

MONTHLY MEETING OF THE WOOD LAKE CITY COUNCIL

MONDAY, MARCH 13, 2023 at 6:00 P.M.—COMMUNITY CENTER BOARD ROOM

Council members Mayor David Stelter, Brad Timm, Wayne Tonn, Tammi Mueller, and Sean Brovold, along with the city clerk, Brenda Drager, were present. Visitors in attendance were, Allen Chrisman and Ashley VanHecke.

The regular council meeting was called to order by Mayor David Stelter at 6:00 p.m.

Pledge of Allegiance

A motion by Mueller and seconded by Timm to approve the council minutes of February 13, 2023 was made. Motion passed with all in favor.

A motion by Brovold and seconded by Timm to approve the special meeting of February 27, 2023 for the purpose of interviewing city clerk candidates and other city business. Motion passed with all in favor.

A motion by Timm and seconded by Brovold to approve the special meeting of February 28, 2023 for the purpose of interviewing city clerk candidates and other city business. Motion passed with all in favor.

A motion by Brovold and seconded by Timm to approve the special meeting of March 6, 2023 for the purpose of hiring a city clerk and other city business. Amendment to the special meeting to change wording of the council vote on the new city clerk. Motion passed with all in favor.

Al has spoken with Bargen, street contractor, about the street patches for this spring. The street committee, Mayor Stelter and council member Tonn will meet and decide on which streets should be included this spring.

Al asked if the city had received some funding for the softball field and answer was yes. He would like to go ahead and order items needed that tend to take longer to get here. Council gave him the go ahead to do that.

As was talked about at last council meeting Al would like to purchase the Diamond Maps software with a cost of \$144.00 per year. A motion by Timm and seconded by Brovold to purchase the software. Motion passed with all in favor. Al and council discussed how things are going on Phase 2 with the contractor. Comments were made on snow removal for this year and the amount that we've gotten to take care of. The MWRA conference that Al attended last week went well and he got home before the storm hit.

The abandoned campers on personal property were discussed. The city has permission from the owner to get removed. Brad Timm is to ask the county advise on how to get rid of the campers and report back to council.

The ARPA funds available in General Fund will be used for one purpose so that we don't have multiple reporting to do later. Either to use for storm sewer or streets.

A motion by Brovold and seconded by Timm to approve the bills for payment as presented. Motion passed with all in favor.

The past due utility bill list was reviewed with one account getting rather high and what we are going to do about it. The city clerk said she had spoken with the one responsible and that they have a source that would be paying the full balance due. Water shutoffs will happen after March 15th.

New business: Discussion was held as to whether the city should post the council agenda each month to maybe draw more participation with city residents attending the council meetings. It was decided to only post on the website and not on social media.

Informational items:

Congressional Funding requests to Klobacher and Smith were submitted and received March 9th by city clerk. SAM registration for Federal funding for the city was submitted March 8th.

New city clerk got registered for the MCFOA conference in St. Cloud March 21-24th.

Construction meeting to be held Wednesday, March 15th at 10 a.m.

Board of Appeal & Equalization hearing to be held Monday, April 17, 2023 6:00-6:30 p.m.

City audit is set for first week in May with the new auditor Oberloh & Oberloh

John Rehorst (Countryside Public Health) will be attending April council meeting to discuss updates to the Tobacco Ordinance.

Xcel Energy will be working on six new poles in Wood Lake

Fire State Aid Certification for Aid Payable in 2023 was submitted by Fire Chief Mueller and City clerk.

There being no further business, a motion was made by Mueller and seconded by Timm to adjourn the meeting. Motion passed with all in favor. Mayor Stelter adjourned the meeting at 7:05 p.m.



Mayor



Clerk/Treasurer

GENERAL:

Checking Account Balance on hand 02/01/23-----	\$ 1,042.59
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FEBRUARY RECEIPTS:

Rentals-CC	\$ 150.00	
Yearly Contracts	\$ 2,350.00	
Transfers from savings	\$ 47,500.00	
Farmward Coop-Patronage check	\$ 55.96	
Wood Lake Newsletter-paper & ink cartridges reimbursement 2022	\$ 245.65	
Brenda Drager-office supplies-reimbursement	\$ 139.00	
Utility Fund-February payroll & taxes	\$ 2,804.96	
Total February Receipts:		\$ 53,245.57
		\$ 54,288.16

FEBRUARY DISBURSEMENTS:(includes salaries)-----

Transfers to Park, Street Imp, Utility, General Savings-Property Taxes/ins. dividends/ins claims/Fire Dept.	\$ 46,348.85
(PERA;MN State; Federal)	\$ -
	\$ 6,347.08
Balance on hand 2/28/23-----	\$ 1,592.23

General Fund-New Small Business Start Up Fund C.D. Balance 2/28/23	\$4,719.19
General Equipment C.D. #200914612-1/12/23 - balance 2/28/23	\$ 25,000.00

General Savings Account Balance on hand 2/1/23**\$ 379,392.92*****Committed Funds**

COVID-19 (Federal Aid)	\$ 43,822.18	
*Wood Lake Bar-CC	\$ 2,879.30	
*Xmas Decorations	\$ 885.09	
*CC-floor finishing	\$ 3,365.00	
*CC Furnace	\$ -	
*CC Landscaping	\$ 768.47	
*CC Roof Fund	\$ 20,711.00	
*Small City Asst.	\$ -	
*Undesignated	\$ 1,055.00	
*Wood Lake Lions	\$ 447.13	
Balance on hand 2/28/23	\$	73,933.17
Wood Lake Twp. Rural Charities-CC	\$ 295.00	
February Interest	\$ 110.12	
		\$ 405.12
		\$ 379,798.04
		\$ 47,500.00
Balance on hand 2/28/23-----		\$ 332,298.04

OUTSTANDING ACCOUNTS FOR PAYMENT**GENERAL:**

Aflac-employee deducted accident/disability insurance-paid 2/28/23	\$ 166.42	19724
Avera Medical Group Marshall-AI-DOT physical	\$ 180.00	19735
Arvig -Office	\$ 169.68	19734
Bendix Htg & Plumbing-CC-men's bathroom flush valve	\$ 289.74	19736
First Independent Bank-CrashPlan-\$19.98;Intuit PR-544.94 New contract; Amazon \$183.63-office supplies; Quickbooks \$427.50;	\$ 1,514.05	19726
AED Brands-1st Responders \$338.00-(to be reimbursed) paid 2/28/23		
Gopher State One Call	\$ 1.35	19737
Great Plains Natural Gas Co.-CC- paid 2/28/23	\$ 619.86	19728
Hoffman & Brobst-W-2s and 1099s	\$ 231.25	19738
Innovative Office Solutions-office supplies-(paper and ink cartridges-Newsletter)	\$ 354.40	19739
League of MN Cities Insurance Trust-Property/Auto/Liability	\$ 8,315.78	19740
League of MN Cities-Safety Group Trainings - 5 meetings	\$ 785.62	19741
Mid-American Research Chemical-supplies	\$ 177.00	19742
MN PEIP-health & dental insurance	\$ 1,395.00	19743
NCPERS Group Life Insurance-employee payroll deduction-paid 2/28/23	\$ 16.00	19725
Nordic Solar HoldCo,LLC-CC	\$ 186.54	19744
Southwest Glass Center, Inc.-CC-handicap switch	\$ 107.33	19745
Xcel Energy-CC	\$ 223.08	19754

MAINTENANCE DEPARTMENT:

Arvig -shop	\$ 139.46	19746
Cottonwood Co-op Oil Co. -shop supplies \$2.49; fuel \$328.50	\$ 330.99	19747
Farmward Cooperative-fuel	\$ 327.13	19748
First Independent Bank-Amazon-dump truck parts \$251.85; Reliable Aftermarket Parts-dump truck seat \$511.92; O'Reilly-\$45.04-pd 2/28/23	\$ 808.81	19727
Great Plains Natural Gas Co.-shop-paid 2/28/23	\$ 328.00	19729
Mid-American Research Chemical-deodorizer-shop	\$ 177.00	19749
Phase 3 Nordic HoldCo, LLC	\$ 44.07	19750
RSS Group Int'l-shop supplies-2 invoices	\$ 126.01	19751
Star Group-Napa GF-equipment repairs-reman wiper motor	\$ 131.34	19752
Wood Lake Lumber	\$ 4.99	19753
Xcel Energy-shop	\$ 163.16	19754
Xcel Energy-streets-748.21; siren \$4.70; signs \$43.67	\$ 796.58	19754

FEBRUARY 2023 REPORT OF ALL FUNDS

UTILITY CONSTRUCTION FUND

Checking/Savings Account Balance 2/1/23

\$ 104,222.90

FEBRUARY RECEIPTS:

February Interest	\$ 0.01
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\$ 0.01

FEBRUARY DISBURSEMENTS:(includes salaries)-----

\$ 104,222.91

\$ 14,941.25

Balance on hand 2/28/23-----

\$ 89,281.66

OUTSTANDING ACCOUNTS FOR PAYMENT

Bollig, Inc.-Construction Staking-IE-#6615

\$ 605.00

Bollig, Inc.-Phase 2-RPR #6814

\$ 3,591.25

Fryberger Law Firm- GO Bond 2022A and Go Tax Abatement Bond 2022B-paperwork

\$ 9,300.00

Bollig, Inc.-Phase 2-RPR/Construction-2 invoices 6773 & 6774

\$ 9,760.00

Bollig, Inc. #6893-RPR

\$ 1,968.75

Passe & Whitmore, P.A.-legal - Phase 2

\$ 1,833.93

UTILITY FUND:

Checking/Savings Account Balance 2/1/23

\$ 157,246.94

FEBRUARY RECEIPTS:

Fire Dept, General Fund, Park Fund-Xcel bills

\$ 1,768.63

Bank deposited extra in utility fund-not our payment

\$ 345.65

\$ 2,114.28

FEBRUARY COLLECTIONS: Water \$5,220.11; Sewer \$7,475.20; Garbage \$2,546.27

Garb. Tax \$248.26; Water Tax \$39.82; MDOH \$173.99; Unapplied Payments \$362.29; garbage fuel surcharge \$63.54

\$ 26,331.32

Late Charges \$452.50; Debt Fee \$6,917.34; Storm Water-Comm \$432.00; Storm Water-Res \$2,400.00

Total February Receipts:

\$ 185,692.54

FEBRUARY DISBURSEMENTS:(includes salaries)-----

\$ 16,790.88

Balance on hand 2/28/23-----

\$ 168,901.66

Sewer Savings	\$110,781.59
Debt Fee	\$2,935.98
Transfer to checking	\$0.00
February Interest	\$34.41
	\$113,751.98

Water Savings	\$ 48,304.08
Debt Fee	\$ 978.66
Transfer to checking	\$ -
February Interest	\$ 7.48
	\$ 49,290.22

Well Savings	\$ 178,588.78
Debt fee	\$ 3,075.80
Transfer to checking	\$ -
February Interest	\$ 55.24
	\$ 181,719.82

OUTSTANDING ACCOUNTS FOR PAYMENT

Sewer Savings--debt fee-42% \$6,917.34

\$ 2,905.28

ACH

Water Savings--debt fee-.14% \$6,917.34

\$ 968.43

ACH

Well Savings--debt fee-44% \$6,917.34

\$ 3,043.63

ACH

Arvig

\$ 45.94

8032

General Fund-February payroll & taxes-paid 2/28/23

\$ 2,804.96

8029

Great Plains Natural Gas Co.-S. Lift Station-paid 2/28/23

\$ 35.03

8030

Great Plains Natural Gas Co.-N. Lift Station-paid 2/28/23

\$ 35.03

8030

Great Plains Natural Gas Co. treatment plant- paid 2/28/23

\$ 809.67

8030

Hawkins, Inc.-2 invoices

\$ 3,079.92

8033

League of MN Cities Insurance Trust-Property/Liability Insurance Sewer \$482.00; Plant \$2405.08; Water \$1864.08

\$ 4,751.16

8034

Minnesota Dept. of Health-quarterly water dues

\$ 471.00

8035

MPCA-Wastewater certification renewal

\$ 23.00

8036

MPCA-water permit fees

\$ 345.00

8037

Nordic Solar HoldCo, LLC-sewer & plant

\$ 1,116.52

8038

Olson Sanitation

\$ 2,649.18

8039

Petty Cash-postage-water samples-paid 2/28/23

\$ 5.50

8031

Team Lab-mega bugs

\$ 906.50

8040

USA BlueBook-water supplies

\$ 469.12

8041

Xcel Energy-N Lift \$120.35; sewer \$20.88; S Lift \$-292.78; plant \$825.35

\$ 673.80

8042

FEBRUARY 2023 REPORT OF ALL FUNDS

COMMUNITY PARK

Checking/Savings Account Balance 2/1/23

\$ 5,848.20

FEBRUARY RECEIPTS:

Lakeview Booster Club-Softball field	\$	6,000.00	
February Interest	\$	1.04	
Total receipts			\$ 6,001.04

FEBRUARY DISBURSEMENTS:(includes salaries)-----			\$ 189.71
Balance on hand 2/28/23-----			\$ 11,659.53

OUTSTANDING ACCOUNTS FOR PAYMENT

League of MN Cities Insurance Trust-Property/Liability Insurance	\$	1,556.72	2070
Xcel Energy-5 invoices	\$	79.89	2071

FIRE DEPARTMENT:

Checking/Savings Account Balance 2/1/23

\$ 26,243.54

FEBRUARY RECEIPTS:

Posen Township-Fire Contract	\$	18,000.00	
City of Wood Lake-Fire Contract	\$	18,000.00	
Cashed in C.D. -Fire Dept-some proceeds	\$	8,000.00	
Wood Lake Twp. Rural Charities-Fire Dept.	\$	765.00	
Wood Lake Twp. Rural Charities-First Responders	\$	900.00	
February Interest	\$	5.20	
			\$ 45,670.20

FEBRUARY DISBURSEMENTS:(includes salaries)-----			\$ 71,913.74
Balance on hand 2/28/23-----			\$ 10,861.53
			\$ 61,052.21

OUTSTANDING ACCOUNTS FOR PAYMENT

Avera Granite Falls-Ambulance training	\$	500.00	80358
Cottonwood Co-op Oil Co.-supplies-FH-\$55.14; fuel \$118.60	\$	173.74	80359
Electric Motor Company-Big grass rig-Leece Neville Starter	\$	274.95	80360
G & L Auto Repair-1981 Ford Tanker truck	\$	34.56	80361
General Fund-AED supplies	\$	338.00	80362
Great Plains Natural Gas Co.- paid 2/28/23	\$	819.49	80357
Hoffman & Brobst-W2s	\$	318.75	80363
League of MN Cities Insurance Trust-Property/Auto/Liability Insurance	\$	5,236.34	80364
Mid-American Research Chemical-deodorizer-bathrooms	\$	177.00	80365
Nordic Solar HoldCo. LLC	\$	91.14	80366
Stryker Sales, LLC-yearly contract-Lucas machine	\$	1,425.00	80367
Xcel Energy	\$	123.66	80368

1st Responder C.D. #200911444 - maturing 1/16/2024	\$	10,152.67	
1st Responder C.D. #200913076 maturing 4/15/2024	\$	2,009.97	
Fire Dept. C.D. #701905 - maturing 8/11/23-closed 2/13/23	\$	-	w/d 8000.00 & moved to new C.D.
Fire Dept. C.D. #200915268 maturing 1/13/24	\$	27,561.10	

FEBRUARY 2023 REPORT OF ALL FUNDS

CITY SCDP FUND:

Checking/Savings Account Balance 2/1/23

\$ 79,958.23

FEBRUARY RECEIPTS:

SCDP Loan repayments	\$	145.09	
February Interest	\$	18.38	\$ 163.47
			\$ 80,121.70
FEBRUARY DISBURSEMENTS:(includes salaries)-----			\$ -
Balance on hand 2/28/23 -----			\$ 80,121.70

OUTSTANDING ACCOUNTS FOR PAYMENT

STREET IMPROVEMENT:

Checking/Savings Account Balance 2/1/23

\$ 79,868.45

FEBRUARY RECEIPTS:

February Interest	\$	18.38	\$ 18.38
			\$ 79,886.83
FEBRUARY DISBURSEMENTS:(includes salaries)-----			\$ -
Balance on hand 2/28/23 -----			\$ 79,886.83

OUTSTANDING ACCOUNTS FOR PAYMENT

FEBRUARY 2023 PAYROLL

GENERAL FUND	Allen Chrisman (\$2,133.95)	Allen Chrisman(janitor)(\$600.00)	
	Brenda Drager (\$3,325.92)	Jon Denzer (524.54)	
	TOTAL FROM GENERAL FUND		\$ 6,584.41
UTILITY FUND	Allen Chrisman (\$2,133.95)		
	TOTAL FROM UTILITY FUND		\$ 2,133.95
TOTAL FEBRUARY 2023 PAYROLL:			\$ 8,718.36

2023 Fund Balance Report

		01/31/23	02/28/23
GENERAL:	Money Market Savings	\$ 305,754.75	\$ 305,754.75
	Money Market Savings - Xmas Decorations	\$ 885.09	\$ 885.09
	Money Market Savings-CC-WL Bar	\$ 2,879.30	\$ 2,879.30
	Money Market Savings-CC-WL Lions-Repairs	\$ 447.13	\$ 447.13
	Money Market Savings-CC-Furnace	\$ -	\$ -
	Money Market Savings-CC-Landscaping	\$ 768.47	\$ 768.47
	Money Market Savings-CC Roof repair	\$ 20,711.00	\$ 20,711.00
	Money Market Savings-CC-undesignated	\$ 760.00	\$ 760.00
	Money Market Savings-CC-floor finishing	\$ 3,365.00	\$ 3,365.00
	Money Market Savings-Small City Asst.	\$ -	\$ -
	Money Market Savings-COVID-19 Relief Fund	\$ 43,822.18	\$ 43,822.18
	Checking	\$ 1,042.59	\$ 1,042.59
	Money Market Certificate (new business #200904180)	\$ 4,719.19	\$ 4,726.33
	purchased 1/13/23 Money Market Certificate (Equipment-#200914612))	\$ 25,000.00	\$ 25,000.00
	TOTAL IN GENERAL FUND	\$ 410,154.70	\$ 410,161.84
UTILITY CONSTRUCTION FUND	Savings	\$ 89.36	\$ 89.37
	Checking	\$ 104,133.54	\$ 104,133.54
	TOTAL IN UTILITY CONSTRUCTION FUND	\$ 104,222.90	\$ 104,222.91
CITY UTILITIES:	Money Market Savings (sewer)	\$ 110,781.59	\$ 113,751.98
	Money Market Savings (water)	\$ 48,304.08	\$ 49,290.22
	Money Market Savings (well)	\$ 178,588.78	\$ 181,719.82
	Checking	\$ 157,246.94	\$ 168,901.66
	TOTAL IN UTILITY FUND	\$ 494,921.39	\$ 513,663.68
FIRE DEPARTMENT:	Money Market Savings	\$ 20,657.39	\$ 56,662.59
	First Responders \$312.11+1115.00	\$ 1,427.11	\$ 1,427.11
	Fire Department-Curt Hansen memorial	\$ 101.25	\$ 101.25
	Checking	\$ 4,057.79	\$ 2,861.26
	Money Market Certificate (1st Resp.)#200911444	\$ 10,152.67	\$ 10,169.30
	Money Market Certificate (1st Resp.)#200913076-new 9/15/22	\$ 2,009.97	\$ 2,009.97
	Money Market Certificate (Fire Dept.)#701905-cashed in 2/13/22	\$ 35,559.29	\$ -
	Money Market Certificate (Fire Dept.) #200915268-new 2/13/23		\$ 27,561.10
	TOTAL IN FIRE DEPARTMENT	\$ 73,965.47	\$ 100,792.58
COMMUNITY PARK:	Money Market Savings	\$ 5,670.50	\$ 5,371.54
	Money Market Savings-Gazebo Park Fund	\$ -	\$ -
	Money Market Savings-Softball Field		\$ 6,000.00
	Checking	\$ 177.70	\$ 287.99
	purchased 1/12/23 Money Market Certificate (Park Improvements #200914620)	\$ 20,000.00	\$ 20,000.00
	TOTAL IN COMMUNITY PARK	\$ 25,848.20	\$ 31,659.53
STREET IMPROVEMENT:	Money Market Savings	\$ 77,926.56	\$ 79,886.83
CITY SCDP:	Money Market Savings	\$ 79,767.24	\$ 79,930.71
	Checking	\$ 190.99	\$ 190.99
	TOTAL IN CITY SCDP	\$ 79,958.23	\$ 80,121.70
GRAND TOTAL ALL FUNDS:		\$ 1,266,997.45	\$ 1,320,509.07