\$500.00	3	\$1,500.00		\$500.00	1	\$500.00	1	\$500.00		\$500.00
4	Remove Curb and Gutter		Linear Foot	\$2.25	30	\$67.50		\$22.50	10	\$22.50	10	\$22.50		\$22.50
5	Remove Concrete Driveway Pavement		Square Yard	\$8.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00		\$0.00
6	Adjust Frame and Ring Casting - Storm		Each	\$300.00	1	\$300.00		\$0.00	1	\$300.00	0	\$0.00		\$0.00
7	Adjust Frame and Ring Casting - Sanitary		Each	\$300.00	2	\$600.00		\$300.00	0	\$0.00	1	\$300.00		\$0.00
8	Adjust Gate Valve and Box		Each	\$300.00	1	\$300.00		\$300.00	0	\$0.00	0	\$0.00		\$0.00
9	Common Excavation	(P)	Cubic Yard	\$20.00	1565	\$31,300.00	533	\$10,660.00	320	\$6,400.00	597	\$11,940.00	115	\$2,300.00
10	Subgrade Excavation	(EV)	Cubic Yard	\$20.00	359	\$7,180.00	131	\$2,620.00	74	\$1,480.00	125	\$2,500.00	29	\$580.00
11	Geotextile Fabric, Type 5		Square Yard	\$1.50	2149	\$3,223.50	782	\$1,173.00	444	\$666.00	750	\$1,125.00	173	\$259.50
12	Common Laborers		Hour	\$60.00	20	\$1,200.00	6	\$360.00	6	\$360.00	6	\$360.00	2	\$120.00
13	3 Cu Yd Shovel		Hour	\$200.00	10	\$2,000.00	3	\$600.00	3	\$600.00	3	\$600.00	1	\$200.00
14	Dozer		Hour	\$170.00	10	\$1,700.00	3	\$510.00	3	\$510.00	3	\$510.00	1	\$170.00
15	10 Cu Yd Truck		Hour	\$110.00	10	\$1,100.00	3	\$330.00	3	\$330.00	3	\$330.00	1	\$110.00
16	40 Cu Yd Front End Loader		Hour	\$175.00	10	\$1,750.00	3	\$525.00	3	\$525.00	3	\$525.00	1	\$175.00
17	1/2 Cu Yd Skid Loader		Hour	\$110.00	10	\$1,100.00	3	\$330.00	3	\$330.00	3	\$330.00	1	\$110.00
18	Aggregate Base, Class 5		Ton	\$19.00	3476	\$66,044.00	1196	\$22,724.00	712	\$13,528.00	1309	\$24,871.00	259	\$4,921.00
19	Stabilizing Aggregate	(CV)	Cubic Yard	\$60.00	120	\$7,200.00	43	\$7,580.00	25	\$1,500.00	42	\$2,520.00	10	\$600.00
20	Type SP 9.5 Wearing Course Mixture (SPWEA230B)		Ton	\$95.00	320	\$30,400.00	120	\$11,400.00	70	\$6,600.00	110	\$10,450.00	20	\$1,900.00
21	Type SP 12.5 Non-Wearing Course Mixture (SPNWB330B)		Ton	\$90.00	420	\$37,800.00	160	\$14,400.00	90	\$8,100.00	140	\$12,600.00	30	\$2,700.00
22	4" Perforated Subsurface Drain Tile		Linear Foot	\$9.00	2270	\$20,430.00	750	\$6,750.00	430	\$3,870.00	1050	\$9,450.00	0	\$0.00
23	4" PVC Sump Pump Connection		Each	\$300.00	4	\$1,200.00	1	\$300.00	1	\$300.00	2	\$600.00	0	\$0.00
24	Inter Protection		Each	\$200.00	9	\$1,800.00	2	\$400.00	1	\$200.00	3	\$600.00	0	\$0.00
25	Silt Fence		Linear Foot	\$2.50	740	\$1,850.00	100	\$250.00	100	\$250.00	540	\$1,350.00	0	\$0.00
26	Temporary Seeding 1		Acre	\$4,000.00	0.2	\$800.00	0.1	\$400.00	0.0	\$0.00	0.1	\$400.00	0.0	\$0.00
27	Permanent Seeding 1		Acre	\$13,000.00	0.4	\$5,200.00	0.1	\$1,700.00	0.1	\$1,300.00	0.3	\$3,250.00	0.0	\$0.00
28	Permanent Seeding 2		Acre	\$17,000.00	0.1	\$1,700.00	0.0	\$0.00	0.0	\$0.00	0.1	\$1,700.00	0.0	\$0.00
	Sub-Total Surface Improvements					\$255,265.00		\$85,354.50		\$54,471.50		\$99,943.50		\$21,495.50
	Sub-Total Surface Improvements w/ 10% Contingency					\$280,792.00		\$93,890.00		\$59,919.00		\$107,338.00		\$23,645.00
CONCRETE														
29	Concrete Curb and Gutter - Design B618		Linear Foot	\$26.00	2270	\$59,020.00	750	\$19,500.00	430	\$11,180.00	1090	\$28,340.00	0	\$0.00
30	7" Concrete Driveway Pavement		Square Yard	\$100.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Sub-Total Curb & Gutter Improvements					\$59,020.00		\$19,500.00		\$11,180.00		\$28,340.00		\$0.00
	Sub-Total Curb & Gutter Improvements w/ 10% Contingency					\$64,922.00		\$21,450.00		\$12,298.00		\$31,174.00		\$0.00
STORM SEWER														
31	4-10" Tile Repair (SDR 26)		Linear Foot	\$40.00	25	\$1,000.00	0	\$0.00	0	\$0.00	0	\$0.00	25	\$1,000.00
32	12" RC Pipe - Sewer Class V		Linear Foot	\$50.00	75	\$3,750.00	0	\$0.00	0	\$0.00	0	\$0.00	75	\$3,750.00
33	15" RC Pipe - Sewer Class V		Linear Foot	\$60.00	310	\$18,600.00	0	\$0.00	0	\$0.00	0	\$0.00	310	\$18,600.00
34	Construct Drainage Structure, Design 48-4020		Linear Foot	\$350.00	6.0	\$2,100.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	6.0	\$2,100.00
35	Construct Drainage Structure, Design Special 2 x 3		Linear Foot	\$375.00	14.0	\$5,250.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	14.0	\$5,250.00
36	Connect to Existing Drainage Structure		Each	\$800.00	1	\$800.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$800.00
37	Casting Assembly (Storm)		Each	\$650.00	4	\$2,600.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$2,600.00
	Sub-Total Storm Sewer					\$34,100.00		\$0.00		\$0.00		\$0.00		\$34,100.00
	Sub-Total Storm Sewer w/ 10% Contingency					\$37,510.00		\$0.00		\$0.00		\$0.00		\$37,510.00
Preliminary - Estimated Construction Cost														
						\$348,885.00		\$104,854.50		\$65,651.50		\$122,283.50		\$55,595.50
Preliminary - Estimated Construction Cost w/ 10% Contingency														
						\$383,224.00		\$115,940.00		\$72,217.00		\$134,512.00		\$61,155.05

TABLE 2 - ASSESSMENT POLICY SUMMARY
2020 STREET IMPROVEMENTS
CITY OF WABASSO, MN

Date: 3/4/2020
 Filename: H:\WABA\S13120751\2_Preliminary\A_Calculations\[120751 Prelim PER.xlsx]Prelim Detail Est
 Prepared By: BOLTON & MENK, INC.
 SLEEPY EYE, MN

RESPONSIBILITY OF PAYMENT FOR IMPROVEMENTS

IMPROVEMENT	NEW or RECONSTRUCT	CITY COST SHARE	PROPERTY OWNER COST SHARE	REMARKS
Preliminary Engineering Report	New	Varies	Varies	Distributed with work items, on completed project.
Street Surface	New	Varies	9'-10' Width	10' Width - unless street width is smaller than 20'
Curb & Gutter	New & Reconstruct	0%	100%	
Driveway Approach	New & Reconstruct	0%	100%	Concrete, Bituminous, or Gravel
Storm Sewer	New & Reconstruct	0%	100%	Based on Sq. Ft. of benefitted area. (See Note 1)

Note 1: Current assessment rate is based on equal depth lots.

TABLE 3 - COST SUMMARY & BASIS OF ASSESSMENT					Date:	3/4/2020
2020 STREET IMPROVEMENTS					Filename:	H:\WABA\S13120751\2_Preliminary\A_Calculations\120751 Prelim PER.xlsx\120751 Prelim Detail Est
CITY OF WABASSO, MN					Prepared By:	BOLTON & MENK, INC. SLEEPY EYE, MN

ITEM NO	ITEM DESCRIPTION	ESTIMATED COSTS				BASIS OF ASSESSMENT							
		EST CONST. COST	EST ENG. COST	EST. CITY ADMIN PERMITS LEGAL/FIN.	TOTAL EST COST	TOTAL AREA (SQ. FT.)	COST PER SQ. FT.	LOCATION	EST QNTY (L. F.)	UNIT	UNIT RATE	% ASSESS	ASSESS. RATE PER L. F.
1	STREET GRAVEL BASE AND BITUMINOUS SURFACING	\$257,147	\$51,430	\$7,715	\$316,292	28,451	\$11.12	JUNE ST. PERRY ST.	10	STREET WIDTH	\$111.17	100%	\$111.17
								FRONT STREET	9	STREET WIDTH	\$100.05	100%	\$100.05
2	CURB AND GUTTER	\$64,922	\$12,985	\$1,948	\$79,855	-	-	-	2,270	L.F. of C & G	\$35.18	100%	\$35.18
3	STORM SEWER & SURFACE REPAIR	\$61,155	\$12,231	\$1,835	\$75,221	-	-	-	3,117	L.F. of Frontage (Note 1)	\$24.13	100%	\$24.13
	TOTALS:	\$383,224	\$76,645	\$11,497	\$471,366								

Note 1: Current storm sewer assessment is based on lot frontage. Final storm sewer assessment may be modified and assessed by lot area.

Wabasso EDA
Regular Meeting
Wednesday, March 4, 2020
5:00 pm

The meeting was called to order by President Pat Eichten with Karl Guetter, Rachel Ingebretson and Carole Remiger were present. Chuck Robasse was unable to attend.

Also present were Chuck Daub, Lawrence Kallevig, Curt Trost, Matt Novak and Mary Smith.

Minutes of the February meeting were approved on a motion by Ingebretson, seconded by Remiger.

Eichten-yes, Guetter-yes, Ingebretson-yes, Remiger-yes.

Matt Novak explained to the board the result of his research of the DEEM, Inc loans. He told the board he had met with the representatives of the company and they seemed to agree with his conclusions. He made suggestions to the board of actions that could be taken at this time.

The board then discussed the options. A motion was made by Ingebretson to require the past due amounts including all late fees be paid in full by September 1, 2020 while also keeping the current payments up to date and setting up automatic payment withdrawal, seconded by Remiger.

Eichten-yes, Guetter-yes, Ingebretson-yes, Remiger-yes.

Matt Novak recommended that the board consider having all loans due on the same day to make it easier to track them. The board decided at this time going forward that will be done with new loans.

A discussion was held with the Chuck Daub, Lawrence Kallevig and Curt Trost, members of the Serenity Suites of Wabasso Board. The discussion centered around potential plans the board may have for future expansion or additional housing alternatives. After considerable discussion of the future plat and possible needs for Serenity Suites it was decided that concrete proposals need to be put together to present to the Serenity Suites board.

The EDA board then discussed the actions needed for May Street plat. A motion was made by Guetter to rescind the motion to plat all of May Street at the same time at the August 7, 2019 meeting at a cost of \$6500.00 and was seconded by Ingebretson.

Eichten-yes, Guetter-yes, Ingebretson-yes, Remiger-yes.

A second motion was made by Guetter, seconded by Ingebretson to plat only the south side of May Street at this time at a cost of \$4,000.00 as per the July 11, 2019 quote from the engineer.

Eichten-yes, Guetter-yes, Ingebretson-yes, Remiger-yes.

Monthly Payment Schedule**as of** **3/4/2020**

<u>Name</u>	<u>Pmt Due</u>	<u>Pmt Amt</u>	<u>Int</u>	<u>Prin Amt</u>		<u>Maturity Date</u>	<u>Date of Last Payment</u>	<u>Next Payment Due</u>
Bart Properties Llc	14th	\$ 482.80	3%	\$ 28,521.60	EDA II	7/14/2025	3/4/2020	4/14/2020
DEEM, Inc	21st	\$ 482.80	3%	\$ 29,706.92	EDA	5/21/2025	1/16/2020	10/21/2019
DEEM, Inc	21st	\$ 357.27	3%	\$ 21,830.80	EDA	5/21/2025	1/16/2020	10/21/2019
Jonti-Craft	25th	\$ 3,886.28	2.5%	\$ 242,789.21	EDA	9/25/2025	2/10/2020	3/27/2020
Jonti-Craft	25th	\$ 120.19	2.5%	\$ 7,509.16	EDA II	9/25/2025	2/10/2020	3/27/2020
Jenniges Gas & Diesel	8th	\$ 438.02	1%	\$ 19,733.09	EDA	12/8/2023	2/10/2020	3/8/2020
Jenniges Gas & Diesel	14th	\$ 289.68	3%	\$ 20,301.45	EDA	9/14/2026	2/10/2020	3/14/2020
Wabasso Eletric Motor LLC	6th	\$ 250.52	3%	\$ 13,372.19	EDAI	8/6/2024	2/24/2020	3/9/2020
Matt Novak	1st	\$ 362.10	3%	\$ 24,160.17	EDA II	8/1/2026	3/1/2020	4/5/2020
Chad Ruprecht	21st	\$ 289.68	3%	\$ 23,653.82	EDA II	5/21/2028	2/6/2020	3/21/2020
Safe Storage 2	5th	\$ 482.80	3%	\$ 44,908.60	EDA	10/5/2028	2/5/2020	3/5/2020
Mid County Ag Services	20th	\$ 241.40	3%	\$ 22,249.16	EDA I	11/20/2028	2/19/2020	3/20/2020
Totals		\$ 7,683.54		\$ 498,736.17				
EDA Daily Savings		\$ 250,365.27						
EDAI Daily Savings		\$ 61,812.82						
WDC		\$ 39,718.36						
		\$ 351,896.45						

City of Wabasso
City Council
Monday, February 10, 2020
6 pm

The meeting opened with recitation of the Pledge of Allegiance.

The meeting was called to order by Mayor Carol Atkins with Council Members Wade McKittrick and Carole Remiger in attendance. Rachel Ingebretson arrived at 6:30 pm. Steve Burns was unable to attend.

Also present were Jeni Rudenick, Paul Plaetz, Mike Remiger and Mary Smith.

The agenda was approved with 3 items added on a motion by Remiger, seconded by McKittrick. Atkins-yes, McKittrick-yes, Remiger-yes.

The EDA report was given by Carole Remiger. The covenants for the Eastvail Addition do not allow pole buildings in that area. The City Attorney will be working on Covenants that encompass the newly opened street.

Serenity Suites Board members will be invited to the March EDA meeting to discuss plans the board may have.

The Street Report was presented by Mike Remiger. The estimate electrical for the new training room for the ambulance and fire (old police garage) was \$2500.00. A new service must be installed. There will be some additional expenses for heat and flooring.

The Water/Wastewater Report was presented by Paul Plaetz. There is a Public Hearing scheduled for Wednesday, February 26 at 6 pm for the water project. Paul will be attending the Rural Water Conference in the first week of March.

Carole Remiger spoke with Nate Jacobson about plans for the Baseball Association. The Tournament that is to be held here will be at the end of July.

Wade McKittrick brought up for consideration the possibility of the school buying the Francis Manderscheid Field from the City. The board is willing to discuss this. It could benefit both the school and city.

The council looked at the basic structure for the website and gave their approval to go ahead.

A community center committee for updating the facility composed was set up including members Wade McKittrick, Rachel Ingebretson and Mike Remiger.

The City Council voted to raise the per section fee for the Fire Contracts by \$5.00 to \$175.00. Atkins-yes, McKittrick-yes, Remiger-yes, Ingebretson-yes.

The correspondence was reviewed.

Bills in the amount of \$57,966.31 were approved for payment on a motion by McKittrick, seconded by Ingebretson.

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

Wade McKittrick gave an update on the Early Childhood Center. Bid documents are out with bids expected by February 27 and awarding of bids March 4 and completion in August 2020.

There being no further business, the meeting adjourned at 8:05 pm.

City of Wapasso

City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 1389							
ARVIG COMMUNICATION SYSTE	AMBULANCE	42153	Ambulance	321	Telephone	\$81.40	1389
Claim Nbr 1389						\$81.40	
Claim Nbr 1390							
BOUND TREE MEDICAL						\$0.00	1390
BOUND TREE MEDICAL	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$135.98	1390
BOUND TREE MEDICAL	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$109.04	1390
Claim Nbr 1390						\$245.02	
Claim Nbr 1391							
MINNESOTA AMBULANCE ASSOC	AMBULANCE	42153	Ambulance	433	Dues and Subscriptions	\$345.00	1391
Claim Nbr 1391						\$345.00	
Claim Nbr 1392							
BAUNE PLUMBING & HEATING	AMBULANCE	42153	Ambulance	401	Repairs/Maint Buildings	\$484.02	1392
Claim Nbr 1392						\$484.02	
Claim Nbr 1393							
EXPERT T BILLING	AMBULANCE	42153	Ambulance	306	Service Contract	\$690.00	1393
Claim Nbr 1393						\$690.00	
Claim Nbr 1394							
VERIZON WIRELESS	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$409.99	1394
VERIZON WIRELESS	AMBULANCE	42153	Ambulance	321	Telephone	\$144.69	1394
Claim Nbr 1394						\$554.68	
Claim Nbr 1395							
GRAMSTAD LUMBER COMPANY	AMBULANCE	42153	Ambulance	500	Capital Outlay (GENERAL	\$857.82	1395
Claim Nbr 1395						\$857.82	
Claim Nbr 3780							
ANDERSON ELECTRIC	FIRE	42200	Fire	402	Repairs/Maint Structures	\$45.33	3780
Claim Nbr 3780						\$45.33	
Claim Nbr 3781							
JENNIGES GAS & DIESEL INC	FIRE	42200	Fire	404	Repairs/Maint Machinery/	\$106.18	3781
Claim Nbr 3781						\$106.18	
Claim Nbr 3782							
GRAMSTAD LUMBER COMPANY	FIRE	42200	Fire	500	Capital Outlay (GENERAL	\$857.82	3782

City of Wauasso

City of Wabasso-Vendor Claims

03/05, 1:29 AM

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Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
MN DEPT OF HEALTH Claim Nbr 52978	WATER FUND	49400	Water Utilities (GE	388	MN Connect Fee	\$707.00 \$707.00	52978
Claim Nbr 52979							
MVTL LABORATORIES Claim Nbr 52979	SEWER FUND	49450	Sewer (GENERAL)	387	Testing	\$89.24 \$89.24	52979
Claim Nbr 52980							
NEOFUNDS BY NEOPOST Claim Nbr 52980	GENERAL FUND	41400	City Clerk	322	Postage	\$313.43 \$313.43	52980
Claim Nbr 52981							
NORTHERN BUSINESS PRODUCT Claim Nbr 52981	GENERAL FUND	41940	Community Center	210	Operating Supplies (GEN	\$11.94 \$11.94	52981
Claim Nbr 52982							
PAUL PLAETZ PAUL PLAETZ Claim Nbr 52982	WATER FUND SEWER FUND	49400 49450	Water Utilities (GE Sewer (GENERAL)	321 321	Telephone Telephone	\$12.50 \$12.50 \$25.00	52982 52982
Claim Nbr 52983							
RUNNING SUPPLY INC Claim Nbr 52983	GENERAL FUND	43110	Street Depart-Sho	217	Other Operating Supplies	\$78.44 \$78.44	52983
Claim Nbr 52984							
SALFERS FOOD CENTER SALFERS FOOD CENTER Claim Nbr 52984	GENERAL FUND SEWER FUND	41400 49450	City Clerk Sewer (GENERAL)	209 210	Other Office Supplies Operating Supplies (GEN	\$5.13 \$17.70 \$22.83	52984 52984
Claim Nbr 52985							
WABASSO DIESEL SERVICE Claim Nbr 52985	SEWER FUND	49450	Sewer (GENERAL)	387	Testing	\$13.59 \$13.59	52985
Claim Nbr 52986							
WABASSO STANDARD WABASSO STANDARD WABASSO STANDARD WABASSO STANDARD Claim Nbr 52986	GENERAL FUND GENERAL FUND SEWER FUND GENERAL FUND	41400 41420 49450 41420	City Clerk Recording and Rep Sewer (GENERAL) Recording and Rep	209 351 351 351	Other Office Supplies Legal Notices Publishing Legal Notices Publishing Legal Notices Publishing	\$54.00 \$20.25 \$40.50 \$236.25 \$351.00	52986 52986 52986 52986
Claim Nbr 52987							

020320REC	03-Feb-20	90.00	020320REC	cc rent	895977.74
2-3-20U	03-Feb-20	586.86	2-3-20U	UB Receipt Surc 2 Commerci	896564.60
020520REC	05-Feb-20	71.34	020520REC	dumpster	896635.94
2-4-20U	07-Feb-20	220.90	2-4-20U	UB UR Receipt	896856.84
2-5-20U	07-Feb-20	759.52	2-5-20U	UB Receipt	897616.36
2-6-20U	07-Feb-20	1247.99	2-6-20U	UB UR Receipt	898864.35
2-7-20U	07-Feb-20	1198.83	2-7-20U	UB Receipt	900063.18
020720REC	07-Feb-20	65.00	020720REC	community center rent	900128.18
SOUTHWEST SANITATION, INC	10-Feb-20	-2369.50	2-10-20PS		897758.68
WABASSO STANDARD	10-Feb-20	-677.25	2-10-20P		897081.43
WHITE RABBIT TECHNICAL SEI	10-Feb-20	-119.70	2-10-20P	web hosting	896961.73
JONTI-CRAFT	10-Feb-20	-4119.17	2-10-20PS		892842.56
MATHESON TRI-GAS INC	10-Feb-20	-30.91	2-10-20PS		892811.65
MEADOWLAND FARMERS CO-(10-Feb-20	-154.20	2-10-20PS	Acct #2275	892657.45
MID-AMERICAN RESEARCH CH	10-Feb-20	-601.55	2-10-20PS		892055.90
WABASSO DIESEL SERVICE	10-Feb-20	-11.81	2-10-20P		892044.09
SHERIFF OF REDWOOD COUN'	10-Feb-20	-3300.00	2-10-20PS		888744.09
ONE OFFICE SOLUTION	10-Feb-20	-412.47	2-10-20P		888331.62
VISA	10-Feb-20	-109.55	2-10-20PS	pet tags	888222.07
AFLAC	10-Feb-20	-61.02	021020PAY		888161.05
MARCO	10-Feb-20	-163.75	021020PAY		887997.30
NOVAK LAW	10-Feb-20	-595.00	2-10-20PS	Civil Matters	887402.30
TEAM LABORATORY CHEMICAL	10-Feb-20	-915.00	2-10-20P		886487.30
SALFER WELDING & MFG	10-Feb-20	-519.38	2-10-20P	snow blower	885967.92
PAUL PLAETZ	10-Feb-20	-25.00	2-10-20P		885942.92
NORTHERN BUSINESS PRODU	10-Feb-20	-58.98	2-10-20P		885883.94
NEOFUNDS BY NEOPOST	10-Feb-20	-333.28	2-10-20P		885550.66
MVTL LABORATORIES	10-Feb-20	-178.48	2-10-20P		885372.18
MIKE REMIGER	10-Feb-20	-59.50	2-10-20P		885312.68
LMCIT BERKLEY RISK SERVICE	10-Feb-20	-15149.00	2-10-20P		870163.68
LMCIT BERKLEY RISK SERVICE	10-Feb-20	-18945.00	2-10-20P	Community Center	851218.68
JENNIGES GAS & DIESEL INC	10-Feb-20	-265.41	2-10-20P	86 Ford	850953.27
HEATHER MATHIOWETZ	10-Feb-20	-100.00	2-10-20P	refund damage deposit	850853.27
FASTENAL	10-Feb-20	-29.04	2-10-20P		850824.23
ARVIG COMMUNICATION SYST	10-Feb-20	-315.33	2-10-20P		850508.90
RITEWAY	10-Feb-20	-242.92	2-10-20P	Bill cards	850265.98
NCPERS GROUP LIFE INS	10-Feb-20	-16.00	021020PAY		850249.98
REDWOOD ELECTRIC COOP	10-Feb-20	-4749.80	021020PAY	Acct #99865808	845500.18
2-10-20U	12-Feb-20	1361.96	2-10-20U	UB Receipt	846862.14
2-11-20U	12-Feb-20	2252.79	2-11-20U	UB Receipt	849114.93
2-12-20U	12-Feb-20	1071.98	2-12-20U	UB Receipt	850186.91
021220REC	12-Feb-20	93.29	021220REC	dumpster	850280.20
021320REC	13-Feb-20	253.82	021320REC	reimbursement	850534.02
2-13-20U	14-Feb-20	994.87	2-13-20U	UB Receipt	851528.89
2-14-20U	14-Feb-20	885.09	2-14-20U	UB Receipt	852413.98
021420REC	14-Feb-20	390.00	021420REC	cc set, clean, rent	852803.98
021820REC	18-Feb-20	352.50	021820REC	cc rent, damage deposit	853156.48

City of Wabasso

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Checks for Month

February 2020

1 Ambulance Checking Begin Mth \$30,010.66

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	020720REC	2/7/2020	\$1,450.65	020720REC		\$31,461.31
Deposit	2-7-20AMB	2/7/2020	\$592.82	2-7-20AMB		\$32,054.13
001377	BOUND TREE MEDICAL	2/10/2020	-\$269.82	2-10-20P		\$31,784.31
001378	CITY OF WABASSO	2/10/2020	-\$253.82	2-10-20P	Printed out of General chec	\$31,530.49
001379	JENNIGES GAS & DIESEL IN	2/10/2020	-\$303.92	2-10-20P		\$31,226.57
001380	LMCIT BERKLEY RISK SERVI	2/10/2020	-\$3,871.00	2-10-20P		\$27,355.57
001381	MATHESON TRI-GAS INC	2/10/2020	-\$139.64	2-10-20P		\$27,215.93
001382	RIDGEWATER COLLEGE	2/10/2020	-\$920.00	2-10-20P	BLS Refresher	\$26,295.93
001383	VERIZON WIRELESS	2/10/2020	-\$60.46	2-10-20P		\$26,235.47
001384	MATHESON TRI-GAS INC	2/10/2020	-\$102.38	2-10-20PS		\$26,133.09
001385	MEADOWLAND FARMERS C	2/10/2020	-\$218.65	2-10-20PS	Acct #8657	\$25,914.44
001386	VISA	2/10/2020	-\$36.79	2-10-20PS		\$25,877.65
001376	ARVIG COMMUNICATION SY	2/10/2020	-\$85.40	2-10-20P		\$25,792.25
001387	REDWOOD ELECTRIC COOP	2/10/2020	-\$76.00	021020PAY	Acct # 99865802	\$25,716.25
Deposit	022520REC	2/10/2020	\$5,549.18	022520REC		\$31,265.43
Deposit	021320REC	2/13/2020	\$1,534.78	021320REC		\$32,800.21
Deposit	2-14-20AMB	2/14/2020	\$2,480.88	2-14-20AMB		\$35,281.09
Deposit	021820REC	2/18/2020	\$2,000.00	021820REC		\$37,281.09
Deposit	021920REC	2/19/2020	\$815.83	021920REC		\$38,096.92
Deposit	2-19-20AMB	2/19/2020	\$187.37	2-19-20AMB		\$38,284.29
Deposit	022020REC	2/20/2020	\$885.60	022020REC		\$39,169.89
Deposit	022120REC	2/21/2020	\$586.22	022120REC		\$39,756.11
Deposit	022420REC	2/24/2020	\$1,631.94	022420REC		\$41,388.05
001388	REDWOOD ELECTRIC COOP	2/25/2020	-\$57.00	022520PAY	99865802	\$41,331.05
Deposit	022820REC	2/28/2020	\$825.75	022820REC		\$42,156.80
Deposit	3-2-20R	3/2/2020	\$1,000.00	3-2-20R		\$43,156.80
Deposits		\$19,541.02				
Checks		-\$6,394.88				
					\$13,146.14	

FILTER: [Cash Act]='10101' and [Period]=2 and [Act Year]='2020'

City of Wabasso

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Checks for Month

February 2020

10102 Fire Checking Begin Mth \$23,068.94

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
003778	REDWOOD ELECTRIC COOP	2/10/2020	-\$49.20	021020PAY	Acct 99865808	\$23,019.74
003777	WABASSO STANDARD	2/10/2020	-\$39.00	2-10-20P		\$22,980.74
003776	LMCIT BERKLEY RISK SERVI	2/10/2020	-\$2,028.00	2-10-20P		\$20,952.74
Deposit	022420REC	2/24/2020	\$6,168.75	022420REC		\$27,121.49
003779	REDWOOD ELECTRIC COOP	2/25/2020	-\$40.00	022520PAY	Acct # 99865808	\$27,081.49
Deposit	022820REC	2/28/2020	\$750.00	022820REC		\$27,831.49
Deposit	3-2-20R	3/2/2020	\$5,075.00	3-2-20R		\$32,906.49
	Deposits	\$11,993.75				
	Checks	-\$2,156.20				
			\$9,837.55			

FILTER: [Cash Act]='10102' and [Period]=2 and [Act Year]='2020'

Wabasso Community Center
Lions Bar for Special Events

The following is what the Wabasso Lions can provide for you

- 1.) For the Happy Hour the Lions will 1) provide supervision for bartenders provided by you or 2) provide bartenders for you at a fee of \$75.00.
- 2.) All pop, ice, cups, stir sticks, and napkins for your set-up drinks at Happy Hour are provided for a cost of .50 cents (regularly \$1.00).
- 3.) Cans of pop will be available at Happy Hour for a cost of .50 cents (regularly \$1.00).
- 4.) Two 16 Gallon Kegs are available for a cost of \$175.00 each including cups and ice. Kegs are always chilled or iced down and ready to go when your Happy Hour begins. Cans of beer can also be provided at the Happy Hour for a cost of \$1.75 (regularly \$3.00). Lions only serve 3.2% beer.
- 5.) If you plan to have champagne for your event, please drop it off early and the bottles will be chilled for you. Please note that the Lions do not pour champagne; that will be the responsibility of the renter.
- 6.) After Happy Hour, the Lions will run a Cash Bar until ½ hour before the dance is over. If the Happy Hour is after Dinner, upon request, the lions will operate the Cash Bar when the guests arrive until Dinner begins.
- 7.) In the event that you have an unused keg after Happy Hour is over, would you like to serve the unused keg to your guests? This would come at a cost of \$250.00.

You may do the Happy Hour on your own regarding the beer, pop, ice, cups, etc. If this is done, the following applies:

- You will not have the use of the bar area behind the curtain.
 - Happy Hour must be completed ½ hour before the Dance is to begin.
 - Liquor and beer used for Happy Hour must be removed from the Community Center as soon as Happy Hour is complete.
- 8.) If the Lions are serving Happy Hour, the renter must remove all liquor from behind the Lions bar once happy hour is complete. If the renter does not remove liquor the Lions will place the provided liquor in a locked room until the renter comes to pick it up.

The advantage of having the Wabasso Lions help with your Happy Hour is that we do most of the work. You don't have to haul kegs, cans of beer and pop for set ups, etc.; we have it all there for you. WE do ask that Happy Hour be no longer than 1.5 hours

****This is your special occasion, let the Lions take the worries out of your Happy Hour.****

****Beer prices are subject to change without notice.****

If you would like to take advantage of the Lions services, the Wabasso Lions Bar contract must be completed and returned with the City of Wabasso Community Center Rental Agreement.

Questions or comments can be answered at 507-829-8029 or 507-342-5414. Thanks!

Jim Salfer - Bar Manager
Wabasso Lions Club
P.O. Box 183
Wabasso, MN 56293

Community Center Rates

For Weddings:

For 2 days	\$	300.00
Additional day	\$	100.00
Clean up	\$	200.00
(setup is not provided for weddings)		
damage deposit	\$	100.00
Nonrefundable Fee to hold date for wedding	\$	100.00

Contracts need to be returned within 90 days of
being received with the hold fee

Payment in full is due 90 days prior to event

All other events:

Rent of Rooms	A	\$	35.00
	B	\$	45.00
	C	\$	35.00
	D	\$	35.00
	K	\$	40.00
	K 2	\$	40.00

Clean up	A	\$	45.00
	B	\$	55.00
	C	\$	45.00
	D	\$	45.00

entire facility \$ 200.00

Damage deposit for all \$ 100.00

Set Up \$40 per 100 guests up to \$150

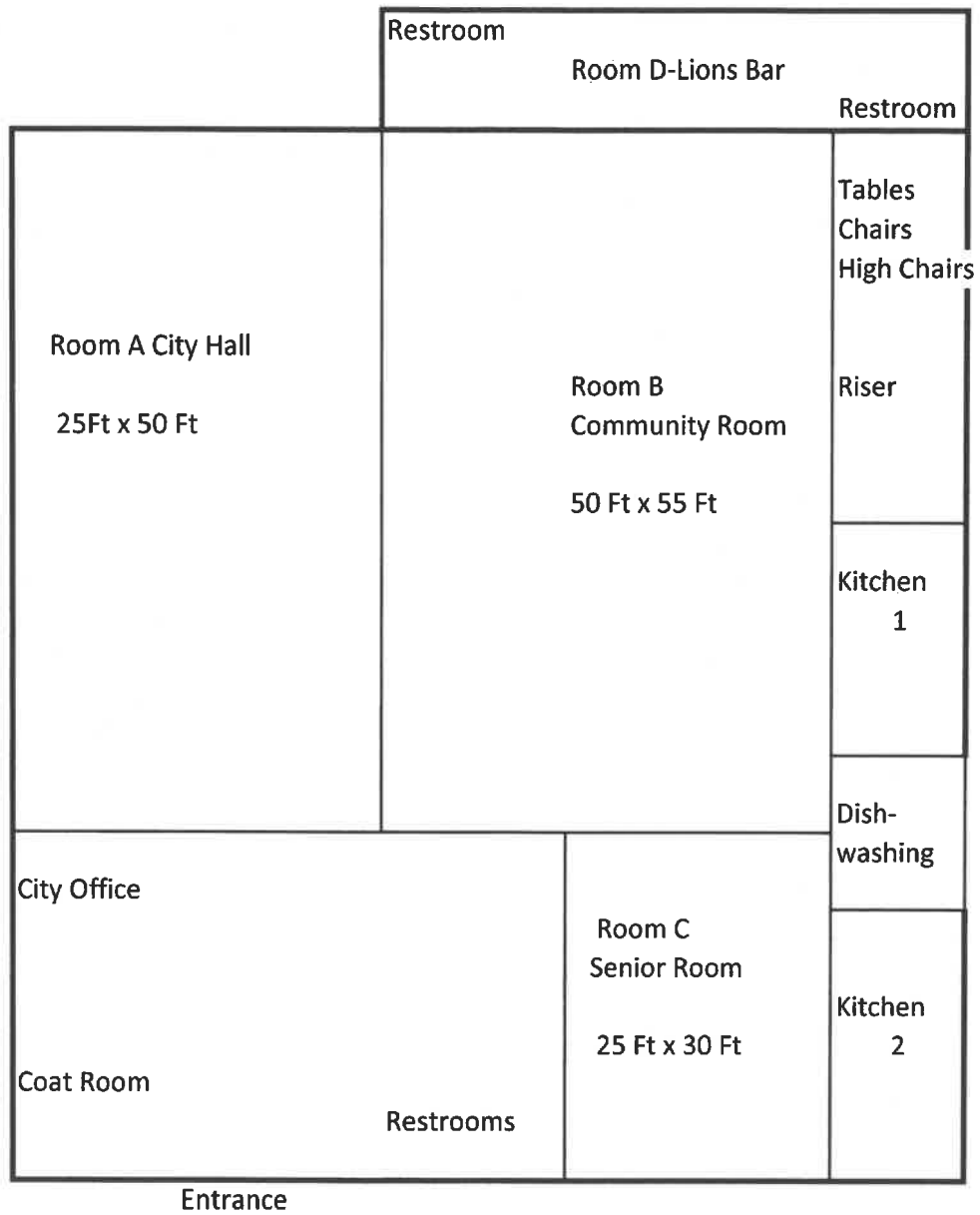
Free users cleanup fee if needed \$25.00 per hour

Contracts need to be returned to the appropriate parties as stated
on contracts:

Events with Lions Bar: minimum of 30 days prior to event

Events without Lions Bar: minimum of 10 days prior to event

Signed contracts needed for all events that involve the raising of funds



CITY OF WABASSO COMMUNITY CENTER

RENTAL CONTRACT

THIS AGREEMENT is made this 3rd day of February, 2020 between the City of Wabasso, Redwood County, Minnesota, hereinafter referred to as the City, as owner of the Wabasso Community Center and the persons or entities whose names and signatures appear at the bottom of this document, hereinafter referred to as Renters.

In consideration of receipt of the rental fee of \$_____ rental and refundable \$_____ damage deposit the City hereby agrees to rent said room bar room at the Community Center for the sole use of said Renters on the _____ day of _____, 2020. Said Renters expressly agree to:

- 1. abide by the terms and conditions of said rental contract in addition to those stipulated in the memorandum hereto attached;**
- 2. abide by all federal, state and local laws regarding the consumption, display, sale and use of alcoholic beverages;**
- 3. unlock and leave open all exit doors and access to said doorways during the duration of the event covered by the rental agreement;**
- 4. not tape, staple or attach in any way to walls unless to the cork board strips; and then only with pins, push pins or thumbtacks. No nails, screws, staples or other objects. Approved magnets and hooks may be used to hang items from the metal strips between the ceiling tiles.**
- 5. Remit to the City any additional funds necessary to replace or repair any and all damage done to the buildings or equipment by the Renter, guests or others present at the Community Center during the duration of the event covered by the rental agreement;**
- 6. Indemnify and hold harmless the City for any and all occurrences resulting from or relating to the use of said Community Center, whether occurring on the premise or off-premise, including but not limited to alcohol related incidents, accidental falls, fights, etc.**
- 7. Waive objection to any irregularity with regard to the said rental agreement together with all rights to appeal in the courts.**
- 8. The community center will not be available before 9 am when an event has been held the previous day.**

IN TESTIMONY WHEREOF, the renters hereunto set their hands the day and year first above written and, if representing an organization or similar entity, further certify they are a duly authorized agent of said entity and authorized to sign on behalf of said entity.

Sign _____ Phone _____ E-Mail _____

Sign _____ Phone _____ E-Mail _____

Renter wishes for the Wabasso Lions Bar to be open for this event:

☐ Yes (complete page 2) ☐ No (checking this box means the bar will not be accessible at all for this event)

Service Contract for Wabasso Lions Bar

Please Finish Contract and Check All that Apply

Please note that without a minimum of 30 days notice the Wabasso Lions Bar will NOT be available.

1.) Bartenders for Happy Hour

- a. ☐ You will provide your own Bartenders.
- b. ☐ You want the Wabasso Lions to Provide the Bartenders for a \$75.00 fee.

2.) Choice of Beer (Prices Subject to Change)

- a. Cans - \$1.75 Each ☐
- b. Kegs - \$175.00 (Denote Quantity in Blank)
 - i. ☐ Coors Light
 - ii. ☐ Bud Light
 - iii. ☐ Miller Lite
 - iv. ☐ Miller Genuine Draft
 - v. ☐ Michelob Golden Light
 - vi. ☐ Old Milwaukee
 - vii. ☐ Old Milwaukee Light
- c. 1919 Root Beer 8 gal. Keg - \$95.00

3.) If keg(s) runs dry and Happy Hour is over would you like can beer to be given away at renter expense?

- a. Yes ☐
- b. No ☐

4.) If guests request cans of soda, bottled water, etc.; are we to offer and bill these to your Happy Hour Bill?

- a. YES ☐
- b. NO ☐

5.) Will you have (supply?) bottles of liquor for Happy Hour?

- a. YES ☐
- b. NO ☐

6.) If Happy Hour is conducted after dinner, would you prefer the Lions to operate a cash bar prior to the dinner?

- a. YES ☐
- b. NO ☐

Date of Occasion: _____

Name of Party: _____

Address: _____

City / State / Zip: _____

Occasion / # Attending: _____

*If this event is a Wedding, please provide the following:

Ceremony Time / Place: _____

Happy Hour Starts: _____

Dinner Starts: _____

Dance Starts: _____

RESPONSIBILITIES OF RENTERS AND USERS
OF WABASSO COMMUNITY CENTER

The maintenance of the facilities is everyone's concern, and the following rules listed below, will be adhered to:

1. *User is responsible for setting up for large activities. If you wish to hire the setting up done, there is a charge of \$35.00 per 100 guests up to \$100.00.*
2. *User will not tape, staple or attach in any way to walls unless to the cork board strips. Only pins, pushpins or thumbtacks may be used. No nails, screws, staples or other objects are allowed. Approved magnets and hooks may be used to suspend items from the ceiling with prior approval. The City Council reserves the right to reject any decorations that may be in violation of the State Fire Code. Highly flammable materials such as straw will not be allowed.*
3. *User is responsible for stacking chairs, putting tables away, sweeping the floor and taking out the garbage. In areas (rooms) where tables and chairs are set up when you enter, return the tables to that area and stack the chairs and place in that area. Tables and chairs taken from the storage room are to be returned to the storage room.*
4. *Floors are to be left in the manner in which you found them. They should be swept and mopped if necessary after use.*
5. *User is responsible for disposing of all their garbage. There is a dumpster outside the building and garbage bags in the cleaning closet.*
6. *User is responsible for any lost or broken items.*
7. *Youth activities must be chaperoned by adults.*
8. *Evening activities must break up by 1:00 a.m.*
9. *Be sure lights and fans are shut off and doors closed.*
10. *The person using the facility will be responsible for the above rules. If they don't adhere to them, they will be charged a fee as follows: 3 small rooms @ \$30.00 each; large room at \$40.00 or if using all rooms a total of \$150.00. You also have the option of hiring the cleaning done for \$150.00.*
11. *When using the kitchen, wash the dishes and return them to the proper cupboards. Wipe down counter and clean up spills in the oven, on the stove top or in the refrigerator and clean out coffee maker if it has been used.*

Community Center Cleanup Checklist

1. Tables and chairs- those removed from the storeroom should be returned to the storeroom. Any tables that are in place when you enter the facility should be returned to the area they were in. The chairs in these areas (meeting room, bar & meal site) should be stacked in the area they were in. Other chairs removed from storeroom should be stacked and returned to storeroom. Highchairs, risers and garbage cans need to be returned to their locations in the storage room.
2. Take out all garbage
3. Wipe down counters in kitchen(s) as needed
4. Clean out coffee maker –wash filter baskets, run clear water through
5. Stoves: Wipe off and wipe out oven if needed
6. Rinse & wipe out sinks and wipe down drain boards as needed
7. Check Refrigerator-remove all unused items from event
10. Sweep Floor if Needed
11. Mop up any large spills on floors
12. Remove all items (decorations, tablecloths, etc) that belong to you after event
13. Wash any dishes that you may use and return to cupboards

Please help us to keep our community center clean. Thank you.

City of Wabasso

1429 Front Street PO Box 60
Wabasso, MN 56293

Invoice No.

INVOICE

Customer

Name

Address Wedding Example

Date

3/9/2020

Order No.

Rep

FOB

Qty	Description	Unit Price	TOTAL
1	Nonrefundable Hold fee due 90 daysfrom receipt of Contract	\$100.00	\$100.00
<i>Rental Fees And Damage Deposit</i>			
1	rent of A,B,C,D,K 6-15-2021	\$300.00	\$300.00
1	cleanup	\$200.00	\$200.00
1	Refundable Damage deposit	\$100.00	\$100.00

SubTotal

\$600.00

Payment Details

☒

☐

☐

Hold the Date Fee: due 90 days after
receipt of contract

TOTAL

\$600.00

Office Use Only

Insert Farewell Statement Here

REDWOOD COUNTY SHERIFF'S OFFICE

Randy Hanson, Sheriff

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

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

Date: 03/03/2020
To: City of Wabasso
From: Sheriff – Randy Hanson
RE: Activity for February 2020

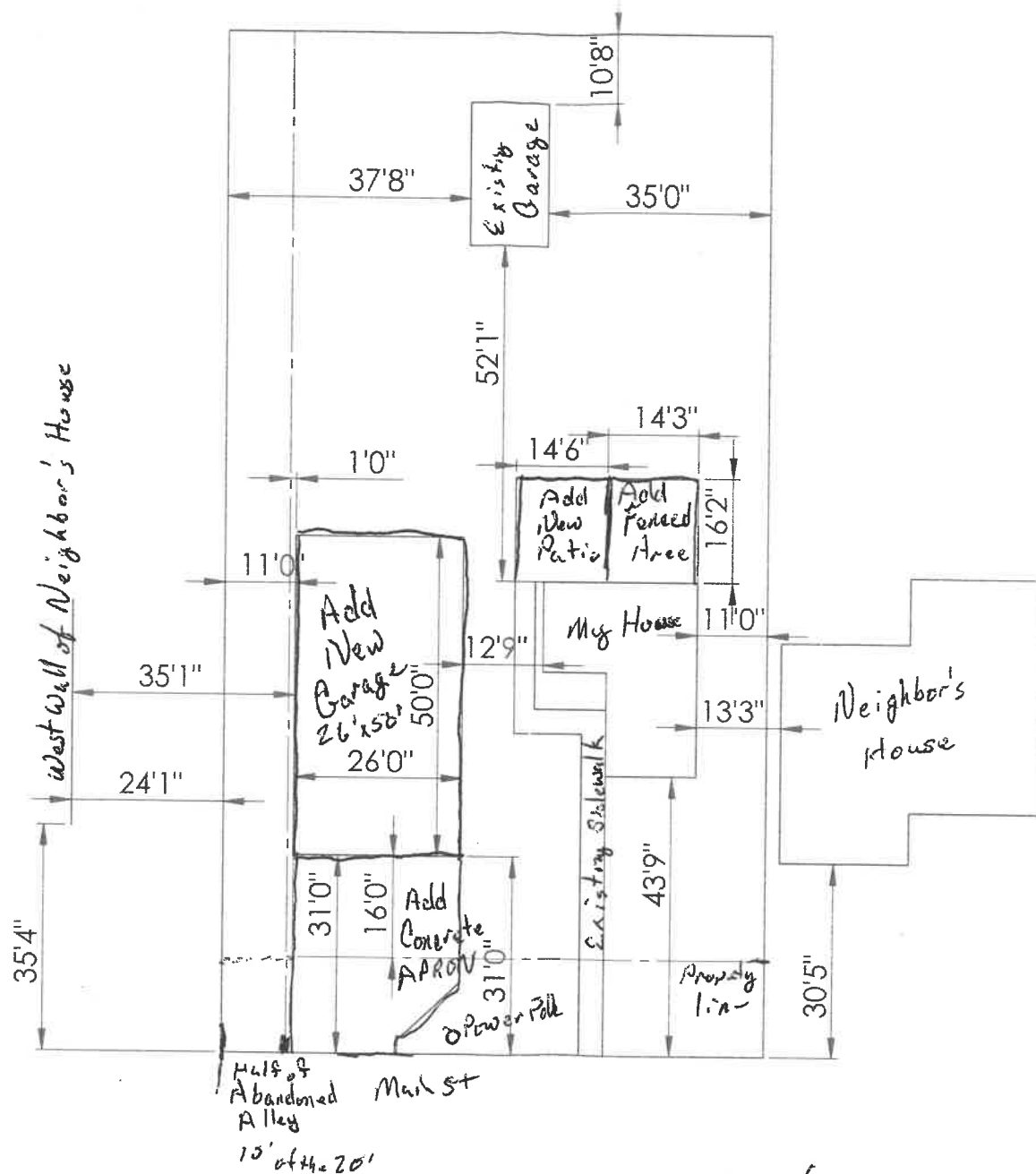
During the month of February deputies performed regular patrol in the City of Wabasso. Below is a list of the calls the deputies responded to:

- Responded to Call – Welfare check
- Responded to Call - Suspicious Activity
- Responded to Call - Vulnerable Adult (2)
- Responded to Call - Citation – Expired Registration

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

City of Wapasso City of Wabasso-Vendor Claims

Search Name	Fund Descr	Dept	Dept Descr	Object	Object Descr	Amount	Claim Nbr
Claim Nbr 1396 EXPERT T BILLING Claim Nbr 1396	AMBULANCE	42153	Ambulance	306	Service Contract	\$240.00 \$240.00	1396
Claim Nbr 1397 MATHESON TRI-GAS INC Claim Nbr 1397	AMBULANCE	42153	Ambulance	217	Other Operating Supplies	\$95.06 \$95.06	1397
Claim Nbr 1398 MEADOWLAND FARMERS CO-OP Claim Nbr 1398	AMBULANCE	42153	Ambulance	212	Motor Fuels	\$169.14 \$169.14	1398
Claim Nbr 1399 VISA Claim Nbr 1399	AMBULANCE	42153	Ambulance	325	Fax Service	\$36.66 \$36.66	1399
Claim Nbr 2569 MEADOWLAND FARMERS CO-OP Claim Nbr 2569	LIBRARY	45500	Libraries (GENERA	383	Heat	\$247.77 \$247.77	2569
Claim Nbr 3783 MEADOWLAND FARMERS CO-OP Claim Nbr 3783	FIRE	42200	Fire	212	Motor Fuels	\$139.16 \$139.16	3783
Claim Nbr 52998 MATHESON TRI-GAS INC Claim Nbr 52998	GENERAL FUND	43110	Street Depart-Sho	217	Other Operating Supplies	\$29.38 \$29.38	52998
Claim Nbr 52999 MN DEPT OF LABOR & INDUSTR Claim Nbr 52999	GENERAL FUND	43100	Hwys, Streets, & R	430	Miscellaneous (GENERAL)	\$10.00 \$10.00	52999
Claim Nbr 53000 MYTL LABORATORIES Claim Nbr 53000	SEWER FUND	49450	Sewer (GENERAL)	387	Testing	\$89.24 \$89.24	53000
Claim Nbr 53001 PAUL PLAETZ PAUL PLAETZ PAUL PLAETZ	WATER FUND SEWER FUND WATER FUND	49400 49450 49400	Water Utilities (GE Sewer (GENERAL) Water Utilities (GE	137 137 208	Clothing Allowance Clothing Allowance Training and Instruction	\$72.48 \$72.47 \$138.00	53001 53001 53001



(Est \$25,000-\$30,000 project)
 Add a New Patio, Fenced Area
 New Garage + Concrete Apron

Chris Berger
 2024 W Main St
 Wabasso MI
 507-829-3417

Feb-20

Mary K . Smith

DATE	IN	OUT	IN	OUT	COMPTIME		VACATION
					Earned	Used	
2/3/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/4/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/5/2020	8:00 AM	noon	1:00 PM	6:00 PM	1.00		
2/6/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/7/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/10/2020	8:00 AM	noon	1:00 PM	5:00 PM			
	5:45 PM	8:15 PM			2.500		
2/11/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/12/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/13/2020	8:00 AM	8:30 AM				3.50	4.00
2/14/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/17/2020	Holiday						
2/18/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/19/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/20/2020	8:00 AM	8:30 AM	1:00 PM	5:00 PM			3.50
2/21/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/24/2020	8:00 AM	noon	1:00 PM	3:00 PM			2.00
2/25/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/26/2020	8:00 AM	noon	1:00 PM	5:00 PM			
	5:30 PM	7:15 PM			1.750		
2/27/2020	8:00 AM	noon	1:00 PM	5:00 PM			
2/28/2020	9:30 AM	noon	1:00 PM	5:00 PM		1.50	
					5.250	5.000	9.500

Vacation Carry over 25.5

Comp Carr 0 Vacation 160.000

Available time off 176.00

Anniversary date 12-11