

Council Meeting
Tuesday, December 20, 2022
City Council Chamber
6:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes– December 6, 2022
 - Community Center Commission – December 12, 2022
 - EDA – December 12, 2022
 - Library Board – December 13, 2022
 - Planning Commission – December 13, 2022
 - Exempt Gambling Permits – BARC – January 24 & February 21, 2023
 - Regular Bills
2. Swearing in New Police Officer – Austin Lasky
3. Department Heads
4. 2023 City Budget and S.M.A.R.T Goals
 - 2023 Levy Resolution
 - Approve 2023 City of Windom Budget
 - 2022 Dashboard Report
 - 2023 S.M.A.R.T. Goals
5. 2022 Budget Amendments
6. Resolutions Accepting Donations
 - Library – Friends of The Library
 - Police Dept. – Windom Towing
 - Arena – Windom Figure Skating Club
7. TIF District 1-22 Interfund Loan Resolution
8. Cottonwood County Home Initiative Program – Revised Guidelines and Recommendation
9. Proposal for Reduction of Special Assessment– Tax Forfeited Property - 14 24th Street
10. Community Center Commission Recommendation – HVAC Quote
11. Resolution State of MN Department of Public Safety Joint Powers Agreement
12. Personnel Hiring Recommendations
 - Street Department
 - Riverbend Liquor Store – TBD
 - Community Center - On-Call Help
13. New Business



14. Old Business

- Park & Recreation Horse Show Continued Discussion

15. Contractor Payments

- Cemstone Project –Voss Plumbing and Heating #2 - \$10,545.00
- Airport Beacon Replacement Project - Neo Electrical Solutions #1 - \$24,590.00

16. Council Comments

17. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
December 6, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, Jayesun Sherman, Marv Grunig, James Nelson and Jenny Quade

Council Absent: Lisa Farag

City Staff Present: Steve Nasby, City Administrator; Cheryl Ulferts, Finance Director; Ben Derickson, Fire Chief; Jon Ketzenberg, Streets & Parks Superintendent; Tim Snyder, Community Center Director and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes and CIP Budget Meetings – November 15, 2022
 - Park & Recreation Commission – November 9, 2022
 - Planning Commission – November 10, 2022
 - Economic Development Authority – November 14, 2022
 - Community Center Commission – November 14, 2022
 - Utility Commission – November 23, 2022
- Licenses – Exempt Gambling Permits
 - Windom Fire Dept Relief Assn. – Windom Arena – May 6, 2023
 - Ducks Unlimited – Community Center April 1, 2023
 - Cobra Wrestling – Windom High School – March 25, 2023
- Regular Bills

Motion by Quade second by Sherman approving the Consent Agenda. Motion carried 4 – 0.

5. Department Heads:

None.

6. 2023 City Budget:

Jones said that there would be a presentation of the proposed 2023 budget by staff then the City Council will take public comments\input.

Cheryl Ulferts, Finance Director, provided highlights on the General Fund, Special Revenue Funds, Miscellaneous Funds, the Debt Service Fund and Capital projects through a PowerPoint presentation. She said the proposed increase in the property tax levy ended up to be 7.67% following the Council discussions and reviews of the proposed budget. Included in the review were utility rate changes as approved by the Utility Commission for water, sewer and electric funds.

Nasby reviewed the City's historical levy changes and comparisons to other peer communities. He noted the General Fund reserve use for some projects and the balance of 51.24% as a strong position,

Preliminary

which is key when being rated for new bonds and allowing the Council flexibility to take on unforeseen items or emergencies.

Jones asked about the maturity dates on outstanding bonds. Nasby said that is shown in the outstanding debt worksheet in the budget packet.

Jones opened the meeting for public comment on the proposed 2023 budget.

Meredith Bassinger, 888 6th Street, said that the valuation on her property went up from \$219,500 to \$283,400 and there were no new updates or additions. Jones said that the valuation of property is not something the Council can address at this time as it is part of the Board of Review process done in the Spring. Nasby noted that the process starts with valuation notices sent in the Spring of the year with a Board of Review meeting typically held in May, with the County acting to finalize the values. Jones encouraged the property owner to contact the County Assessor's Office to discuss her questions on the valuation and rationale for the change.

Royal Glass, 853 Hale Place, said they too had questions on their valuation. Their value had gone up 51% and greatly impacted the taxes. Jones asked the owner to also contact the County Assessor to get the reasons for the value change.

Quade said the County Assessor's Office is in the lower level of the Courthouse and they are very good about providing information and answering questions about valuations and the process.

Jones asked if anyone else had comments, questions or input on the proposed 2023 budget. No other comments were received. Jones ended the public comment portion of the 2023 budget presentation. He noted that the debt service numbers were lower and refunding of bonds helped. Nasby replied that the City has about \$29.4 million of outstanding bonds and showed a table with the bond amounts and interest rates. Nasby said that the whole debt portfolio has an interest rate of 1.85% which is very good, but future debt would have higher rates due to what is happening in the market currently.

7. Public Hearing – Police Department Drone Policy:

Scott Peterson, Police Chief, said that the draft drone policy has been up on the City website and has been reviewed by the City Attorney. The State requires a policy in accordance with MS 626.19. The envisioned use would be for search, rescue, fire, emergencies and criminal warrants would be required for certain activities.

Grunig asked about operator training. Peterson replied that Officer Kopperud has obtained the necessary FAA license and Officer Paulson is in training. The rules and requirements are very strict.

Jones opened the public hearing at 7:15 pm. No comments were received. Jones closed the public hearing at 7:16 pm.

8. Resolution Accepting Donation – Friends of the Library:

Jones thanked the Friends of the Library for the donation to the Windom Library.

Council Member Sherman introduced the Resolution No. 2022-69, entitled “AJT HORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM LIBRARY” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Quade, Grunig and Sherman. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

9. Economic Development Authority TIF District Decertification:

Nasby said that there were two EDA recommendations to decertify TIFs. The first is TIF 1-16 which included property along Highway 60/1st Avenue by GDF, River Valley Fitness and properties owned by Pankonin's and Koep. The financial obligations of this TIF District have been satisfied and any remaining tax increment received in 2022 would be distributed to the taxing jurisdictions. Staff will work with Ehlers Associates to formally close out the district.

Council Member Sherman introduced the Resolution No. 2022-70, entitled "RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-16" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Quade, Nelson and Grunig. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

Nasby said the second action was more specific to a piece of property in TIF 1-22, known as the Cemstone TIF District. On the former spec building lot there is a 65 foot strip of land on the east side of that lot which was retained by the EDA to create more of a buffer between the new apartments and the existing homes on Cottonwood Lake Drive. The EDA's intent is to sell that piece of buffer property to the adjoining property owners for enough to cover any expenses. Since that 65 foot buffer strip will not be developed the City's consultants recommended that it be removed from the TIF district. The EDA Board is recommending removal of that 65 foot tract from TIF 1-22.

Council Member Grunig introduced the Resolution No. 2022-71, entitled "RESOLUTION APPROVING THE DECERTIFICATION OF A TRACT IN TAX INCREMENT FINANCING DISTRICT NO. 1-22" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Quade, Sherman and Nelson. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

10. Airport Zoning Enactment Project – Engineering Agreement:

Nasby said that the Airport zoning goes back to the 1970's and the FAA is requesting the City update the zoning before other large projects, such as the crosswind runway, come up. This project will be 70% State funded of the total \$48,000 cost and there may be some other grant funds to cover the City share.

Motion by Sherman second by Quade to approve the Airport Services Agreement with SEH Engineering as presented. Motion carried 4 – 0.

11. Personnel:

Nasby said the Street maintenance worker position had not been finalized yet so this will be pushed to the December 20th meeting.

12. New Business:

None.

13. Old Business:

None.

14. Council Comments:

Quade said Farag had asked her to mention the Ho Ho Ho Christmas Craft Show at the Community Center. Quade thanked the Chamber and business participants doing the holiday lights at Island Park. She also noted the lights on the downtown square as festive.

Sherman agreed that it is beautiful with the lights around town.

Preliminary

Grunig noted the Chamber's recognition of Jon Ketzenberg from the Street Department and Tim Hogan, Recreation Director and their work supporting Chamber activities. The Windom Fire Department was also recognized for their work in the community.

Jones asked Nasby to review the email from MN DOT regarding the Highway 60 striping. Nasby said that following the MN DOT visit to the November Council meeting they responded with some signage intended to improve the notifications to drivers about the merge. This work had been completed. Also, MN DOT representatives will be attending the Council's January 3rd meeting to follow-up. Jones said he again is encouraging citizens to contact the Council with comments and questions about the Highway striping so they can be shared with MN DOT.

Nasby thanked the Fire Department for the invite to their recognition event and for the work by the Department and firefighters receiving awards and longevity pins.

15. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:34 p.m.

Dominic Jones, Mayor

Attest:

Steve Nasby, City Administrator

Community Center Commission Minutes

Monday, December 12, 2022

1. Call to Order: The meeting was called to order by President Linda Stuckenbroker at 5:30 p.m.

2. Present:

President: Linda Stuckenbroker

CC Director: Tim Snyder

Commission Members: Lenny Thiner

Mitch Voehl

Al Baloun

Jan Duscher

Commission Liaisons: Lisa Farig

James Nelson

City Administrator: Steve Nasby – Absent

3. Approval of Minutes: **Minutes from October were reviewed and approved. Motion was made by Al Baloun and seconded by Lenny Thiner. Approved 4-0**

4. Additions to the Agenda:

Swearing in of new commission member Jan Duscher.

5. President Report:

6. Director Report:

- Discussed part-time shared position
- Discussed on call employee
- Discussed December 29 and December 30 youth event with commercial inflatable bounce houses recently scheduled
- Indications of good community response

7. Old Business:

- Revisited HVAC bids
- Motion to rescind motion by Al Baloun to accept previous accepted bid and to accept Elite Mechanical bid of \$30,250.00 for HVAC work
**Motion approved by Al Balou seconded by Lenny Thiner.
Approved 5-0.**
- Year to date financials exceeding 2021 total revenue

8. New Business:

- Discussed early 2023 events
- Opportunities to promote online
- Reviewed schedule
- Recognized Lisa Farig support as liason

9. Commissioners Comments:

10. Open Forum:

11. Next Meeting: January 9, 2023

Adjourn:

Motion by Jan Duscher, seconded by Mitch Voehl , to adjourn meeting at 5:56 p.m. Motion approved 5-0.

Linda Stuckenbroker, WCC President

Mitch Voehl, WCC Secretary

1. Attest: _____

Tim Snyder, WCC Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 12, 2022

1. Call to Order: The meeting was called to order by President McNamara at 12:00 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Ryan McNamara, Nancy Wepplo, Tom Seigfreid, and Marvin Grunig.
Absent: James Nelson.

Also Present: EDA Staff – Admin. Asst. Mary Hensen; Steve Nasby, City Administrator; Kevin Stevens, Cottonwood County Liaison; Scott McMahon (Greater Minnesota Partnership); Ashley Haskin (Good Samaritan); and Rahn Larson (Citizen).

3. Approval of Minutes: November 14, 2022:

Motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to approve the Minutes of the EDA Meeting held on November 14, 2022. Motion carried 4-0.

4. Greater Minnesota Partnership – Presentation: Scott McMahon with the Greater Minnesota Partnership (GMNP) presented information concerning the advocacy services for communities in Greater Minnesota which are provided by GMNP. He thanked the EDA for having been a member of GMNP for many years. He provided a brief “Capitol” update concerning issues for which GMNP will be providing advocacy with members of the Minnesota Legislature in the next session. These issues include housing, child care, and broadband. He highlighted the differences between metro areas and Greater Minnesota on each of these issues. He advised that some of the issues regarding “housing” that they hope to advocate for include possible non-income based grants from Minnesota Housing Finance Agency, a public infrastructure grant program to assist municipalities with the installation of infrastructure for new housing development, changes in TIF regulations regarding housing for Greater Minnesota including lifting of income restrictions and increasing the period from 5 years to 10 years for development. In the area of child care, GMNP plans to advocate for the funding of a Greater Minnesota Child Care Program, a DEED incubator fund for capital costs and community studies, construction and remodeling costs for child care facilities, child care scholarships, etc. In the area of broadband, GMNP plans to advocate for financing for infrastructure, etc. The BDPI Program is waiting for funding through a bonding bill. GMNP also plans to advocate for a job training investment program for manufacturers to re-tool employees for new skills and training regarding automation—not to replace workers but to augment operations. In response to a question concerning any money targeted for technical education to fill jobs in the telecom field, he said that there are some committees in the higher education area that are working on that component. In response to a question as to the going market rate for child care and whether there are enough available providers, he outlined the differences between family care licenses (in-home child care) with typically 10-12 children and child care centers particularly in the metro that have 120 children. They are advocating for a new licensing structure to support child care centers that will be able to accommodate between 40 and 80 children. He talked about the “POD” model which brings in 4 to 5 child care providers into a shared facility and the need for legislation for this new model. He advised that many of the people coming into the child care field do not want to do child care in their homes. In response to another question, he said that they are working with Mayors in Southwest Minnesota Cities regarding a comparable program to South Dakota’s technical education program. The South Dakota program provides free education in two-year technical programs. If the student works for an employer for three years, then the school debt is forgiven. He said that the program requires support from employers. The group is trying to create a similar scholarship program and partner with vo-techs, community colleges and Southwest State University.

5. DEED Redevelopment Grant – Former Cemstone Property

A. Certificate for Payment No. 2: City Admin. Nasby reported that Cemstone has started construction of its new plant site on the NWIP lot purchased from the EDA. Voss Plumbing & Heating (“Voss”) has brought in a job trailer and done some work on the current Cemstone site. DGR Engineering provided a draw request for work to date in 2022 by Voss. The major portion of the demolition of the plant site is scheduled for 2023. The DEED Redevelopment Grant requires that demolition activities are progressing. The Board received a copy of the “Certificate for Payment No. 2” provided by Dan Van Schepen of DGR Engineering. This Certificate requests payment of \$10,545.00 for demolition services provided by Voss Plumbing & Heating on the Cemstone site in 2022.

Motion by Commissioner Grunig, seconded by Commissioner Wepplo, approving the payment of Certificate of Payment No. 2 in the amount of \$10,545, recommending the City Council’s approval of this payment in December, and authorizing EDA Staff to submit the draw request to DEED in December for reimbursement. Motion carried 4-0.

6. Cottonwood County Home Initiative Program

A. Review of Revised Guidelines and Recommendation: City Admin. Nasby reported that on December 7th, the Cottonwood County Commissioners approved the revised Guidelines for the Program and renewal of the application period commencing on January 1, 2023, through December 31, 2025. The Commissioners also approved the residential portion of a new house as a project eligible for tax abatement. The County raised its cap on the maximum valuation of a new house that is eligible for tax abatement by the County to \$320,000 due to inflation and building costs. The Board received a copy of the revised Guidelines in the packet. City Admin. Nasby further reported that he presented the item to the School Board on December 8th. The School Board also approved the revised Guidelines, a cap on the maximum valuation of \$320,000, and renewed the School District’s participation in the program for another 3 years. The City Council is scheduled to review the Guidelines and renewal at its December 20th Meeting. The EDA Board discussed the actions by the County and School District regarding the valuation cap and response received from citizens concerning the program. Cottonwood County Liaison Stevens shared his views on the benefits of the program.

Motion by Commissioner Seigfreid, seconded by Commissioner Grunig, to recommend approval by the City Council of the revised Guidelines for the Cottonwood County Home Initiative Program; renewal of the City’s participation in the program for another 3-year period commencing on January 1, 2023; and adoption of a cap of \$320,000 as the maximum valuation of a new single-family home eligible for tax abatement by the City. Motion carried 4-0.

7. Community Venture Network – Membership: City Admin. Nasby recapped that the EDA has been a member of the Community Venture Network (CVN) for a number of years. The CVN provides quarterly (will be 3 meetings in 2023) meetings for its members in which entrepreneurs present information concerning their businesses and expansion or relocation plans together with funding needs. In the past, EDA Directors have attended these meetings and obtained leads for potential business prospects for Windom. Justin Erickson coordinates the program and provides additional prospect information and assistance to members throughout the year. Pursuant to a prior agreement between the CVN and the EDA, the EDA’s annual membership fee would be discounted from \$4,250 to \$3,500.

Motion by Commissioner Wepplo, seconded by Commissioner Grunig, to renew the EDA’s membership in the Community Venture Network for 2023 for the membership fee of \$3,500. Motion carried 4-0.

8. New Business: None.

9. Unfinished Business

A. Update on Director Search: City Admin. Nasby advised that the EDA Director candidate withdrew his acceptance of the position, even though he approved the offer, and decided to stay in Sioux Falls. City Admin. Nasby had talked with Ryan McNamara and Marv Grunig (members of interview committee) and the plan is to let the ad lapse during the holidays and circulate a fresh ad in the new year. He also updated the Board concerning other cities that are attempting to hire new EDA Directors.

B. Update on CEO Program: City Admin. Nasby provided information concerning the Creating Entrepreneurial Opportunities (CEO) Program at the October EDA Meeting. He advised that the planning committee is seeking investors in the program including businesses, municipalities, counties, and EDAs. High School Principal Bryan Joyce will be making a presentation at the January EDA Meeting.

10. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the October 2022 financial reports submitted by Van Binsbergen & Associates.

11. Adjourn: On consensus, President McNamara adjourned the meeting at 12:42 p.m.

Attest: _____
Steve Nasby, City Administrator

Tom Seigfreid, EDA Secretary

Windom Library Board Meeting

December 13, 2022

5:05p.m.

1. Call to order: The meeting was called to order by John Duscher
2. Roll Call: Members Present: Anita Winkel, John Duscher, Steve Fresk, Wade Pfeiffer
Members Absent: Kathy Hiley, Kari Scheitel, Christine Wolf
Library Staff Present: Kari Hanson
City Council Member Present: None
Guests Present: Christian Pfeiffer

3. Agenda and Minutes:

Agenda and minutes were approved on a motion by Steve Fresk and seconded by Anita Winkel

4. Financial Report:

Kari reviewed the Financial Report with some explanation of the budget numbers. A refund for magazine subscriptions that are no longer in print was noted, as was the purchase of two receipt printers for Plum Creek interlibrary loans. The financial report was approved on a motion by Wade and seconded by Anita.

5. Librarian's Report:

Kari reported the following: report approval was made by Steve and seconded by Anita.

- The circulation chart for November reflected ample activity.
- Nancy continues Story Time at the 4 daycare locations that responded to her offer. She also continues Story Time at the library for various age groups.
- Children assisted with the Library Christmas window decorations.
- A "Make a Food Building (gingerbread house type)" project is ongoing, and a winner will be randomly drawn for a small gift.
- Legacy Grant funds were used to purchase two History Recording Kits, one audio and one visual. It was suggested we use the kits to promote the recording of family histories with older family members. Christian Pfeiffer graciously agreed to "test drive" the devices and suggest a check out and inventory process.
- Kari is looking for at least one potential board member candidate to suggest to the Mayor. Kathy Hiley has indicated that she will not renew her board position. Thanks for the many years of service, Kathy!

6. Old Business: The pest control measures we took indicate no additional bug sightings.

7. New Business: Kari presented updated Policy Statements for

- Circulation of Materials
- Internet Safety
- Conduct of Library Patrons

The Board Approved the Policies upon the motion of Steve and second by Anita.

Kari presented her SMART goals to city administration, which included:

- 1) Increasing the email record of patrons by 10% to facilitate better communication than always having to make phone calls.
- 2) Review and update the current Library Policy Statement
- 3) Increase Patron Programs and Services.

Anita moved acceptance with a second by Wade, Board voted approval.

Meeting adjourned by chair John Duscher at 5:45

Respectfully submitted, Steve Fresk, in the absence of the secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 13, 2022**

1. Call to Order: The meeting was called to order by Chairman Mattson at 7:05 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Brett Mattson, Jared Baloun, Ben Byam, Dustin Harrold, Carol Hartman, Jeremy Johnson, and Brandon Pletcher. Absent: Lorri Cole.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.

3. Approval of Minutes: November 10, 2022

Motion by Commissioner Hartman, seconded by Commissioner Johnson, to approve the Planning Commission Minutes for the Meeting held on November 10, 2022, as sent. Motion carried 7-0.

4. Review of Proposed Additional 2023 S.M.A.R.T. Goal: Zoning Admin. Spielman advised that four proposed 2023 S.M.A.R.T. Goals were approved at the Planning Commission Meeting on November 10, 2022. At that meeting, he asked if the Commissioners had any other suggestions for S.M.A.R.T. Goals. Commissioner Hartman had requested a new goal concerning a program for trees. She requested that specifically the City try to retain healthy mature trees and avoid clear-cutting on new construction projects when possible. The consensus was for Staff to bring a proposed new goal on this topic to the Planning Commission at the December Meeting. The proposed additional goal ("Long-Term Goal No. 4") was included in the meeting packet. Commissioner Hartman requested that the last word of the second sentence under "Methods" be changed from "feasible" to "possible". She also requested that pending development of a new policy, the retention of healthy mature trees where and when it is possible be mentioned at the time of the building permit applications for new construction projects. Zoning Admin. Spielman indicated that some communities also incorporate this type of policy into a Development Agreement between the City and a Developer. He indicated City Staff could also work with the EDA on this type of policy and how it can be incorporated into development agreements, etc. After further discussion, the following action was taken.

Motion by Commissioner Hartman, seconded by Commissioner Johnson, to approve the new Long-Term Goal No. 4 of the proposed 2023 S.M.A.R.T. Goals for the Building & Zoning Department as written. Amended Motion by Commissioner Hartman, and amended second by Commission Johnson, to add "with the correction of the final word in the second sentence under "Methods" to read "possible" to the Motion". Motion carried 7-0.

5. Land Use Code Review: After additional research, revisions had been made to Section 152.495 "Design Standards" (for off-street parking) and Section 152.424 "Residential District Fences" as requested at the November 10th Planning Commission Meeting. Copies of these revised sections were included in the meeting packet. Zoning Admin. Spielman reviewed these sections with Commissioners.

The Commissioners recommended the following revisions to the copy of Section 152.495 provided in the packet: Revise the title of Section 152.495(A)(6) to read: "Driveways Adjacent to Granular Streets or Alleys";

Revise the language of the first sentence in Section 152.495(A)(6) to read: "If a driveway is adjacent to a granular street or alley, the driveway and the driveway approach may be gravel or other approved granular material."

Revise Section 152.495(B)(2) to amend the third sentence to read: "The driveway shall be surfaced with either concrete or asphalt except as otherwise provided in Section 152.495(A)(6)."

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve Section 152.495 "Design Standards" with the amendments discussed and set forth above. Motion carried 7-0.

The Commissioners recommended the following revisions to the copy of Section 152.424 provided in the packet: Revise the language of the second sentence in Section 152.424(H) to read: “Examples of approved fencing materials include, but are not limited to, wood, vinyl, wrought iron, and chain link fencing.”

Motion by Commissioner Harrold, seconded by Commissioner Baloun, to approve Section 152.424 with the changes in Section (H) as discussed and set forth above. Motion carried 6-1 (Nay: Commissioner Byam).

After a review of previous Planning Commission Minutes, several additional items were prepared in response to questions by the Planning Commission. There was a brief discussion concerning the definitions of and appropriate locations in the Code for water recreation and water storage. After discussion of the proposed definition of “neighborhood commercial”, the following action was taken.

Motion by Commissioner Mattson, seconded by Commission Harrold, to approve the proposed language for the definition of “Neighborhood Commercial” with the deletion of the last sentence. Motion carried 7-0.

Zoning Admin. Spielman advised that previously there had been consensus to change the process for approval of a Planned Unit Development (PUD) from a conditional use permit application to a rezoning application. However, the Commission had not approved a motion to that effect.

Motion by Commissioner Baloun, seconded by Commissioner Johnson, to amend the Code changing the approval process for a Planned Unit Development (PUD) from a conditional use permit application to a rezoning application to create an overlay district over the property’s existing zoning district. Motion carried 7-0.

Zoning Admin. Spielman discussed proposed language to change the minor subdivision section. The proposed revisions would clarify the section. The revisions would also allow for City Staff approval of proposed minor subdivisions which are currently served by City utilities, would not require extension or increase in capacity of City utilities, and otherwise meet all other City Code requirements for the resulting lots. A survey showing the original lot and the proposed subdivision would need to be submitted by the Applicant. City Department Heads would review all proposed minor subdivisions. If the proposed minor subdivision was approved by City Staff and met all City Code requirements, the Building & Zoning Official could approve the minor subdivision without further review by the Planning Commission or City Council. In the event that there are any questions concerning the proposed minor subdivision, the proposal would be presented to the Planning Commission and then the City Council for review and approval. After further discussion, the following action was taken.

Motion by Commissioner Hartman, seconded by Commissioner Harrold, to approve the proposed language for Section 151.09 “Minor Subdivisions”. Motion carried 6-0. (Commissioner Byam had left for another commitment.)

Zoning Admin. Spielman recapped that Consultant Rose Schroder was to provide proposed language concerning mixed uses and that would be provided to the Planning Commission at the next meeting.

6. Other Business/Reports: None.

7. Unfinished Business: In response to a question concerning the proposed timeframe for completing the land use code review and the status of the remaining budget for the process, Zoning Admin. Spielman advised that initially he had hoped the review could be completed by the end of 2022. There are a few remaining items to review concerning subdivisions, planned unit developments, and mix use. He is hoping that this can be accomplished in January or February. Then the proposed Code changes would proceed to the City Council to call for a public hearing, hold the public hearing, and follow-up with the required two readings of the ordinance

revising the Subdivision and Zoning Chapters of the City Code. He is hoping to have the entire process, including publishing of the Title and Summary, completed by the end of May. The Land Use Consultants have not billed the City more than was budgeted. However, we are close to that amount.

8. New Business: None.
9. Planning Commission Comments, Concerns, Suggestions: Commissioner Johnson announced that he will be starting a new job in January which might be a conflict of interest for him to continue serving on the Planning Commission. He has agreed to remain on the Commission until his successor can be appointed by the Mayor and approved by the City Council.
10. Adjourn: The meeting was adjourned by unanimous consent at 9:04 p.m.

Attest:

Andy Spielman, Zoning Administrator

Brett Mattson, Chairman

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Business, Arts and Recreation Center, Inc.

Previous Gambling Permit Number: X- 94904-22-005

Minnesota Tax ID Number, if any: 622046

Federal Employer ID Number (FEIN), if any: 41-2022824

Mailing Address: PO BOX 123

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): ASHLEY JOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagedhomecare.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): barc.ed@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Business, Arts and Recreation Center, (BARC) Inc.

Physical Address (do not use P.O. box): 1012 5th Avenue

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): BINGO - January 24, 2023

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/22
Page 2 of 4

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Ashley Johnson Date: 12/12/2022

(Signature must be CEO's signature; designee may not sign)

Print Name: ASHLEY JOHNSON

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Business, Arts and Recreation Center, Inc.

Previous Gambling Permit Number: X- 94904-22-005

Minnesota Tax ID Number, if any: 622046

Federal Employer ID Number (FEIN), if any: 41-2022824

Mailing Address: PO BOX 123

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): ASHLEY JOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagedhomecare.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): barc.ed@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Business, Arts and Recreation Center, (BARC) Inc.

Physical Address (do not use P.O. box): 1012 5th Avenue

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): BINGO - Feb. 21, 2023

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Ashley Johnson Date: 12/12/2022
(Signature must be CEO's signature; designee may not sign)

Print Name: ASHLEY JOHNSON

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

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application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/3/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
WINDOM COMMUNITY CENT	R2022185	12/01/2022	ROOM RENTAL/LEAGUE OF M	100-41110-308	60.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41110-326	24.19
US BANK	US BANK NOVEM. 22	12/07/2022	ZOOM MEETING	100-41110-326	16.02
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41110-334	19.47
WINDOM COMMUNITY CENT	R2022185	12/01/2022	ROOM RENTAL/LEAGUE OF M	100-41110-334	13.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Holiday Gift Corner	100-41110-350	66.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	snow emergency -	100-41110-350	128.40
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	ordinance 195	100-41110-350	113.30
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Winter Sports Edition	100-41110-350	107.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	public notice	100-41110-350	160.50
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Did you know water leaks	100-41110-350	240.75
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Did you know Top 10	100-41110-350	240.75
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	snow & ice removal	100-41110-350	240.75
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Did you know GSOC	100-41110-350	78.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	special assessments	100-41110-350	159.65
Activity 41110 - Mayor & Council Total:					1,667.78
Activity: 41310 - Administration					
BRENT JAMES HOGEN	22446	12/06/2022	CITY HALL/SUPPLIES	100-41310-200	512.80
INDOFF, INC	3613334	12/09/2022	CITY HALL/SUPPLIES	100-41310-200	18.99
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	42.99
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	29.18
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	15.56
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	45.99
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	61.79
INDOFF, INC	3615208	12/13/2022	PAPER	100-41310-200	182.55
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-41310-200	25.04
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Office	100-41310-200	18.08
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	100-41310-217	108.84
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41310-321	59.19
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41310-322	2.10
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41310-322	2.10
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41310-322	0.83
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41310-322	2.10
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41310-322	2.10
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41310-326	281.83
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	closed	100-41310-350	272.85
Activity 41310 - Administration Total:					1,684.91
Activity: 41910 - Building & Zoning					
BRENT JAMES HOGEN	22428	12/06/2022	B & Z/SUPPLIES	100-41910-200	108.98
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-41910-200	25.03
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-41910-212	100.89
US BANK	US BANK NOVEM. 22	12/07/2022	MN Dept of Labor License Fee	100-41910-308	85.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41910-321	51.29
VERIZON WIRELESS	992340002	12/06/2022	TELEPHONE	100-41910-321	41.15
Activity 41910 - Building & Zoning Total:					412.34
Activity: 41940 - City Hall					
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41940-211	15.26
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-41940-211	24.87
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41940-381	388.58
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41940-382	61.89
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-41940-385	136.03

Expense Approval Report

Payment Dates: 12/3/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MELISSA PENAS	NOVEMBER 2022	12/01/2022	CLEANING/CITY HALL	100-41940-406	345.00
SANDRA HERDER	NOVEMBER 2022	12/01/2022	CLEANING/CITY HALL	100-41940-406	345.00
ELECTRIC FUND	# 674	12/05/2022	EL/CITY HALL/MAINTENANCE	100-41940-409	21.64
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric - Cty Hall Emg Light	100-41940-409	7.98
Activity 41940 - City Hall Total:					1,346.25
Activity: 42120 - Crime Control					
INDOFF, INC	3612664	12/02/2022	POLICE/SUPPLIES	100-42120-200	71.90
INDOFF, INC	3613804	12/08/2022	POLICE/SUPPLIES	100-42120-200	81.36
INDOFF, INC	3614544	12/08/2022	POLICE/SUPPLIES	100-42120-200	431.40
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-42120-200	25.03
KWIK TRIP INC & SUBSIDIARIE	00490936 11-2022	12/14/2022	MOTOR FUELS	100-42120-212	29.86
VET'S OIL COMPANY	80320037 11-30-22	12/08/2022	POLICE/MOTOR FUELS	100-42120-212	37.00
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-42120-212	-27.80
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-42120-212	1,812.75
ITL PATCH COMPANY, INC	94492CD9-0001	12/06/2022	POLICE/UNIFORMS	100-42120-218	148.00
STREICHER'S, INC	I1603071	12/08/2022	POLICE/UNIFORMS	100-42120-218	1,763.97
STREICHER'S, INC	S1502268	12/02/2022	POLICE/UNIFORMS	100-42120-218	169.98
US BANK	US BANK NOVEM. 22	12/07/2022	Storm Training	100-42120-308	500.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42120-321	34.68
AT & T MOBILITY	287293102788X12032022	12/13/2022	POLICE/TELEPHONE	100-42120-321	692.71
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-42120-322	5.40
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	100-42120-322	5.40
SHI INTERNATIONAL CORP	B16104237	12/02/2022	POLICE/DATA PROCESSING	100-42120-326	815.00
SHI INTERNATIONAL CORP	B16178303	12/07/2022	POLICE/DATA PROCESSING	100-42120-326	2,949.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Police Drone hearing	100-42120-340	100.00
P.M. REPAIR & DETAILING	25884	12/08/2022	POLICE/UNIT 204/MAINTENA	100-42120-405	714.11
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Police maint vehicle	100-42120-405	4.99
ENTERPRISE FM TRUST	12-03-2022	12/06/2022	POLICE/DEC PAYMENT/VEHICL	100-42120-419	791.78
FORD MOTOR CREDIT CO LLC	1772825	12/02/2022	POLICE/VEHICLE LEASE	100-42120-419	663.95
US BANK	US BANK NOVEM. 22	12/07/2022	National K9	100-42120-433	438.11
Activity 42120 - Crime Control Total:					12,258.58
Activity: 42220 - Fire Fighting					
INDOFF, INC	2614830	12/13/2022	FIRE/SUPPLIES	100-42220-200	71.90
ARAMARK	2560063287	11/03/2022	FIRE/SUPPLIES	100-42220-211	43.14
ARAMARK	2560073462	12/02/2022	FIRE/OPERATING SUPPLIES	100-42220-211	43.13
KWIK TRIP INC & SUBSIDIARIE	00490936 11-2022	12/14/2022	MOTOR FUELS	100-42220-212	49.24
STAPLES OIL CO	30219480661	11/29/2022	FIRE/MOTOR FUELS	100-42220-212	45.56
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-42220-212	295.15
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Fire	100-42220-215	85.13
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Fire materials	100-42220-215	15.89
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	100-42220-217	63.49
HEIMAN FIRE EQUIP. CO	0915425-IN	11/29/2022	FIRE/UNIFORMS	100-42220-218	415.02
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42220-321	42.38
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42220-381	336.24
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42220-382	14.08
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42220-385	32.66
HEIMAN FIRE EQUIP. CO	0915306-IN	11/21/2022	FIRE/MAINTENANCE - OFFICE	100-42220-404	883.32
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Fire	100-42220-404	7.18
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Fire maint vehicle	100-42220-405	2.59
Activity 42220 - Fire Fighting Total:					2,446.10
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-42500-381	30.94
Activity 42500 - Civil Defense Total:					30.94
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	11-3J-2022	12/06/2022	CITY HALL/VET SERVICES	100-42700-300	163.50
Activity 42700 - Animal Control Total:					163.50
Activity: 43100 - Streets					
INDOFF, INC	3613335	12/08/2022	STREET/SUPPLIES	100-43100-200	33.90
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-43100-200	25.03

Expense Approval Report

Payment Dates: 12/3/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-43100-212	2,736.40
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-43100-212	-42.95
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	100-43100-217	63.49
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Shop	100-43100-241	59.99
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-321	45.85
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	100-43100-321	41.97
JONATHON KETZENBERG	11-22-22	12/01/2022	STREET/CHECKING OUT NEW	100-43100-334	44.82
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	shopper & citizen & digital	100-43100-350	944.52
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-381	1,919.48
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-381	214.96
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-382	19.34
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-43100-385	41.20
WINDOM FARM SERVICE	189437	12/06/2022	STREET/SWEEPER	100-43100-404	91.83
Activity 43100 - Streets Total:					6,309.83

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-45120-200	25.03
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	100-45120-217	13.60
Activity 45120 - Recreation Total:					38.63

Activity: 45202 - Park Areas

QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	100-45202-200	25.03
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	park	100-45202-200	9.99
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	100-45202-212	63.59
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	100-45202-381	478.95
BOB'S BIFFYS LLC	6468	12/08/2022	STREET/MAINTENANCE - OFFI	100-45202-402	1,945.00
MTI DISTRIBUTING, INC	1369782-00	11/21/2022	STREET/MAINTENANCE - OFFI	100-45202-404	541.31
MTI DISTRIBUTING, INC	1369782-01	12/02/2022	STREET/MAINTENANCE - OFFI	100-45202-404	102.17
SMITH AUTOMOTIVE CO	41745	12/09/2022	STREET/MAINTENANCE - OFFI	100-45202-404	37.45
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Park maint vehicles	100-45202-405	13.99
BROWN-NICOLLET COMMUNI	3061	12/02/2022	STREET/2023 LICENSE RENEW	100-45202-444	190.00
Activity 45202 - Park Areas Total:					3,674.15

Fund 100 - GENERAL Total: 30,033.01**Fund: 211 - LIBRARY****Activity: 45501 - Library**

US BANK	US BANK NOVEM. 22	12/07/2022	Amazon - Supplies	211-45501-200	70.33
US BANK	US BANK NOVEM. 22	12/07/2022	Amazon	211-45501-211	67.30
HEARTLAND SECURITY SERVIC	731777	12/06/2022	LIBRARY/SUPPLIES/LATE FEES	211-45501-217	279.53
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	211-45501-217	63.49
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	211-45501-321	161.36
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	211-45501-381	177.56
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	211-45501-382	19.71
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	211-45501-385	42.40
MELISSA PENAS	NOVEMBER 2022	12/01/2022	CLEANING/LIBRARY	211-45501-402	368.00
SANDRA HERDER	NOVEMBER 2022	12/01/2022	CLEANING/LIBRARY	211-45501-402	368.00
US BANK	US BANK NOVEM. 22	12/07/2022	J & K Windows	211-45501-402	35.00
US BANK	US BANK NOVEM. 22	12/07/2022	Archetectural Digest	211-45501-433	59.99
US BANK	US BANK NOVEM. 22	12/07/2022	Popular Mechanics	211-45501-433	29.97
US BANK	US BANK NOVEM. 22	12/07/2022	KIDS MAG (CREDIT)	211-45501-433	-39.95
US BANK	US BANK NOVEM. 22	12/07/2022	Girls World	211-45501-433	19.97
INGRAM INDUSTRIES	12-01-2022	12/08/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	967.32
MICROMARKETING, LLC	902918	12/02/2022	LIBRARY	211-45501-435	180.18
MICROMARKETING, LLC	904037	12/02/2022	LIBRARY	211-45501-435	106.25
US BANK	US BANK NOVEM. 22	12/07/2022	Amazon (CREDIT)	211-45501-435	-39.97
US BANK	US BANK NOVEM. 22	12/07/2022	Amazon	211-45501-435	253.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK NOVEM. 22	12/07/2022	BEST BUY (Friends of Library)	211-45501-480	1,247.32
Activity 45501 - Library Total:					4,507.21
Fund 211 - LIBRARY Total:					4,507.21

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	106026 11-1-2022	12/02/2022	AIRPORT/SERVICES	225-45127-200	30.50
RED ROCK RURAL WATER	106026 11-1-2022	12/02/2022	AIRPORT/SERVICES	225-45127-200	2.00
SOUTH CENTRAL ELECTRIC	12-07-2022	12/06/2022	ELECTRIC	225-45127-381	185.58
SOUTH CENTRAL ELECTRIC	12-07-2022	12/06/2022	ELECTRIC	225-45127-381	251.00
ELITE MECHANICAL SYSTEMS,	13021	12/01/2022	AIRPORT/MAINTENANCE	225-45127-401	555.30
Activity 45127 - Airport Total:					1,024.38
Fund 225 - AIRPORT Total:					1,024.38

Fund: 230 - POOL

Activity: 45124 - Pool

ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	230-45124-217	13.60
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	230-45124-381	32.98
W.W. GOETSCH ASSOCIATES, I	109094	12/08/2022	ARENA/NEW POOL PUMP	230-45124-404	6,789.01
BROWN-NICOLLET COMMUNI	3053	12/02/2022	WINDOM POOL/2023 LICENS	230-45124-480	431.00
Activity 45124 - Pool Total:					7,399.92
Fund 230 - POOL Total:					7,399.92

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

INDOFF, INC	2614830	12/13/2022	AMBO/SUPPLIES	235-42153-200	71.90
QUADIENT LEASING USA, INC	N96887:32	12/09/2022	LEASE PAYMENT	235-42153-200	25.04
STAPLES OIL CO	30219480661	11/29/2022	AMBO/MOTOR FUELS	235-42153-212	45.55
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	235-42153-212	2,941.76
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	235-42153-212	-45.12
BRITTANY ESPENSON - RIVERS	1435	12/06/2022	AMBO/OPERATING SUPPLIES	235-42153-217	250.00
AMAZON CAPITAL SERVICES, I	1GFF-H4T1-FN6P	11/17/2022	AMBO/OPERATING SUPPLIES	235-42153-217	19.76
ARAMARK	2560631287	11/03/2022	AMBO/SUPPLIES	235-42153-217	43.14
ARAMARK	2560631462	12/02/2022	AMBO/OPERATING SUPPLIES	235-42153-217	43.14
BOUND TREE MEDICAL, LLC	84772214	12/08/2022	AMBO/ROUND UP GRANT	235-42153-217	1,268.00
BOUND TREE MEDICAL, LLC	84774188	12/08/2022	AMBO/OPERATING SUPPLIES	235-42153-217	49.57
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	235-42153-217	63.49
US BANK	US BANK NOVEM. 22	12/07/2022	hy-vee	235-42153-217	43.84
LEWIS FAMILY DRUG, LLC	105365- 3 11-30-2022	12/13/2022	AMBO/MERCHANDISE-MEDIC	235-42153-261	1.99
LEWIS FAMILY DRUG, LLC	105365- 3 11-30-2022	12/13/2022	AMBO/MERCHANDISE-MEDIC	235-42153-261	2.95
LEWIS FAMILY DRUG, LLC	105365- 3 11-30-2022	12/13/2022	AMBO/MERCHANDISE-MEDIC	235-42153-261	240.21
WINDOM AREA HEALTH	734002 4-10-2022-0024	12/07/2022	AMBO/OCT CHARGES/SUPPLI	235-42153-261	202.40
MN AMBULANCE ASSOC	1305	11/07/2022	AMBO/TRAINING & REGISTRA	235-42153-308	1,169.00
WINDOM AREA HEALTH	734002 4-10-2022-0024	12/07/2022	AMBO/OCT CHARGES/NURSI	235-42153-312	2,840.61
WINDOM AREA HEALTH	734002 4-11-2022-0024	12/07/2022	AMBO/NOV CHARGES/NURSI	235-42153-312	2,584.41
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	235-42153-321	28.26
AT & T MOBILITY	287043192280X12032022	12/07/2022	AMBO/TELEPHONE	235-42153-321	306.84
DONNA MARCY	11-8-21 - 12-2-22	12/13/2022	AMBO/CORRECTION TAILGAT	235-42153-334	12.77
DONNA MARCY	11-8-21 - 12-2-22	12/13/2022	AMBO/CORRECTION TAILGAT	235-42153-334	19.96
KIM POWERS	11-8-21	12/13/2022	AMBO/MEALS	235-42153-334	12.59
JODI JOHNSON	11-30-21	12/13/2022	AMBO/MEALS	235-42153-334	9.40
DAN MESNER	12-1-22 - 12-3-22	12/13/2022	AMBO/MEALS	235-42153-334	38.34
TIM HACKER	12-1-22 - 12-6-22	12/13/2022	AMBO/MEALS	235-42153-334	40.01
JUSTIN HARRINGTON	12-1-22 - 12-9-22	12/13/2022	AMBO/MEALS	235-42153-334	69.91
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	235-42153-381	224.16
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	235-42153-382	9.39
VAN PAPER COMPANY INC	01772	12/08/2022	AMBO/REFUSE DISPOSAL	235-42153-384	56.33
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	235-42153-385	21.77
P.M. REPAIR & DETAILING	2635	12/02/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	176.79
US BANK	US BANK NOVEM. 22	12/07/2022	Northsta Flag	235-42153-406	204.74

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SERENA TOTZKE-JOHNSON	1295	12/08/2022	AMBO/BOOKS/PAMPHLETS	235-42153-435	4,225.00
Activity 42153 - Ambulance Total:					17,317.90
Fund 235 - AMBULANCE Total:					17,317.90
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	250-46520-200	25.03
US BANK	US BANK NOVEM. 22	12/07/2022	Adobe	250-46520-200	16.02
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	250-46520-321	51.29
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	250-46520-321	9.42
US BANK	US BANK NOVEM. 22	12/07/2022	TICKETLEAP	250-46520-334	107.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	Director & City Admin	250-46520-340	839.22
FEDERATED RURAL ELECTRIC	11-30-22	12/09/2022	112954/EDA/ELECTRIC UTILIT	250-46520-381	23.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	250-46520-381	51.54
ESSEX CAPITAL, LLC	11-22-2022	12/13/2022	COMMUNITY VENTURE NETW	250-46520-433	3,500.00
Activity 46520 - EDA Total:					4,622.52
Fund 250 - EDA GENERAL Total:					4,622.52
Fund: 252 - EDA SCDP					
Activity: 46520 - EDA					
SW MN HOUSING PARTNERSH	CDAP-17-0039-O-FY18 17	12/09/2022	SMALL CITIES LOAN	252-46520-491	14,153.91
SW MN HOUSING PARTNERSH	CDAP-17-0039-O-FY18 16	12/06/2022	SMALL CITIES LOAN	252-46520-491	19,345.30
Activity 46520 - EDA Total:					33,499.21
Fund 252 - EDA SCDP Total:					33,499.21
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	12-07-2022	12/06/2022	ELECTRIC	254-46520-381	106.08
Activity 46520 - EDA Total:					106.08
Fund 254 - NORTH IND PARK Total:					106.08
Fund: 255 - EDA GENERAL RLF					
RON'S ELECTRIC INC	NOV 30, 2022 Higley	12/02/2022	EDA COMM FORGIVE REHAB	255-12900	5,000.00
RON'S ELECTRIC INC	NOV 30, 2022 Higley	12/02/2022	EDA COMM HIGLEY FORD RE	255-12900	5,000.00
					10,000.00
Fund 255 - EDA GENERAL RLF Total:					10,000.00
Fund: 268 - TIF 1-12 PM WINDOM/PRIME PORK					
Activity: 46530 - TIF Districts					
PRIME PORK	DEC 2022 TIF PAY	12/06/2022	TAXES PAYABLE DEC 2022-TIF	268-46530-482	256,883.95
Activity 46530 - TIF Districts Total:					256,883.95
Fund 268 - TIF 1-12 PM WINDOM/PRIME PORK Total:					256,883.95
Fund: 270 - TIF 1-16 GDF DISTRICT					
Activity: 46530 - TIF Districts					
COTTONWOOD CO AUD/TREA	DEC-22 TIF PAY	12/06/2022	REPAY DEC 2022-TIF DISTRICT	270-46530-483	7,961.30
Activity 46530 - TIF Districts Total:					7,961.30
Fund 270 - TIF 1-16 GDF DISTRICT Total:					7,961.30
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
AG BUILDERS	DEC-22 TIF PAY	12/06/2022	TAXES PAYABLE DEC 2022-TIF	271-46530-482	6,024.58
Activity 46530 - TIF Districts Total:					6,024.58
Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:					6,024.58
Fund: 276 - TIF 1-20 NEW VISION					
Activity: 46530 - TIF Districts					
NEW VISION COOP	12-13-2022	12/14/2022	2ND HALF INCREMENT/TIF PA	276-46530-482	15,292.49
Activity 46530 - TIF Districts Total:					15,292.49
Fund 276 - TIF 1-20 NEW VISION Total:					15,292.49

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
LAKESIDE APARTMENTS OF W	DEC 2022 TIF PAY	12/06/2022	TIF PAYMENTS	277-46530-482	31,587.78
Activity 46530 - TIF Districts Total:					31,587.78
Fund 277 - TIF 1-22 CEMSTONE Total:					31,587.78

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay					
AMAZON CAPITAL SERVICES, I	114W-WTW1-1VD7	12/05/2022	STREET/CAPITAL OUTLAY	401-49950-503	263.89
US BANK	US BANK NOVEM. 22	12/07/2022	Glen's Auto New PU	401-49950-503	340.00
ELK RIVER WINLECTRIC	361432 01	12/01/2022	ISLAND PARK LIGHTS	401-49950-504	3,245.00
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	WAH tennis courts	401-49950-504	347.97
SCHRADEL LAW OFFICE	NOV 2022 - P & Z	12/06/2022	B & Z/BOGLE PROPERTY	401-49950-506	75.00
Activity 49950 - Capital Outlay Total:					4,271.86
Fund 401 - GENERAL CAPITAL PROJECTS Total:					4,271.86

Fund: 601 - WATER

Activity: 49400 - Water					
INDOFF, INC	3616208	12/13/2022	PAPER	601-49400-200	91.29
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	601-49400-200	25.04
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	601-49400-212	282.27
HAWKINS, INC	6345097	12/02/2022	WATER/CHEMICALS	601-49400-216	8,840.27
RED ROCK RURAL WATER	104328 11-01-2022	12/02/2022	WATER 104328 JOHNSON AU	601-49400-217	30.50
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	601-49400-217	63.49
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Water	601-49400-217	14.99
US BANK	US BANK NOVEM. 22	12/07/2022	Hach - Chemical	601-49400-310	458.24
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-321	50.60
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	601-49400-321	91.16
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/POSTAGE	601-49400-322	236.29
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	601-49400-322	5.40
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/PROCESSING	601-49400-326	164.32
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/INSERTS	601-49400-350	1.50
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-381	4,861.96
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-382	18.18
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-385	37.50
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	601-49400-386	641.15
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Water maint bolts nuts nails	601-49400-404	28.93
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Water maint bolts nuts nails	601-49400-404	38.53
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Water maint bolts nuts nails	601-49400-404	28.95
US BANK	US BANK NOVEM. 22	12/07/2022	FILTERBUY.COM	601-49400-404	270.99
SCOTT VEENKER	29169	11/29/2022	WATER/MAINTENANCE - DIST	601-49400-408	330.00
ADVANTAGE COLLECTION PR	3796 11-30-2022	12/06/2022	COLLECTIONS	601-49400-432	64.78
Activity 49400 - Water Total:					16,746.33
Fund 601 - WATER Total:					16,746.33

Fund: 602 - SEWER

Activity: 49450 - Sewer					
INDOFF, INC	3616208	12/13/2022	PAPER	602-49450-200	91.29
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	602-49450-200	25.03
US BANK	US BANK NOVEM. 22	12/07/2022	Adobe	602-49450-200	21.36
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	602-49450-212	297.18
EOSI - Environmental Operati	44429	11/29/2022	WATER/CHEMICALS	602-49450-216	16,393.20
US BANK	US BANK NOVEM. 22	12/07/2022	KRUGER	602-49450-216	976.00
US BANK	US BANK NOVEM. 22	12/07/2022	Hach - Chemical	602-49450-216	95.37
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	602-49450-217	63.49
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Sewer	602-49450-217	32.85
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Sewer	602-49450-241	90.00
MN VALLEY TESTING	1174567	12/02/2022	SEWER/LAB TESTING	602-49450-310	272.80
MN VALLEY TESTING	1174614	12/02/2022	SEWER/LAB TESTING	602-49450-310	77.32
MN VALLEY TESTING	1174760	12/02/2022	SEWER/LAB TESTING	602-49450-310	168.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	1175586	12/02/2022	SEWER/LAB TESTING	602-49450-310	272.80
MN VALLEY TESTING	1175615	12/02/2022	SEWER/LAB TESTING	602-49450-310	99.04
MN VALLEY TESTING	1175814	12/02/2022	SEWER/LAB TESTING	602-49450-310	168.54
MN VALLEY TESTING	1176447	12/08/2022	SEWER/LAB TESTING	602-49450-310	99.04
MN VALLEY TESTING	1176652	12/08/2022	SEWER/LAB TESTING	602-49450-310	272.80
MN VALLEY TESTING	1176688	12/08/2022	SEWER/LAB TESTING	602-49450-310	168.54
US BANK	US BANK NOVEM. 22	12/07/2022	BLUE-WHITE IND ECOMM	602-49450-310	304.49
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	602-49450-321	175.15
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	602-49450-321	121.17
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/POSTAGE	602-49450-322	236.30
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/PROCESSING	602-49450-326	164.32
US BANK	US BANK NOVEM. 22	12/07/2022	Courtyard (credit)	602-49450-334	-241.02
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/INSERTS	602-49450-350	1.50
SOUTH CENTRAL ELECTRIC	12-07-2022	12/06/2022	ELECTRIC	602-49450-381	111.34
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	602-49450-381	8,479.25
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	602-49450-382	63.83
ADVANTAGE COLLECTION PR	3796 11-30-2022	12/06/2022	COLLECTIONS	602-49450-432	15.02
MN POLLUTION CONTROL AG	MN0022217	12/02/2022	SEWER/LICENSE FEES	602-49450-444	1,240.00
Activity 49450 - Sewer Total:					30,426.54
Fund 602 - SEWER Total:					30,426.54

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	12-01-2022	12/01/2022	CD PURCHASE BAYCOAST BAN	604-10400	244,000.00
MN DEPT OF COMMERCE	HH # 709554	12/06/2022	RETURN ENERGY ASSIST/VON	604-11500	49.30
ELECTRIC FUND	# 16 RETURN	12/05/2022	EL/EAST HILL CAPITAL	604-14200	22,434.00
ELECTRIC FUND	# 365 RETURN	12/05/2022	EL/N. REDDING APT	604-14200	7,104.38
ELECTRIC FUND	# 370 RETURN	12/05/2022	EL/INVENTORY	604-14200	7,456.27
ELK RIVER WINLECTRIC	367311 01	12/05/2022	EL/INVENTORY	604-14200	154.00
DAKOTA SUPPLY GROUP	S102259110.001	12/05/2022	EL/INVENTORY	604-14200	29,520.00
ELECTRIC FUND	# 677	12/05/2022	EL/REDDING APT	604-16300	11,650.93
ELECTRIC FUND	# 678	12/05/2022	EL/EAST HILL CAPITAL	604-16300	37,197.13
EATON CORPORATION	948063866	11/29/2022	ELECTRIC/HY-LIFE	604-16300	38,688.75
					398,254.76

Activity: 49550 - Electric

AMAZON CAPITAL SERVICES, I	11CP-GQJL-YKQ1	12/05/2022	ELECTRIC DEPT/SUPPLIES	604-49550-200	719.97
INDOFF, INC	3616208	12/13/2022	PAPER	604-49550-200	91.29
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	604-49550-200	25.04
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric office supplies	604-49550-200	70.97
AMAZON CAPITAL SERVICES, I	11CP-GQJL-YKQ1	12/05/2022	ELECTRIC DEPT/CLEANING/SU	604-49550-211	57.99
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric cleaning supplies	604-49550-211	25.75
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric cleaning supplies	604-49550-211	22.17
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	604-49550-212	564.57
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	604-49550-217	63.49
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric operating supplies	604-49550-217	127.96
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric operating supplies	604-49550-217	18.00
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric small tools all purpos	604-49550-241	5.59
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric small tools all purpos	604-49550-241	21.96
mPOWER TECHNOLOGIES, IN	5037	12/05/2022	EL/ENG/SURVEYING FEES	604-49550-303	412.50
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	604-49550-321	78.02
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	604-49550-321	80.02
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/POSTAGE	604-49550-322	236.29
SECR REV FUND/CITY OF WD	NOV 2022	12/02/2022	PETTY CASH	604-49550-322	21.15
GOLDEN WEST TECH & INT SO	221110255	12/05/2022	EL/DISPACHING	604-49550-325	30.10
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	604-49550-326	189.39
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/PROCESSING	604-49550-326	164.32
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/INSERTS	604-49550-350	1.50
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	604-49550-381	144.17
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	604-49550-382	23.73
COTTONWOOD CO SOLID WA	5695	12/13/2022	EL/REFUSE DISPOSAL	604-49550-384	39.58

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	604-49550-385	50.55
ELECTRIC FUND	# 675	12/05/2022	EL/MAINTENANCE - STRUCTU	604-49550-402	21.64
ELECTRIC FUND	# 680	12/12/2022	EL/MAINTENANCE - STRUCTU	604-49550-402	43.84
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Electric	604-49550-402	24.99
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint structure	604-49550-402	134.93
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint structure	604-49550-402	22.56
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint structure	604-49550-402	13.79
O'REILLY AUTOMOTIVE, INC	4425-358798	12/13/2022	EL/MAINTENANCE - OFFICE	604-49550-404	133.57
O'REILLY AUTOMOTIVE, INC	4425-358871	12/13/2022	EL/MAINTENANCE - OFFICE	604-49550-404	47.98
GDF ENTERPRISES, INC	A23260	12/13/2022	EL/MAINTENANCE - OFFICE	604-49550-404	76.42
AMAZON CAPITAL SERVICES, I	11CP-GQJL-YKQ1	12/05/2022	ELECTRIC DEPT/MAINTENANC	604-49550-405	147.98
AMAZON CAPITAL SERVICES, I	1649-41KF-FND4	12/05/2022	ELECTRIC/MAINTENANCE - VE	604-49550-405	346.99
CARQUEST - SMITH AUTO SUP	91380 11-30-22	12/12/2022	EL/ID-35860/ARENA/ID-3626	604-49550-405	50.58
GDF ENTERPRISES, INC	A23272	12/14/2022	EL/MAINTENANCE - VEHICLE	604-49550-405	47.54
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint grounds	604-49550-406	31.99
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint grounds	604-49550-406	10.98
ELECTRIC FUND	# 676	12/05/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	37.20
ELECTRIC FUND	# 679	12/05/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	120.19
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint distribution	604-49550-408	71.68
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint distribution	604-49550-408	140.25
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint distribution	604-49550-408	60.67
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint utilities	604-49550-409	23.70
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Electric maint utilities	604-49550-409	2.79
TORO	11-15-2022	12/13/2022	EL/CONSERVATION - ENERGY	604-49550-450	22,530.98
COTTONWOOD CO HWY DEPT	12-02-22	12/13/2022	EL/CONSERVATION - ENERGY	604-49550-450	2,574.24
WINDOM AREA DEVELOPME	DECEMBER 2022	11/07/2022	PAYMENTS TO OTHER ORGANI	604-49550-491	1,200.00
Activity 49550 - Electric Total:					31,203.55
Fund 604 - ELECTRIC Total:					429,458.31

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

INDOFF, INC	3616208	12/13/2022	PAPER	609-49751-200	91.29
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	609-49751-200	25.04
ARAMARK	1636538	12/06/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	0.72
ARAMARK	2560050749	12/06/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	48.04
ARAMARK	2560065718	11/18/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	48.04
ARAMARK	2560070927	11/29/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	48.04
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Liquor cleaning supplies	609-49751-211	46.97
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	609-49751-217	90.70
VINOPIA, INC	0317927-IN	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-251	519.88
DOLL DISTRIBUTING, LLC	1127714	11/18/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	111.40
JOHNSON BROS.	2184006	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,697.25
JOHNSON BROS.	2190025	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,750.24
JOHNSON BROS.	2195128	12/13/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,562.40
SOUTHERN GLAZER'S OF MN	2283073	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,080.00
SOUTHERN GLAZER'S OF MN	2283074	11/18/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	6,040.37
SOUTHERN GLAZER'S OF MN	2283076	11/18/2022	LIQUOR S./LIQUOR/BEER/FRE	609-49751-251	97.62
SOUTHERN GLAZER'S OF MN	2284284	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,073.38
PHILLIPS WINE & SPIRITS	6499416	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	425.90
PHILLIPS WINE & SPIRITS	6504327	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,422.25
PHILLIPS WINE & SPIRITS	6504329	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	662.40
PHILLIPS WINE & SPIRITS	6509610	12/13/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	5,623.75
PHILLIPS WINE & SPIRITS	683963	11/29/2022	LIQUOR S./LIQUOR	609-49751-251	-10.50
SOUTHERN GLAZER'S OF MN	8704 11-22-2022	11/29/2022	LIQUOR S./LIQUOR	609-49751-251	-0.13
SOUTHERN GLAZER'S OF MN	9445032	11/29/2022	LIQUOR S./LIQUOR	609-49751-251	-167.90
DOLL DISTRIBUTING, LLC	1127714	11/18/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	13,089.10
DOLL DISTRIBUTING, LLC	1131856	11/29/2022	LIQUOR S./BEER	609-49751-252	352.80
DOLL DISTRIBUTING, LLC	1131857	11/29/2022	LIQUOR S./BEER	609-49751-252	6,954.75
BEVERAGE WHOLESALERS	248791	11/29/2022	LIQUOR S./BEER	609-49751-252	8,546.98
BEVERAGE WHOLESALERS	248791-CREDIT	11/29/2022	LIQUOR S./BEER	609-49751-252	-7.35
BEVERAGE WHOLESALERS	249741	12/08/2022	LIQUOR S./BEER	609-49751-252	8,614.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	250666	12/13/2022	LIQUOR S./BEER	609-49751-252	9,897.18
ARTISAN BEER COMPANY	3574263	12/08/2022	LIQUOR S./BEER	609-49751-252	284.15
ARTISAN BEER COMPANY	3575535	12/13/2022	LIQUOR S./BEER	609-49751-252	132.00
VINOCOPIA, INC	0317916-IN	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	120.00
VINOCOPIA, INC	0317927-IN	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-253	536.00
PAUSTIS WINE COMPANY	185540	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-253	1,232.00
JOHNSON BROS.	2184007	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	1,669.43
JOHNSON BROS.	2190026	12/08/2022	LIQUOR S./WINE/MERCHAND	609-49751-253	677.82
JOHNSON BROS.	2195129	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-253	987.98
SOUTHERN GLAZER'S OF MN	2283076	11/18/2022	LIQUOR S./LIQUOR/BEER/FRE	609-49751-253	591.21
SOUTHERN GLAZER'S OF MN	2284286	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	259.48
PHILLIPS WINE & SPIRITS	6499417	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	186.00
PHILLIPS WINE & SPIRITS	6504328	12/08/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	293.45
PHILLIPS WINE & SPIRITS	6509611	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-253	832.01
SOUTHERN GLAZER'S OF MN	9448240	11/29/2022	LIQUOR S./WINE	609-49751-253	-12.00
VINOCOPIA, INC	0317927-IN	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	120.00
JOHNSON BROS.	2190026	12/08/2022	LIQUOR S./WINE/MERCHAND	609-49751-254	33.50
SOUTHERN GLAZER'S OF MN	2283075	11/18/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	26.00
SOUTHERN GLAZER'S OF MN	2284285	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	26.00
ATLANTIC COCA-COLA	3652949	11/18/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	329.60
PBC - PEPSI BEVERAGES COM	98949609	12/06/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	306.22
WATERVILLE FOOD & ICE	07-209252	12/06/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	85.84
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	609-49751-321	131.22
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	609-49751-326	710.48
VINOCOPIA, INC	0317916-IN	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	2.50
VINOCOPIA, INC	0317927-IN	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	22.50
WATERVILLE FOOD & ICE	07-209252	12/06/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
PAUSTIS WINE COMPANY	185540	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-333	16.50
JOHNSON BROS.	2184006	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	25.69
JOHNSON BROS.	2184007	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	60.42
JOHNSON BROS.	2190025	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	49.39
JOHNSON BROS.	2190026	12/08/2022	LIQUOR S./WINE/MERCHAND	609-49751-333	31.20
JOHNSON BROS.	2195128	12/13/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	26.35
JOHNSON BROS.	2195129	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-333	31.18
SOUTHERN GLAZER'S OF MN	2283073	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	8.20
SOUTHERN GLAZER'S OF MN	2283074	11/18/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	121.30
SOUTHERN GLAZER'S OF MN	2283075	11/18/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2283076	11/18/2022	LIQUOR S./LIQUOR/BEER/FRE	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	2284284	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	23.06
SOUTHERN GLAZER'S OF MN	2284285	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2284286	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	6.14
PHILLIPS WINE & SPIRITS	6499416	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	4.39
PHILLIPS WINE & SPIRITS	6499417	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	5.85
PHILLIPS WINE & SPIRITS	6504327	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	15.62
PHILLIPS WINE & SPIRITS	6504328	12/08/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	9.75
PHILLIPS WINE & SPIRITS	6504329	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	7.80
PHILLIPS WINE & SPIRITS	6509610	12/13/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	72.19
PHILLIPS WINE & SPIRITS	6509611	12/13/2022	LIQUOR S./WINE/FEIGHT	609-49751-333	29.48
SOUTHERN GLAZER'S OF MN	9445652	11/29/2022	LIQUOR S./FREIGHT	609-49751-333	-2.05
KKOJ - KUXX	101449 11-30-2022	12/13/2022	LIQUOR S./ADVERTISING	609-49751-340	375.00
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	shopper & citizen & digital	609-49751-340	2,113.40
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	pigskin picks	609-49751-340	101.00
US BANK	US BANK NOVEM. 22	12/07/2022	Facebook-Campaigns	609-49751-340	37.07
BRENT JAMES HOGEN	22377	12/06/2022	LIQUOR S./PRINTING	609-49751-350	44.00
RITA HACKER -CREATIVE DES	787	12/06/2022	LIQUOR S./PRINTING	609-49751-350	36.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	609-49751-381	672.11
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	609-49751-382	20.15
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	609-49751-385	39.83
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Liquor maint office	609-49751-404	8.49
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Liquor maint grounds	609-49751-406	50.97

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK NOVEM. 22	12/07/2022	Alcohol and Gambling ENFO	609-49751-444	20.43
BRENT JAMES HOGEN	22437	12/13/2022	LIQUOR S./MISC	609-49751-480	267.95
WINDOM COMMUNITY CENT	R2022179	12/06/2022	LIQUOR S./WINE TASTING EVE	609-49751-480	128.28
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Liquor other misc	609-49751-480	99.90
US BANK	US BANK NOVEM. 22	12/07/2022	SAMS CLUB, AMZN,HYVEE	609-49751-480	146.83

Activity 49751 - Liquor Store Total: 86,054.22

Fund 609 - LIQUOR STORE Total: 86,054.22

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	DEC-22	12/09/2022	TELECOM/EXCISE TAX	614-20201	500.00
INTERNAL REVENUE SERVICE	NOV-22 FINAL	12/09/2022	TELECOM/EXCISE TAX	614-20201	301.04
MN 9-1-1 PROGRAM	NOV 2022	12/06/2022	NOV 911 SERVICES	614-20206	941.91
					1,742.95

Activity: 49870 - Telecom

AMAZON CAPITAL SERVICES, I	1HPW-JN7X-G44L	12/08/2022	TELECOM/SUPPLIES	614-49870-200	187.58
AMAZON CAPITAL SERVICES, I	1MLW-F1DH-JV11	12/08/2022	TELECOM/SUPPLIES	614-49870-200	70.52
INDOFF, INC	3616208	12/13/2022	PAPER	614-49870-200	91.29
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	614-49870-200	25.03
CITY LAUNDERING CO.	1832327	12/08/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	614-49870-212	217.12
BRENT JAMES HOGEN	22378	12/06/2022	TELECOM/OPERATING SUPPLI	614-49870-217	284.80
MN MUNICIPAL UTILITIES ASS	60291	12/01/2022	TELECOM/OPERATING SUPPLI	614-49870-217	37.50
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	614-49870-217	108.84
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Telecom operating supplies	614-49870-217	25.44
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Telecom	614-49870-218	159.99
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Telecom	614-49870-227	0.41
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Telecom	614-49870-227	25.93
US BANK	US BANK NOVEM. 22	12/07/2022	Paypal/ Zinwell product	614-49870-227	324.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	614-49870-321	258.19
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	614-49870-321	245.75
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/POSTAGE	614-49870-322	236.29
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/PROCESSING	614-49870-326	164.32
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	shopper & citizen & digital	614-49870-340	944.56
INNOVATIVE SYSTEMS LLC	INV-06691	12/06/2022	CITY WINDOM/INSERTS	614-49870-350	1.50
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	614-49870-381	2,579.59
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	614-49870-382	19.34
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	614-49870-385	37.38
AZAR COMPUTER SOFTWARE	142343	12/06/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
BTN - BIG TEN NETWORK	185306	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,414.70
FOX TELEVISION STATIONS, LL	185307	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	239.40
FOX TELEVISION STATIONS, LL	185308	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,872.80
NATIONAL CABLE TV COOP	22110625	12/01/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	45,410.13
DISPLAY SYSTEMS INTERNATI	25660	12/06/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	330869	11/28/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	345.00
NEXSTAR BROADCASTING GR	483287	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	219.73
ADARA TECHNOLOGIES INC	AP100223CW-52	12/08/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	10,500.00
BALLY SPORTS NORTH	U58462	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	6,664.14
WOODSTOCK COMMUNICATI	10225507	12/07/2022	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	DEC-01-2022	12/07/2022	TELECOM/SWITCH FEES	614-49870-445	40.00
ZAYO GROUP, LLC	2022120027696	12/08/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389742	12/08/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,126.33
MANKATO NETWORKS, LLC	389756	12/08/2022	TELECOM/INTERNET EXPENSE	614-49870-447	138.75
HURRICANE ELECTRIC LLC	98441312-IN	12/06/2022	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	US BANK NOVEM. 22	12/07/2022	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	221110196	12/06/2022	TELECOM/ON CALL SUPPORT	614-49870-448	240.76
SWWC - SOUTHWEST WEST C	70731	12/06/2022	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
SWWC - SOUTHWEST WEST C	71012	12/06/2022	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
ZAYO GROUP, LLC	2022120002376	12/08/2022	TELECOM/CALL COMPLETION	614-49870-451	1,474.81

Activity 49870 - Telecom Total: 87,390.84

Fund 614 - TELECOM Total: 89,133.79

Expense Approval Report

payment Dates: 12/3/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 615 - ARENA					
Activity: 49850 - Arena					
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	615-49850-200	25.03
CITY LAUNDERING CO.	1832324	12/02/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Arena cleaning supplies	615-49850-211	9.59
KWIK TRIP INC & SUBSIDIARIE	00490936 11-2022	12/14/2022	MOTOR FUELS	615-49850-212	66.58
WEX BANK	85596072	12/14/2022	NOV 2022/MOTOR FUELS	615-49850-212	77.82
US BANK	US BANK NOVEM. 22	12/07/2022	PURE HOCKEY	615-49850-215	656.16
DICKS WELDING INC	73502	12/06/2022	ARENA/HOSE CAP	615-49850-217	80.99
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	615-49850-217	63.49
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Arena	615-49850-217	17.99
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Arena operating supplies	615-49850-217	7.20
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Arena operating supplies	615-49850-217	15.99
SCHWALBACH HARDWARE	SCHWALBACH'S NOV. 22	12/12/2022	Arena operating supplies	615-49850-217	2.39
US BANK	US BANK NOVEM. 22	12/07/2022	ICE RIEDELSKATES	615-49850-217	138.00
RUNNINGS SUPPLY, INC	RUNNINGS NOVEMBER 2022	12/07/2022	Arena	615-49850-241	194.99
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	615-49850-321	125.60
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	615-49850-321	71.12
US BANK	US BANK NOVEM. 22	12/07/2022	USPS	615-49850-322	10.20
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	615-49850-381	5,699.24
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	615-49850-382	219.00
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	615-49850-385	101.72
HIGLEY FORD	11-14-2022	12/06/2022	ARENA/MAINTENANCE - VEHI	615-49850-405	409.96
CARQUEST - SMITH AUTO SUP	91380 11-30-22	12/12/2022	EL/ID-35860/ARENA/ID-3626	615-49850-405	86.46
ELITE MECHANICAL SYSTEMS,	13078	12/13/2022	ARENA/WOMEM'S RESTROO	615-49850-409	2,512.29
US BANK	US BANK NOVEM. 22	12/07/2022	MN REC AND PARK	615-49850-433	300.00
Activit y 49850 - Arena Total:					11,374.81
Fund 615 - ARENA Total:					11,374.81

Fund: 617 - M/P CENTER**Activity: 49860 - M/P Center**

INDOFF, INC	3612671	12/01/2022	WCC/SUPPLIES	617-49860-200	12.59
INDOFF, INC	3612671	12/01/2022	WCC/SUPPLIES	617-49860-200	7.25
QUADIENT LEASING USA, INC	N9688732	12/09/2022	LEASE PAYMENT	617-49860-200	25.04
INDOFF, INC	3612671	12/01/2022	WCC/SUPPLIES	617-49860-211	34.59
INDOFF, INC	3615452	12/13/2022	WCC/CLEANING/SUPPLIES	617-49860-211	63.56
STATE CHEMICAL SOLUTIONS	902703010	12/09/2022	WCC/CLEANING/SUPPLIES	617-49860-211	319.93
A & B BUSINESS	IN1004700	12/06/2022	MAINTENANCE CONTRACT	617-49860-217	63.49
US BANK	US BANK NOVEM. 22	12/07/2022	Schwabachs	617-49860-217	43.79
RITA HACKER -CREATIVE DESI	786	12/06/2022	WCC/UNIFORMS	617-49860-218	175.00
RIVER BEND LIQUOR	10-1-22 - 10-31-22	12/01/2022	WCC/CHARGES	617-49860-251	676.08
RIVER BEND LIQUOR	11-1-22 - 11-30-22	12/06/2022	WCC/LIQUOR S. CHARGES	617-49860-251	731.87
RIVER BEND LIQUOR	10-1-22 - 10-31-22	12/01/2022	WCC/CHARGES	617-49860-252	1,170.28
RIVER BEND LIQUOR	11-1-22 - 11-30-22	12/06/2022	WCC/LIQUOR S. CHARGES	617-49860-252	872.95
RIVER BEND LIQUOR	10-1-22 - 10-31-22	12/01/2022	WCC/CHARGES	617-49860-253	112.03
RIVER BEND LIQUOR	10-1-22 - 10-31-22	12/01/2022	WCC/CHARGES	617-49860-254	30.24
RIVER BEND LIQUOR	11-1-22 - 11-30-22	12/06/2022	WCC/LIQUOR S. CHARGES	617-49860-254	5.36
US BANK	US BANK NOVEM. 22	12/07/2022	Hyvee	617-49860-254	-3.20
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	27.93
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	12.06
US BANK	US BANK NOVEM. 22	12/07/2022	Hyvee	617-49860-254	44.79
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee (254)	617-49860-254	52.45
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	55.08
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	57.23
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	84.41
US BANK	US BANK NOVEM. 22	12/07/2022	HyVee	617-49860-254	23.49
RIVER BEND LIQUOR	11-1-22 - 11-30-22	12/06/2022	WCC/LIQUOR S. CHARGES	617-49860-261	58.20
US BANK	US BANK NOVEM. 22	12/07/2022	TRIO SUPPLY	617-49860-261	30.50
US BANK	US BANK NOVEM. 22	12/07/2022	Hyvee (261)	617-49860-261	5.20
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	617-49860-321	61.69

Expense Approval Report

Payment Dates: 12/3/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9921340002	12/06/2022	TELEPHONE	617-49860-321	41.15
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	617-49860-326	403.33
US BANK	US BANK NOVEM. 22	12/07/2022	ARROWWOOD	617-49860-334	146.87
CITIZEN PUBLISHING CO	CITYW20221130	12/07/2022	shopper & citizen & digital	617-49860-340	466.94
RON'S ELECTRIC INC	148089	12/01/2022	WCC/ELECTRIC UTILITY	617-49860-381	104.51
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	617-49860-381	1,045.56
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	617-49860-382	79.32
ELECTRIC FUND	20221130	12/07/2022	MONTHLY UTILITY	617-49860-385	168.02
BROWN-NICOLLET COMMUNI	3021	12/02/2022	WINDOM COMM CENTER/20	617-49860-402	183.00
DEVIN NIELSEN	11-30-22	12/12/2022	WCC/SNOW REMOVAL	617-49860-406	45.00
WINDOM FIRE & SAFETY, LLC	0008098	12/13/2022	WCC/MAINTENANCE - UTILITI	617-49860-409	581.82

Activity 49860 - M/P Center Total: 8,119.40

Fund 617 - M/P CENTER Total: 8,119.40

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002208	12/16/2022	Federal Tax Withholding	700-21701	10,978.24
MN Department of Revenue -	INV0002209	12/16/2022	State Withholding	700-21702	5,373.20
Internal Revenue Service-Payr	INV0002208	12/16/2022	Social Security	700-21703	13,685.90
MN Pera	INV0002206	12/16/2022	PERA	700-21704	13,797.59
MN Pera	INV0002206	12/16/2022	PERA	700-21704	8,956.42
MN Pera	INV0002206	12/16/2022	PERA	700-21704	1,011.14
MN Pera	INV0002206	12/16/2022	PERA	700-21704	415.70
MN State Deferred	INV0002207	12/16/2022	Deferred Compensation	700-21705	4,184.91
MN State Deferred	INV0002207	12/16/2022	Deferred Roth	700-21705	1,425.00
Internal Revenue Service-Payr	INV0002208	12/16/2022	Medicare Withholding	700-21711	4,030.08
WEX Health Inc	12-03-2022	12/06/2022	FLEX SPENDING	700-21712	125.00
WEX Health Inc	12-05-2022	12/06/2022	FLEX SPENDING	700-21712	703.00
WEX Health Inc	12-6-22 - 12-14-22	12/14/2022	FLEX SPENDING	700-21712	2,792.00
WEX Health Inc	INV0002205	12/16/2022	VEBA Wellness Incentive-Emp	700-21720	11,000.00
WEX Health Inc	INV0002205	12/16/2022	VEBA Employer Contribution	700-21720	9,687.62
WEX Health Inc	INV0002204	12/16/2022	HSA Employer Contribution	700-21722	4,270.93
WEX Health Inc	INV0002204	12/16/2022	HSA Wellness Incentive-Emp	700-21722	4,500.00
WEX Health Inc	INV0002203	12/16/2022	HSA Employee Contribution	700-21723	895.92

97,832.65

Fund 700 - PAYROLL Total: 97,832.65

Grand Total: 1,199,678.24

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	30,033.01
211 - LIBRARY	4,507.21
225 - AIRPORT	1,024.38
230 - POOL	7,399.92
235 - AMBULANCE	17,317.90
250 - EDA GENERAL	4,622.52
252 - EDA SCDP	33,499.21
254 - NORTH IND PARK	106.08
255 - EDA GENERAL RLF	10,000.00
268 - TIF 1-12 PM WINDOM/PRIME PORK	256,883.95
270 - TIF 1-16 GDF DISTRICT	7,961.30
271 - TIF 1- 18 AG BUILDERS GDF	6,024.58
276 - TIF 1-20 NEW VISION	15,292.49
277 - TIF 1-22 CEMSTONE	31,587.78
401 - GENERAL CAPITAL PROJECTS	4,271.86
601 - WATER	16,746.33
602 - SEWER	30,426.54
604 - ELECTRIC	429,458.31
609 - LIQUOR STORE	86,054.22
614 - TELECOM	89,133.79
615 - ARENA	11,374.81
617 - M/P CENTER	8,119.40
700 - PAYROLL	97,832.65
Grand Total:	1,199,678.24

Account Summary

Account Number	Account Name	Payment Amount
100-41110-308	Training & Registrations	60.00
100-41110-326	Data Processing	40.21
100-41110-334	Meals/Lodging	32.47
100-41110-350	Printing & Design	1,535.10
100-41310-200	Office Supplies	952.97
100-41310-217	Other Operating Supplie	108.84
100-41310-321	Telephone	59.19
100-41310-322	Postage	9.23
100-41310-326	Data Processing	281.83
100-41310-350	Printing & Design	272.85
100-41910-200	Office Supplies	134.01
100-41910-212	Motor Fuels	100.89
100-41910-308	Training & Registrations	85.00
100-41910-321	Telephone	92.44
100-41940-211	Cleaning Supplies	40.13
100-41940-381	Electric Utility	388.58
100-41940-382	Water Utility	61.89
100-41940-385	Sewer Utility	136.03
100-41940-406	Repairs & Maint - Groun	690.00
100-41940-409	Repairs & Maint - Utilitie	29.62
100-42120-200	Office Supplies	609.69
100-42120-212	Motor Fuels	1,851.81
100-42120-218	Uniforms	2,081.95
100-42120-308	Training & Registrations	500.00
100-42120-321	Telephone	727.39
100-42120-322	Postage	10.80
100-42120-326	Data Processing	3,764.00
100-42120-340	Advertising & Promotion	100.00
100-42120-405	Repairs & Maint - Vehicl	719.10
100-42120-419	Vehicle Lease	1,455.73

Account Summary

Account Number	Account Name	Payment Amount
100-42120-433	Dues & Subscriptions	438.11
100-42220-200	Office Supplies	71.90
100-42220-211	Cleaning Supplies	86.27
100-42220-212	Motor Fuels	389.95
100-42220-215	Materials & Equipment	101.02
100-42220-217	Other Operating Supplie	63.49
100-42220-218	Uniforms	415.02
100-42220-321	Telephone	42.38
100-42220-381	Electric Utility	336.24
100-42220-382	Water Utility	14.08
100-42220-385	Sewer Utility	32.66
100-42220-404	Repairs & Maint - M&E	890.50
100-42220-405	Repairs & Maint - Vehicl	2.59
100-42500-381	Electric Utility	30.94
100-42700-300	Charges for Services	163.50
100-43100-200	Office Supplies	58.93
100-43100-212	Motor Fuels	2,693.45
100-43100-217	Other Operating Supplie	133.49
100-43100-241	Small Tools	59.99
100-43100-321	Telephone	87.82
100-43100-334	Meals/Lodging	44.82
100-43100-350	Printing & Design	944.52
100-43100-381	Electric Utility	2,134.44
100-43100-382	Water Utility	19.34
100-43100-385	Sewer Utility	41.20
100-43100-404	Repairs & Maint - M&E	91.83
100-45120-200	Office Supplies	25.03
100-45120-217	Other Operating Supplie	13.60
100-45202-200	Office Supplies	35.02
100-45202-212	Motor Fuels	63.59
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	478.95
100-45202-402	Repairs & Maint - Struct	1,945.00
100-45202-404	Repairs & Maint - M&E	680.93
100-45202-405	Repairs & Maint - Vehicl	13.99
100-45202-444	License Fees	190.00
211-45501-200	Office Supplies	70.33
211-45501-211	Cleaning Supplies	67.30
211-45501-217	Other Operating Supplie	343.02
211-45501-321	Telephone	161.36
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	177.56
211-45501-382	Water Utility	19.71
211-45501-385	Sewer Utility	42.40
211-45501-402	Repairs & Maint - Struct	771.00
211-45501-433	Dues & Subscriptions	69.98
211-45501-435	Books and Pamphlets	1,467.23
211-45501-480	Other Miscellaneous	1,247.32
225-45127-200	Office Supplies	32.50
225-45127-381	Electric Utility	436.58
225-45127-401	Repairs & Maint - Buildi	555.30
230-45124-217	Other Operating Supplie	146.93
230-45124-381	Electric Utility	32.98
230-45124-404	Repairs & Maint - M&E	6,789.01
230-45124-480	Other Miscellaneous	431.00
235-42153-200	Office Supplies	96.94
235-42153-212	Motor Fuels	2,942.19
235-42153-217	Other Operating Supplie	1,780.94

Account Summary

Account Number	Account Name	Payment Amount
235-42153-261	Other Merchandise-Med	447.55
235-42153-308	Training & Registrations	1,169.00
235-42153-312	Nursing	5,425.02
235-42153-321	Telephone	335.10
235-42153-334	Meals/Lodging	202.98
235-42153-381	Electric Utility	224.16
235-42153-382	Water Utility	9.39
235-42153-384	Refuse Disposal	56.33
235-42153-385	Sewer Utility	21.77
235-42153-405	Repairs & Maint - Vehicl	176.79
235-42153-406	Repairs & Maint - Groun	204.74
235-42153-435	Books and Pamphlets	4,225.00
250-46520-200	Office Supplies	41.05
250-46520-321	Telephone	60.71
250-46520-334	Meals/Lodging	107.00
250-46520-340	Advertising & Promotion	839.22
250-46520-381	Electric Utility	74.54
250-46520-433	Dues & Subscriptions	3,500.00
252-46520-491	Payments to Other Orga	33,499.21
254-46520-381	Electric Utility	106.08
255-12900	Loans Receivable	10,000.00
268-46530-482	TIF Payments	256,883.95
270-46530-483	TIF Returned to County	7,961.30
271-46530-482	TIF Payments	6,024.58
276-46530-482	TIF Payments	15,292.49
277-46530-482	TIF Payments	31,587.78
401-49950-503	Capital Outlay - Streets	603.89
401-49950-504	Capital Outlay - Parks	3,592.97
401-49950-506	Capital Outlay - Building	75.00
601-49400-200	Office Supplies	116.33
601-49400-212	Motor Fuels	282.27
601-49400-216	Chemicals and Chemical	8,840.27
601-49400-217	Other Operating Supplie	108.98
601-49400-310	Lab Testing	458.24
601-49400-321	Telephone	141.76
601-49400-322	Postage	241.69
601-49400-326	Data Processing	234.32
601-49400-350	Printing & Design	1.50
601-49400-381	Electric Utility	4,861.96
601-49400-382	Water Utility	18.18
601-49400-385	Sewer Utility	37.50
601-49400-386	Landfill	641.15
601-49400-404	Repairs & Maint - M&E	367.40
601-49400-408	Repairs & Maint - Distrib	330.00
601-49400-432	Uncollectible	64.78
602-49450-200	Office Supplies	137.68
602-49450-212	Motor Fuels	297.18
602-49450-216	Chemicals and Chemical	17,464.57
602-49450-217	Other Operating Supplie	96.34
602-49450-241	Small Tools	90.00
602-49450-310	Lab Testing	1,903.91
602-49450-321	Telephone	296.32
602-49450-322	Postage	236.30
602-49450-326	Data Processing	234.32
602-49450-334	Meals/Lodging	-241.02
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	8,590.59
602-49450-382	Water Utility	63.83

Account Summary

Account Number	Account Name	Payment Amount
602-49450-432	Uncollectible	15.02
602-49450-444	License Fees	1,240.00
604-10400	Investments - Current	244,000.00
604-11500	Accounts Receivable	49.30
604-14200	Inventory	66,668.65
604-16300	Improvements Other Th	87,536.81
604-49550-200	Office Supplies	907.27
604-49550-211	Cleaning Supplies	105.91
604-49550-212	Motor Fuels	564.57
604-49550-217	Other Operating Supplie	209.45
604-49550-241	Small Tools	27.55
604-49550-303	Engineering and Surveyi	412.50
604-49550-321	Telephone	158.04
604-49550-322	Postage	257.44
604-49550-325	Dispatching	30.10
604-49550-326	Data Processing	353.71
604-49550-350	Printing & Design	1.50
604-49550-381	Electric Utility	144.17
604-49550-382	Water Utility	23.73
604-49550-384	Refuse Disposal	39.58
604-49550-385	Sewer Utility	50.55
604-49550-402	Repairs & Maint - Struct	261.75
604-49550-404	Repairs & Maint - M&E	257.97
604-49550-405	Repairs & Maint - Vehicl	593.09
604-49550-406	Repairs & Maint - Groun	42.97
604-49550-408	Repairs & Maint - Distrib	429.99
604-49550-409	Repairs & Maint - Utilitie	26.49
604-49550-450	Conservation	25,105.22
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	116.33
609-49751-211	Cleaning Supplies	191.81
609-49751-217	Other Operating Supplie	90.70
609-49751-251	Liquor	23,888.31
609-49751-252	Beer	47,864.06
609-49751-253	Wine	7,373.38
609-49751-254	Soft Drinks & Mix	841.32
609-49751-257	Ice	85.84
609-49751-321	Telephone	131.22
609-49751-326	Data Processing	710.48
609-49751-333	Freight and Express	599.36
609-49751-340	Advertising & Promotion	2,626.47
609-49751-350	Printing & Design	80.00
609-49751-381	Electric Utility	672.11
609-49751-382	Water Utility	20.15
609-49751-385	Sewer Utility	39.83
609-49751-404	Repairs & Maint - M&E	8.49
609-49751-406	Repairs & Maint - Groun	50.97
609-49751-444	License Fees	20.43
609-49751-480	Other Miscellaneous	642.96
614-20201	Excise Tax Payable	801.04
614-20206	911 TAP & TACIP Fees Cl	941.91
614-49870-200	Office Supplies	374.42
614-49870-211	Cleaning Supplies	21.38
614-49870-212	Motor Fuels	217.12
614-49870-217	Other Operating Supplie	456.58
614-49870-218	Uniforms	159.99
614-49870-227	Utility System Maint Sup	350.34
614-49870-321	Telephone	503.94

Account Summary

Account Number	Account Name	Payment Amount
614-49870-322	Postage	236.29
614-49870-326	Data Processing	164.32
614-49870-340	Advertising & Promotion	944.56
614-49870-350	Printing & Design	1.50
614-49870-381	Electric Utility	2,579.59
614-49870-382	Water Utility	19.34
614-49870-385	Sewer Utility	37.38
614-49870-442	Subscriber Fees	70,009.34
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	7,454.08
614-49870-448	On-Call Support	2,140.76
614-49870-451	Call Completion	1,474.81
615-49850-200	Office Supplies	25.03
615-49850-211	Cleaning Supplies	59.59
615-49850-212	Motor Fuels	144.40
615-49850-215	Materials & Equipment	656.16
615-49850-217	Other Operating Supplie	326.05
615-49850-241	Small Tools	194.99
615-49850-321	Telephone	196.72
615-49850-322	Postage	10.20
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	5,699.24
615-49850-382	Water Utility	219.00
615-49850-385	Sewer Utility	101.72
615-49850-405	Repairs & Maint - Vehicl	496.42
615-49850-409	Repairs & Maint - Utilitie	2,512.29
615-49850-433	Dues & Subscriptions	300.00
617-49860-200	Office Supplies	44.88
617-49860-211	Cleaning Supplies	418.08
617-49860-217	Other Operating Supplie	107.28
617-49860-218	Uniforms	175.00
617-49860-251	Liquor	1,407.95
617-49860-252	Beer	2,043.23
617-49860-253	Wine	112.03
617-49860-254	Soft Drinks & Mix	389.84
617-49860-261	Other Merchandise	93.90
617-49860-321	Telephone	102.84
617-49860-326	Data Processing	403.33
617-49860-334	Meals/Lodging	146.87
617-49860-340	Advertising & Promotion	466.94
617-49860-381	Electric Utility	1,150.07
617-49860-382	Water Utility	79.32
617-49860-385	Sewer Utility	168.02
617-49860-402	Repairs & Maint - Struct	183.00
617-49860-406	Repairs & Maint - Groun	45.00
617-49860-409	Repairs & Maint - Utilitie	581.82
700-21701	Federal Withholding	10,978.24
700-21702	State Withholding	5,373.20
700-21703	FICA Tax Withholding	13,685.90
700-21704	PERA Contributions	24,180.85
700-21705	Retirement	5,609.91
700-21711	Medicare Tax Withholdi	4,030.08
700-21712	Flex Account	3,620.00
700-21720	VEBA Contributions	20,687.62
700-21722	HSA Contribution	3,770.93
700-21723	HSA Employee Contribu	895.92
Grand Total:		1,195,678.24

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
1,199,678.24

1,199,678.24

CAW
12/15/22

POLICE OFFICER OATH

Officer Austin Lasky

"As a Minnesota Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both by personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement."

RAISE YOUR RIGHT HAND:

If you subscribe to the Code of Ethics I have just stated and if you do swear that you will uphold the Constitution of the United States and the State of Minnesota and that you will fairly and impartially enforce the laws of the United States and the State of Minnesota and the Ordinances of the City of Windom and that you will conduct yourself at all times so as not to create disrespect for yourself and the position you hold as a Police Officer of the City of Windom, will you state, "I do swear."

**I hereby install you, Officer Austin Lasky
as and officer of the Windom Police Department**

Dominic Jones

Mayor, City of Windom

STATE OF MINNESOTA)
) ss.
COUNTY OF COTTONWOOD)

I DO SOLEMNLY SWEAR that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of

**POLICE OFFICER, CITY OF WINDOM,
COTTONWOOD COUNTY, MINNESOTA**

to the best of my judgment and ability, so help me God.

Officer Austin Lasky
Police Officer

Subscribed and sworn before me this 20th day of December

Dominic Jones
Mayor, City of Windom

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

A RESOLUTION APPROVING 2022 TAX LEVY, COLLECTABLE IN 2023

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2023, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$2,426,118
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 20th day of December, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2022 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
EDA - Maintain Commercial & Industrial Property Inventory						LOIS and LoopNet commercial & industrial inventory sites updated periodically
EDA - Infill Development						Individual lots identified and inventoried. Several private parties building in 2022.
EDA - Tenant(s) for Former Shopko Building						Leads are solicited and interested parties passed on to building owners. Nothing yet secured in 2022
EDA - East Hwy 60 Development - Marketing						Interested parties connected with land owner. Property listed on LOIS and LoopNet
EDA - New Residential Subdivision						Grove Acres subdivision completed. Discussing new modular/manufactured sites with SW Minn Housing Partnership.
EDA - Additional Grocery Store Retail Space						Letters, emails and calls to seven grocery store owners/chains sent in 2022.
EDA - Data Center Project						NWIP lot remains a Certified Data Center Shovel Ready site. Contacts made with data centers via CVN
EDA - Increase Child Care Supply						Possible child care project and site discussed in early 2022, but provider backed out. School continues to have interest
EDA - Targeted Industry Outreach						Plastics/Biodegradable products.
Library - Space Efficiency Improvements						Laptop computers donation by Bank Midwest\Friends of the Library
Library - Review and Update Policies						Working on policy updates and hygiene policy.
Library - Increase Number of Programs and Services						
Police - Red Dot Optics						Will finish in 2023 with individualized instruction.
Police - Policy Book Update						Completed and POST approved.
Administration - City Facilities Tour						
City Hall Office - Training to Increase Customer Service						Training continues with staff turn-over and upgrades to current software systems.
City Hall Office - Customer Service - Languages						Eight forms, letters or inserts have been translated into Spanish for customers.
Electric - Pole Testing & Replacement						
Electric - Improve Safety & Response Times (ID system)						
Electric - Training						
Electric - Improve Transmission System Reliability						
Liquor Store - Inventory Management System Improvement						Inventory management is improving and working to eliminate discontinued products setting up sub-depts.
Liquor Store - New or Updated Store						Feasibility study completed. Costs updated Oct 2023. Option S study approved Nov 2022 for remodel & storage addition.
Liquor Store - Tasting Events						Annual Wine Tasting a huge success again, troubles getting in-store tastings done due to timing and space issues.
Liquor Store - Server Training						Could not coordinate with St. James this year, exploring On-Line Training option to complete by end of Jan. 2023.
Airport - AWOS Tower						City FY23 project.
Airport - Beacon Replacement						Grant received, contract signed and contractor to completed work in Dec 2022.
Airport - Credit Card System Upgrade						Vendors still awaiting State and Federal compliance for software fixes.
Airport - Additional Crack-filling						Grant received, contract signed and contractor to completed work Oct 2022.
Building\Zoning - Code Review & Revision						
Building\Zoning - GIS Mapping						
Building\Zoning - Research Areas for New Residential Subd.						
Building\Zoning - Demolition of Blighted Homes						Funds remain in program for 2022.
Wastewater - New Plant Compliance with MPCA						
Water - Enhance System Reliability						New well operational. Generator placed on a well.
Community Center - Maintain\Increase Revenues from 2021						Revenues in 2022 will exceed 2021 levels. 2023 bookings look strong.
Community Center - Improve Communication with Users						Update and advertise Community Center website and facebook page. Started phone\email list for user groups & events.
Recreation - Increase Community Use of Facilities						Kayak, snow shoes are available. More advertising for tennis\pickleball and other outdoor amenities.
Streets - Maintain Infrastructure (manhole covers)						2022 scheduled work completed (16 manholes & Valve boxes). Additional manholes identified for rehab in future years.
Streets - Maintain Infrastructure (crack & pothole filling)						2022 scheduled work completed (23,000 pounds of mastic). Additional crack-filling needed, on-going maintenance.
Parks - Improve Facilities						Tegels Park shelter about 90% completed. New playground equipment installed. Benches installed at Tennis Courts.
Telecom - Maintain Building & Grounds						Staff turnover slowed progress, but will finish in 2023.
Telecom - Improve Voice Services						Staff turnover slowed progress, but will finish in 2023.
Telecom - Employee Continuing Education						
Telecom - Website Update						

2023 SMART Goal Planning Form – Administration
Stable Property Taxes

Specific – Keep property tax rates near to, or under, the average of peer communities.

Measurement/Assessment – Property tax information from the State of Minnesota (via LMC website) is used to obtain information from peer communities. This data is compiled into an Excel spreadsheet.

Attainable/Achieve – Fiscal attention to the budget and planned capital expenditures is needed. Large projects (e.g. pool or street projects) may need special consideration as these generational (30+ years) projects would greatly impact the ability of the City to stay within tax target parameters.

Relevant – The expected result is to continue the existing level of municipal services tied to growth in the community. Holding property tax rates steady within comparable communities will help attract businesses and people to the community.

Timed – Tax levies are set in September (preliminary) and December (final) annually.

SMART Goal Planning Form – Administration
Increase Management Knowledge and Team-building

Specific – As a group the Department Heads will attend a training session relevant to management duties\skills.

Measurement/Assessment – Complete a one-day session once a year.

Attainable/Achieve – A variety of training platforms are available. Prior to COVID (2019) the management team participated in an in-person training session annually.

Relevant – As City management, we are consistently presented with changing environments for staffing, regulatory matters, public relations expectations, and prioritization of duties. Supervisory staff are tasked with leading their departments. This training session also helped with building relationships, trust and communication among Supervisory staff.

Timed – Goal will be to be achieved annually.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Airport Zoning Update**

Specific – The FAA requires that Windom Airport's Zoning be updated to comply with current regulatory requirements. City will work with its Airport consultant (SEH, Inc.) to undertake the study.

Measurement/Assessment – Completion of an Updated Zoning Ordinance and Map for the Windom Airport.

Attainable/Achieve – Leverage Federal Aviation Administration (FAA) funds for 90% of eligible projects expenses and State (MN DOT) funding for 5% project expenses with 5% local match. State and Federal grants will be secured for the project.

Relevant – Maintaining and improving Windom's airport is crucial to local businesses and for the provision of emergency medical services and the Airport Zoning Update is required to undertake any major maintenance or new construction. The current Airport Zoning was adopted in 1979.

Timed – A kick-off meeting is scheduled for November 2022. Submission to the FAA and MN\DOT by December 2023. Anticipated federal and state review time is likely six months.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Crosswind Runway Study

Specific – MN DOT and FAA data show a need to increase safety for aircraft taking off and landing in Windom during periods of high winds.

Measurement/Assessment – Completion of study by Windom Airport Consultants (SEH Engineering).

Attainable/Achieve – Access Federal\State and airport funding.

Relevant – Completing the study will enable the Windom Airport to move toward the next steps to include the following: environmental review, design, land acquisition and construction.

Timed – The State and Federal grants will be made to the Windom Airport for 2023.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – AWOS

Specific – MN DOT and FAA inspections recommend updating the AWOS tower as the construction of new hangers has encroached on the line of site.

Measurement/Assessment – FAA and/or MN DOT approval of AWOS tower rehab.

Attainable/Achieve – Access Federal\State and airport funding to extend the AWOS tower as required by the FAA.

Relevant – Improving the AWOS will keep the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2023 so the project will be timed for using these funds.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Credit Card System Upgrade

Specific – Regulations on security for credit card use have been expanded to require new software updates for the fuel system credit card payment system.

Measurement/Assessment – Upgrade to credit card system to meet federal\state requirements.

Attainable/Achieve – State and airport funding to cover the costs of the software upgrade have been budgeted and grant application submitted.

Relevant – Upgrading the credit card system will enable the fuel sales system to be compliant and continue to bring in revenue to the Windom Airport.

Timed – The State grant will be made to the Windom Airport for approximately 70% of the cost. This project has been delayed since 2021 as credit card software is awaiting Federal and State approval before deployment.

SMART Goal Planning Form – Windom Ambulance Service

Specific – WHO? WHAT?

Windom Ambulance EMT's / Scheduling

Shifting from a full week schedule Mon. – Mon. to a split week schedule Mon.-Thurs. & Thurs. – Mon.

Measurement/Assessment – HOW?

Decreasing phone calls or re-paging for coverage help.

EMT's believe a split week will help with availability to cover open shifts and volunteer to be a back-up crew for transfers. Knowing they are on call half of the week, it may be less demanding for those who work full-time jobs.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Split week schedule EMT's are on call about the same amount of time as the full week, just shorter durations. (2 full weeks / 4 split weeks)

Relevant – EXPECTED RESULT?

Decrease the amount of time looking for coverage and have those EMT's that are less involved more willing to volunteer with a shorter week.

Timed – WHEN?

Starting January 1 – July 2, 2023

SMART Goal Planning Form – Windom Ambulance Service

Specific – WHO? WHAT?

Ambulance Director – Kristen Porath / Unit 27 Replacement

Measurement/Assessment – HOW?

Work with City Administrator on bid process and the vendor to purchase new Ambulance 27 as part of its 2023 budget plan.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Funding is available as part of the 2023 budget paid from the Ambulance Fund.

Relevant – EXPECTED RESULT?

Keep fleet on rotating schedule rotating out our high mileage chassis.

Timed – WHEN?

January 2023

SMART Goal Planning Form – Recreation Department, Arena & Pool

Specific – WHO? WHAT?

Recreation Department would like to continue to utilize and develop our new Activenet software program to engage the community and provide a platform to keep our community active. We recently rolled out the new software in March of 2022 and we will continue to learn and improve our recreation programs with this new software. This Software program is used for the Arena, Summer Rec programs and the Pool.

Measurement/Assessment – HOW?

With the new software program, we have the ability to reach out to our existing users in the community and use this program as a communication tool to improve and add new activities for the community. We will also work with the school and community ed program to enhance communication ability.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Communicate with the current user groups that already participate in our community activities and see where we can improve with what we have and see if there are other activities we do not offer that may be an option. I would also network with other communities to see what they offer to their community and see what options would fit our community as well. We would be interested in activities for all age groups.

Relevant – EXPECTED RESULT?

I would like to gather the numbers from the past five years and see what that average looks like and build from there. Continue tracking registration numbers to determine activities with low participation and determine what we need to do to increase participation or if we look at eliminating the activity and bring in something new.

Timed – WHEN?

I would like to incorporate this over the next few years and have it an ongoing project.

For 2023

BUILDING & ZONING - SHORT-TERM GOAL (1 Year) - NO. 1
Code Review & Revision as Needed

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Complete final review of proposed revisions of Title XV: Land Usage, specifically Chapter 152 of the City Code, by the Planning Commission. Present recommendations for revisions to the City Council for public hearing and subsequent adoption by ordinance.

[Background: Current land use ordinances were last revised in 2003. In April 2021, the City Council (based on the Planning Commission's recommendation) retained Bolton & Menk as the consultant to assist the City with review of Windom's existing Land Use Code and proposed updates to the Code. The review began in 2021 and continued through 2022.]

Methods/Plan/Steps:

B&Z Staff have been in communications with Rose Schroder and Wyatt Archer of Bolton & Menk regarding proposed revisions including formatting and revising code language to comply with state statutes. Periodically, proposed revisions have been presented to the Planning Commission for review and input. It is anticipated that all final review by the Planning Commission will be completed in December 2022. Then in early 2023, the Planning Commission's recommendations will be presented to the City Council for review and possible adoption of an Ordinance incorporating these proposed revisions.

Attainable/Resources Available:

Bolton & Menk employs Staff who are experienced in land use code review.

Result(s) Expected/Measurement:

Adoption of ordinances, codes, and policies that encourage development while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Timeframe:

Anticipated: 1 year.

Goal updated, resubmitted, and approved by the Planning Commission on November 10, 2022.

For 2023

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1
Community Mapping and GIS Using "Empower" Software

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Continue creating electronic files and visual maps layers such as Rental Housing, Public Nuisance, Blighted Properties, non-conforming uses, etc. on City's Empower mapping software.

(Background: The City purchased Empower mapping software in 2020. This software will be utilized by many departments to consolidate Windom's infrastructure and utility maps. The software will create electronic files and visual maps that are easier to share and will assist Staff in tracking progress and creating reports.)

Methods/Plan/Steps:

As rental properties are licensed and inspected, nuisance complaints are received, and blighted or non-conforming properties are identified, the information will be entered into the mapping software creating map layers and electronic files. City Zoning Map, Future Land Use Map and Floodplain Map will be uploaded as map layers.

Attainable/Resources Available:

Training videos from Empower are available to view at any time. Additional trainings can be scheduled in the future. Other City Departments have already started using the software and can help create the initial forms and layers.

Result(s) Expected/Measurement:

All licensed rental properties, properties that have active or pending nuisance complaints, and all blighted or non-conforming properties will be mapped on Empower. Zoning, Future Land Use and Floodplain maps will be uploaded.

Timeframe:

Anticipated: 1-5 years. This work will occur continuously over the next few years as Rental Inspections, Nuisance Complaints, Blighted Properties, etc. are processed.

Goal resubmitted and approved by the Planning Commission on November 10, 2022.

For 2023

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 2

Demolition of Blighted Homes

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Continuation of the demolition programs for blighted homes in the City of Windom.

(Background: The City Council previously approved two demolition programs for blighted homes in Windom. This is an ongoing goal as the plan is to request funds each year from the City Council for the continuation of this program.)

Methods/Plan/Steps:

Program Steps: Utilize the criteria and processes previously established by the City for both existing demolition programs. The initial program provides that a property owner convey his/her property to the City of Windom, the City makes arrangements for the demolition of the structures on the property, and re-sells the available lot to re-coup demolition expenses. The second program is the “Blighted Homes Incentive Program” which encourages developers (or adjacent landowners) to purchase properties, demolish the existing structures, and construct a new structure.

Attainable/Resources Available:

The Building & Zoning Department has compiled a list of blighted properties. The sum of \$20,000 was budgeted by the City Council for 2021 for the demolition of blighted properties. There is a balance remaining of \$17,500 in this account. Additional funding will be requested as part of the budgeting process in future years.

Result(s) Expected/Measurement:

Demolition and site remediation of one or two blighted residential properties in 2023.

Timeframe:

It is anticipated that two blighted properties can be addressed every year.

Reintroduced and approved by the Planning Commission on November 10, 2022.

For 2023

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 3

Research Areas for Housing & New Residential Subdivisions

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review additional areas within and outside of City limits for potential locations for new housing infill projects, redevelopment of blighted residential areas, and new residential subdivisions.

(Background: A housing study outlined the need for additional residential housing. Through the last three years, the City has been experiencing an increased need for residential housing of all types. This new long-term goal was suggested by a Planning Commissioner at the Meeting on November 16, 2020.)

Methods/Plan/Steps:

Program Steps: Review the current and future land use maps to determine potential areas for new housing including infill locations, blighted residential areas for redevelopment, and areas for new residential subdivisions both within and outside of the City of Windom. Analyze specific areas concerning proximity to utility and transportation infrastructure. Recommend areas deemed to be the most desirable for infill housing, redevelopment, and new residential subdivisions.

Attainable/Resources Available:

The City's existing land use map and future land use map have been previously approved and prior research has been done in some of the potential areas.

Result(s) Expected/Measurement:

Identification of potential locations for new housing in Windom.

Timeframe:

It is hoped that locations for redevelopment, infill housing, and new residential subdivisions can be identified within the next 2 to 3 years.

Goal resubmitted and approved by the Planning Commission on November 10, 2022.

For 2023

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 4

Consider Development of a Policy To Encourage Preservation of Trees in City Limits

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review development of a policy to encourage the preservation of trees, and particularly mature trees, within City limits.

(Background: Often when new construction occurs on property within City limits, all of the existing trees—and particularly mature trees—are removed. Trees provide numerous valuable contributions to the City, such as enhancing air quality, helping reduce energy costs for cooling homes and businesses through the shade they provide, helping to reduce runoff, and helping to preserve aesthetics and the natural environment within the City limits.)

Methods/Plan/Steps:

Program Steps: Research any policies that other Cities may have adopted concerning preservation of trees on properties planned for new construction. Develop a City policy encouraging property owners and developers to retain as many trees, and particularly healthy mature trees, on their properties and construction sites where and when it is possible.

Attainable/Resources Available:

The City currently has an appointed Tree Commission that works with the Street Department and representative(s) from Cottonwood Soil and Water Conservation District concerning planting of boulevard trees. Other cities may have policies currently in effect. Cottonwood Soil and Water Conservation District may have guidelines concerning preservation of trees within City limits.

Result(s) Expected/Measurement:

Initial Result: Development of a potential policy for review by the Planning Commission and City Council. Ultimate Results: Retention of healthy mature trees on public and private properties. Encouragement of property owners and developers to include retention of as many healthy mature trees on their existing properties and properties planned for development as possible.

Timeframe:

Anticipated review and potential development of a policy: 1-2 years. Thereafter, implementation of the policy would be an ongoing effort.

New Goal approved by the Planning Commission on December 13, 2022.

SMART Goal – Meet Revenue Goals
Department – Windom Community Center

Specific – Maintain and strive to increase revenues from 2022 level.

Measurement/Assessment – Monthly income reports and year end audit.

Attainable/Achieve – 2023 bookings are looking good and will supplement with more events (incoming) or created by the Community Center to fill holes in the schedule.

Relevant – Keeping revenue strong will bring different events to the community and keep the public and businesses thinking about the Community Center as a viable event center.

Timed – January 2023 through December 2023.

SMART Goal – Increase Marketing\Advertising
Department – Windom Community Center

Specific – Increase marketing of the Community Center as an area wedding venue.

Measurement/Assessment – Subscribe to on-line wedding sites such as “The Knot” and “Zola” along with existing marketing from the website, social media, print and radio.

Attainable/Achieve – Cost for subscribing to these wedding sites is affordable and can be supported within the existing budget along with the traditional marketing.

Relevant – Additional marketing and advertising will bring more attention and weddings to the Community Center.

Timed – January 2023 through December 2023.

2023 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL
Maintain Commercial & Industrial Property Inventory

Specific:

Maintain an inventory of available commercial and industrial properties on the EDA's website and other searchable websites.

Methods/Plan/Steps:

Work with property owners to improve the marketing of available lots in Windom. Add properties on LOIS and LoopNet.

Attainable/Resources Available:

The EDA already maintains an inventory of available properties. The process includes posting the list and periodically verifying that the list is up-to-date.

Result(s) Expected/Measurement:

Commercial and industrial properties in Windom will receive more online exposure.

Timeframe:

Continuous.

Goal resubmitted and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – SHORT-TERM GOAL

Infill Development

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with property owners to develop these properties. Infrastructure is extremely expensive. Infill will help to grow the tax base without incurring large expenditures for infrastructure.

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will contact property owners concerning potential development/redevelopment of their properties, assist with marketing efforts, and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available lots situated in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous.

Goal resubmitted and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – SHORT-TERM GOAL

Secure a Tenant(s) for the Former Shopko Building

Specific:

Encourage new development in the former Shopko Building.

(Background: The Shopko building has 33,470 square feet of available retail space along Highway 60 in Windom. The property offers 585 feet of frontage with great visibility. The entire property is 5.8 acres and can be split to accommodate additional development.)

Methods/Plan/Steps:

Maintain communications with the current property owners, work with the property owners on marketing/promotion of the property for commercial uses, and forward contact information for potential tenants to the property owners.

Attainable/Resources Available:

The EDA has contacted numerous grocery store chains and businesses regarding the property. We will continue to market and follow-up with interested businesses.

Result(s) Expected/Measurement:

To secure a new tenant(s) for the building.

Timeframe:

Continuous until the building is occupied.

Goal resubmitted and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – SHORT-TERM GOAL
East Highway 60 Development - Marketing

Specific:

Market the available property along Highway 60 in Windom between Running's and Windom Wash. Construction of a new cul-de-sac street between Dollar General and Crystal Clean Car Wash is planned for 2023.

Background: There are multiple possible options for land use in a highway business zoning district. Uses in this district typically include a mixture of commercial uses, such as Dollar General and Runnings, highway-oriented uses (gas stations, convenience stores, etc.), and light industrial uses (Windom Wash).

Methods/Plan/Steps:

Work with property owners to market the project and develop possible projects.

Attainable/Resources Available:

The EDA will work with property owners to market lots. The City will research and consider infrastructure grants like TED (DEED), TEDI (MnDOT), and BDPI (DEED) for potential projects. TIF is also an option for larger projects.

Result(s) Expected/Measurement:

New tax base in the East Highway 60 Development.

Timeframe:

2022 - 2024

Goal updated and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – SHORT-TERM GOAL
New Residential Subdivision – Affordable Starter Homes

Specific:

Partner with a private developer(s) to help develop a new affordable starter home development in Windom.

Background: HyLife Foods Windom, previously Comfrey Farm Prime Pork, has created 1,000 new jobs since they opened in 2017. HyLife Foods Windom is still hiring and their goal is 1,500 employees. Toro and numerous small businesses are also hiring.

A mixture of housing options should be pursued with private developers. The proposed South Cottonwood Lake Subdivision fills a gap for higher-priced homes. There is also a shortage of affordable starter homes.

Methods/Plan/Steps:

The EDA will continue to work with private developers on preferred locations in Windom.

Attainable/Resources Available:

Infrastructure is expensive, so it is difficult to cash flow a single-family subdivision. The EDA will work with other City Departments and Developers concerning possible locations and development options for a new starter home development.

A Redevelopment or Housing TIF District is another option for properties that qualify.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new affordable starter home development in Windom.

Timeframe:

2022 – 2024

Goal updated and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – LONG-TERM (1-5 Years) GOAL
Grocery Store Project

Specific:

Attract a second grocery store to Windom.

(**Background:** Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and that property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. **Opportunity:** Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the market study with grocery store developers. The EDA will continue to investigate potential site(s) and share this information with grocery store developers.

Attainable/Resources Available:

A Grocery Store Market Study was completed by Perkins Marketing Company in 2010.

One possible location is the previous Shopko building which would work well for a second grocery store. The current property owners are open to options for lease of the building.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction/remodeling of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2023 with anticipated construction of a new grocery store within the next 5 years.

Goal updated and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – LONG-TERM (1-5 Years) GOAL
Data Center Project

Specific:

Attract a small to medium-sized data center to the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to market information gained in the data center site assessment process. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

EDA Staff attended a data center conference in Chicago on August 28, 2018. The EDA has been working with potential data center developers who have worked on small- to middle-scale data centers. DEED also assists with marketing our Shovel Ready Data Center Site.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

Attract a data center to Windom in the next 5 years.

Goal resubmitted and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – LONG-TERM (1-5 Years) GOAL
Increase the Supply of Child Care in Windom

Specific:

Increase the supply of child care to meet the needs of families and employers in the Windom Area.

Background from Child Care Gap Analysis: Within the 25-mile market area for Windom, there is a need for an additional 269 child care slots. There are approximately 1,959 people who commute to Windom for work (this is higher because of hiring at HyLife and Toro; it is now closer to 2,200). As our workforce grows, our child care supply also needs to grow. The child care market in Windom is tight and is growing tighter as businesses hire more employees, existing child care providers retire, and existing child care providers leave the profession for other employment opportunities (fewer people are making child care a career).

Methods/Plan/Steps:

The EDA will continue to work with the Chamber, School, and employers to address the child care need.

Attainable/Resources Available:

There are additional programs for grant funds and other assistance for child care that have become available. The EDA will work with interested parties to provide information concerning potential assistance programs for development of child care options.

Child care is a workforce issue that requires partnerships. These partnerships will be a critical component in developing a project.

Result(s) Expected/Measurement:

Market available spaces in Windom for child care to help attract new community members to the child care field.

Goal: Support our businesses and their employees by increasing the availability of child care in our community. Support younger workers to attract new talent and help grow our community.

Timeframe:

2023 - 2027

Goal updated and approved by EDA Board of Commissioners on November 14, 2022.

For 2023

EDA – LONG-TERM (1-5 Years) GOAL

Targeted Industry – Plastics, Hemp Processing & Biodegradable Products

Specific:

Target a plastics company for the North Windom Industrial Park.

Methods/Plan/Steps:

Create a plan to market Windom and Southwest Minnesota for the hemp processing, biodegradable products, large plastics companies, etc.

Attainable/Resources Available:

More restaurants and consumers are moving towards biodegradable silverware, glasses, bottles, etc. This is an option for Southwest Minnesota because of the agricultural resources in our region. Formerly there were hemp or flax processing facilities in Fairmont, Jackson, Windom, Worthington, and Luverne. Large plastics companies have a branch in biodegradable materials (hemp, corn, etc.). The I-90/Hwy60 Corridor could lead this project.

Partner with Southwest Initiative Foundation and other entities to help fund the targeted industry marketing.

Result(s) Expected/Measurement:

Attract a plastics company to the North Windom Industrial Park.

Timeframe:

2023 - 2027

Goal resubmitted and approved by EDA Board of Commissioners on November 14, 2022.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Safety and Response Time

Measurement/Assessment – Implement an Electric Infrastructure ID system where labeling will be placed on outside of equipment to include circuit name, where it is fed from and where it feeds too. Pictures will also be taken and attached to the asset in our GIS mapping system.

Attainable/Achieve – Goal is to complete this in-house with staff working on placing identification on equipment during the non-construction season.

Relevant – Allows workers to have a better system for tracing out the distribution system. Which also helps with identifying where a piece of equipment is located. In going out to each asset it also provides insight into the condition of the distribution system.

Timed – The Windom electric system consists of 8 distribution circuits. Goal is to complete one circuit a year through 2026. Circuit 3 and 7 are targeted for completion by the end of December 2023.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Transmission System Reliability

Measurement/Assessment – Windom Electric is working with DGR Engineering and CMPAS on a plan to rebuild City owned transmission lines. Staff Coordinated with CMPAS for approval from MISO to rebuild the lines and recover the costs under the attachment O

Attainable/Achieve – Funds for the rebuild (Approximately \$3.5 million) are available in the electric department's reserves. Staff Coordinated with CMPAS for approval from MISO to rebuild the lines and recover the costs under the attachment O. This will allow for recovery of the funds within the next 10 years.

Relevant – – The two existing transmission lines into Windom were constructed in 1965 and 1974. These two transmission lines provide all of the power to the City and are redundant sources to avoid power failure. Reliable power is necessary for business, industry and to keep\ attract people into our community.

DGR Engineering conducted an assessment of the transmission lines in 2019. DGR's recommendation was to rebuild the transmission line as it is nearing the end of its designed life.

Timed – Bids were sent out in 2022. IES was low bidder and awarded the contract. Construction is to start in spring of 2023, with substantial completion set for August 31st.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Continued education for staff making for a more efficient and safer work place.

Measurement/Assessment – Staff will attend training in person or VIA the web. They will share what they learned with the entire department.

Attainable/Achieve – MMUA and Northwest Line College offer a variety of classes relevant to the Powerline industry. Funds are available in the Electric budget for class payments, lodging, and meals.

Relevant – Staff will develop new skills relevant to today's best industry practices.

Timed – Each Employee will attend a training before December 31, 2021

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Increase Emergency Generation Capacity

Measurement/Assessment – Windom Electric staff is working with DGR Engineering to add 5700 KW of generation at the Windom Power Plant.

Attainable/Achieve – Funds for the purchasing of the Diesel Generation are available in the Electric Departments reserves. Funding for the building addition will be done with bonds. The addition of owned generation will allow the Electric utility to sell capacity into the Capacity market instead of purchasing.

Relevant – In 2021 the Electric department made the decision to retire the 1978 gas turbine. The cost of maintaining the unit were increasing along with safety concerns when operating the older switch gear. The loss of this piece of equipment along with increased Capacity prices made adding generation a priority. The increased capacity will allow the Electric Department to keep more customers on during an outage.

Timed – Generators ordered September 2022
Building addition completed March of 2024
Generation online by August 31st of 2024

SMART Goal Planning Form – Fire Department
Complete Radio Replacement and Turn-out Gear Projects

Specific – Replace aging equipment\gear.

Measurement/Assessment – Purchase replacement turn-out gear for firefighters and replace radio equipment.

Attainable/Achieve – USDA funds have been secured and Council matched with local funds from the 2022 CIP budget.

Relevant – To maintain and improve our reliability, fire protection and firefighting services this equipment is key. Turn-out gear needs to be replaced every 10 years due to wear and ageing. The current radio system was done in 2012 and the units are showing signs of needing repair\replacement.

Timed – Completed in 2023.

SMART Goal Planning Form – Fire Department
Wildland Truck, Boat and 6-wheeler

Specific – Replace aging equipment.

Measurement/Assessment – Purchase, outfit and place into service a new wildland truck (unit #25), boat and 6-wheeler.

Attainable/Achieve – USDA funds have been secured and Council matched with local funds.

Relevant – To maintain and improve our reliability, fire protection and firefighting services this equipment is key.

Timed – Completed in 2023.

SMART Goals 2023 – Public Library

Goal 1: Increase Email enrollment for patrons

The library will increase the number of email addresses for our patrons. We would like to increase our email contact information by 10 percent.

To achieve this goal, we will ask each new patron if we can add their email address to the registration form. We will also encourage any patron who does not have an email address on file to add one.

This goal recognizes the continually changing way in which people communicate. On delivery days, email addresses will allow for instant communication with the patron that their item is at the library. This will allow the delivery process to move quicker and will use staff time more efficiently.

The goal can be attainable within the 2023 calendar year.

SMART Goals 2023 – Public Library

Goal 2: Review & update Library Policies

The library director and library board members will review, update and implement policies within the framework of the Library Bill of Rights and its interpretations and be based upon the library's mission and objectives.

Policies benefit the library by providing consistency and direction in day to day operation of the library and the community it serves. Policies also protect the rights and assure fair treatment of all patrons and staff members.

The library director will research policies from other libraries in the Plum Creek System, as well as the American Library Association and Minnesota State Library Services, and will adapt them to the needs of the Windom library. The library board will discuss and review policies that will benefit the library and its patrons.

This goal can be achieved during the 2023 calendar year.

SMART Goals 2023 – Public Library

Goal 3: Increase the number of Library Programs and Services in 2023

The Public library can offer programs to all ages and free of charge. Programs can offer something fun, entertaining and informational for the community. These programs and services encourage meaningful and innovative community engagement.

The library staff will research and implement a new program or service each month. This could include book bundles, Storytime kits, craft kits, a Book buddy program, a Story Walk, speakers, musical groups, author visits and virtual programming.

The library will utilize the Friends of the Library to supplement funding and to host programs and also seek grants for speaker fees and program supplies. Planning and marketing the programs will be important in achieving this goal.

This goal can be achieved during the 2023 calendar year.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

Increase the number of in store tastings of new and trending products. Goal would be to have 8 in store tastings a year, plus continuation of our Annual Holiday Wine Tasting Event at the community center.

Measurement/Assessment – HOW?

Throughout the year we will have vendors or vender supplied tasters come to the store and taste their products in store. If none are available we will have a staff member taste products to our customers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Vendors themselves can come in and taste products in store while supplying their own products. Or vendors will supply their products to the store and have them tasted out to staff. There would be no cost to these tasting as product would be given to the store or paid for by the vendors, or employee costs to do the tastings would be covered through suppliers tasting promotion companies.

Relevant – EXPECTED RESULT?

In store tastings would result in increase sales as customers are likely to purchase the product they tasted if enjoyed by them. Sales would be considered an Add-on sale because the customers is likely to purchase what they originally came in for along with the tasted items.

Timed – WHEN?

Monthly in-store tastings would occur on a convenient night available for all and advertised using our Facebook page.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

The Liquor store has determined that there is a need for better inventory management.

Measurement/Assessment – HOW?

Management and staff will be responsible for performing periodic inventory counts through the store on a monthly basis. Counts will be done by based on sub department set up in the POS system. We will also match inventory levels with the POS system to see where discrepancies are and how we can fix them.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update unless extra hours are needed by employees to complete.

Relevant – EXPECTED RESULT?

This update should allow for frequent checks of store inventory levels, verifying correct inventory levels throughout the year. This will also help prevent a complete inventory count at year end to verify current inventory levels for Auditors.

Timed – WHEN?

This will occur monthly throughout the year as time allows, and will continue on regularly.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update its current landscaping, and also repair any large safety issues with the concrete sidewalks in front of the store.

Measurement/Assessment – HOW?

The liquor store will work with the selected contractor to update the landscaping to provide better visibility of the store and update any sidewalk safety issues located in the front of the store.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The funding has been brought up to the city council and is approved for the 2023 capitol budget.

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store.

Timed – WHEN?

This item will be completed by the end of summer 2023, pending future expansion plans and contractor availability.

SMART Goal Planning Form – New or Updated Liquor Store

Specific – WHO? WHAT?

To continue to look into ways of expanding our current liquor store or by building a new store somewhere directly off MN State Hwy 60 and US Highway 71.

Measurement/Assessment – HOW?

A new or remodeled larger store would help create opportunities to carry new products, and set up larger displays of products creating additional sales due to impulse buying. Stores tend to have an increase in sales due to a new building. We would also expand our current cooler space, which would allow for more product storage created less restocking and rotating of products within the cooler.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

A Feasibility study completed by TSP, Inc was presented to the city council in April of 2021. This feasibility study had potential conceptual designs along with cost estimates toward those conceptual designs. Due to increased construction costs a new study was done in Dec of 2022 with expanding to the rear of the building.

Relevant – EXPECTED RESULT?

Expanding or Building a larger store would allow for more space for beer, which amounts for over 50% of our annual sales. Also would allow for adequate space for floor displays, which would help to increase the chance of drawing additional impulse buys. New stores will generate an average increase of 3-6% additional revenue.

Timed – WHEN?

Feasibility study has been completed and presented. Waiting on future discussion from the Windom City Council. Overall goal of the Liquor Commission is to aim for expansion as soon as possible. Costs are being estimated and will wait for future council discussion.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

The Liquor store will provide another Beverage Alcohol Server training to staff and other city departments that serve alcohol.

Measurement/Assessment – HOW?

Using our membership benefits, we have access to a few different forms of server either training with options of in person or online. The Minnesota Municipal Beverage Association does this training.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The cost of this training is less than \$150-\$250, depending on if we invite other cities for the training. In turn, that money should show as a savings on our Dram Shop Insurance Policy.

In the past we have worked with St. James and other local municipals to complete this training, discussion has been on going to continue doing it together yearly swapping locations where the training will be held.

For 2023, we are going to try MLBA On-Line training to allow staff to complete the training on their own time, or during a standard work shift.

Relevant – EXPECTED RESULT?

In the past, we have had great luck with these trainings as we have had 100% attendance by Liquor Store staff at this training. By changing to an On-Line training, we do not need to try to get everybody's schedules to work out in order to schedule a training.

Timed – WHEN?

Training will be completed by end of January 2023, and as part of new employee training.

SMART Goal Planning Form – Office/Accounting

Specific – WHO? WHAT?

Transition to Elation+ as it gets developed. Begin regularly using the newly developed Customer Service portion of Elation + and move to Billing and Reporting portion as it gets developed in 2023. Utilizing the efficiencies and improvements of the new system to assist customers in a timely manner.

Measurement/Assessment – HOW?

We plan to have only half of the representatives learn at a time so they can help each other as they develop a better understanding. We also have the capability to switch back to regular Elation if something is not working the way we expect it to.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Training and transition will happen during normal office hours with minimal overtime. Elation will assist with training. Training will happen through videos and as time allows.

Relevant – EXPECTED RESULT?

After learning Elation+, utilizing the software daily, will help us to improve efficiencies in assisting and billing customers.

Timed – WHEN?

Complete transition to Elation + should be done by end of 2023 as long as development of software is complete by mid-year as expected.

SMART Goal Planning Form – Office/Accounting

Specific – WHO? WHAT?

Assisting customers to transition to Streaming Video in a timely and efficient manner.

Measurement/Assessment – HOW?

Test all steps within Elation to ensure streaming video is ready to transition customers. With assistance of Telecom staff, develop promotional materials, set a transition timeline and assist customers to transition to streaming video. Be ready once integration of elation with streaming video is complete to transition customers.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Office staff will implement transition during normal working hours with minimal overtime. Additional costs for promotional materials to inform residents will be needed but plan to include in monthly billing invoices to minimize postage costs. Telecom has budgeted for advertising and promotional materials.

Relevant – EXPECTED RESULT?

Inform residents of options and timeline to transition customers to streaming video so current video system can be shutoff.

Timed – WHEN?

The transition should be completed by year-end or very latest 1st Qtr 2024 as long as equipment can be installed by Telecom department.

SMART Goal Planning Form – Parks

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Installation of new lighting in Island Park.

Measurement/Assessment – HOW?

Visual, completion of the new light poles in Island Park.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

With left over funds from the 2018 flood, we will purchase the lighting equipment. Electric Department & Street Department will remove & install the new light poles.

Relevant – EXPECTED RESULT?

Increase the lighting in Island Park for safety & upgrade the obsolete lights to more efficient ones.

Timed – WHEN?

Early spring of 2023 Installation of the lights will begin. Completion of installation work by August 1, 2023.

SMART Goal Planning Form – Police Department- Red Dot Pistol Training

Specific – In 2023, the Windom Police Department will conduct Red Dot Pistol Training for our officers. In 2022, we completed most of this goal. We had 2 officers become instructors in this type of pistol training and we acquired all the necessary equipment.

In 2023, our officers will go through the training course of shooting with a Red Dot sight. This will allow for better marksmanship.

Measurement/Assessment – Our goal is to complete this training in Spring 2023.

Attainable/Achieve – This training is achievable in that we already possess the necessary equipment to conduct this training and have instructors on staff to teach this to our officers.

Relevant – Technology has changed and optics are now available for handguns. This increases accuracy for the officer.

Timed – It is our hope that this goal will be completed in Spring 2023.

SMART Goal Planning Form – Police Department- Active Shooter Training

Specific – In 2023, the Windom Police Department will conduct Active Shooter Training for its officers. It has been our practice to do this to make sure that all our officers have had this training. We have several younger officers who were not employed here during our last session. This training also allows our staff to practice their skills in response to a situation like this.

Measurement/Assessment – Our goal is to complete this training in 2023.

Attainable/Achieve – This training is achievable in that we already possess the necessary equipment to conduct this training and have the facilities available to host it.

Relevant – Unfortunately, this type of situation occurs regularly in our country. We want to train our staff to be ready to respond, should a situation arise.

Timed – It is our hope that this goal will be completed in early 2023.

2023 Goal – Pool - Revisiting\Updating the Pool Feasibility Study

Community Pride: A Positive Image and Reputation Developed by a Progressive and Active Community and Public Facilities: Maintain and Upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific-

Revisit the pool feasibility study with the Windom Parks and Recreation Commission and Windom City Council to determine the direction of renovating the existing facility or constructing a new facility in the future.

Measurement-

Completion of an updated study.

Achieve-

Outreach has been made to two firms to get cost estimates for a new\update Pool study. This study will cost approximately \$8,000-\$10,000. We do not have current costs for renovation of the existing facility or constructing a new facility. Getting current costs of the replacement of the existing pool or construction of a new facility will assist both the Windom Parks and Recreation Commission and Windom City Council in deciding of what will be done in the future. The Recreation Director will work with a Sr. student that is doing their Eagle Achievement project that will put together a survey that can be distributed to the public as to priorities of renovation or reconstruction of the existing pool.

Realistic-

The study will help to determine what could be done with the pool (renovate or reconstruct), determine location options and consider indoor\outdoor options. Once this is done the feasibility study can also provide cost estimates for the options.

Time-

The study would be planned for completion in 2023. The Parks & Recreation Commission, City Council and citizen participation would be obtained in early 2024 with a possible tract to put an option to the voters in 2024.

2023 Goals -Recreation
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community
Translate recreational program's information into Spanish

Specific-

Make available to the Hispanic population recreation program information that is translated to Spanish.

Measurement-

Translating information from recreation programs to Spanish will get our program information out to the non-English speaking Hispanics and will encourage an increase of participation of Hispanic youth in our recreation programs.

Achieve-

The Recreation Director will work with a translator to translate information from recreation programs. Translated information could be available on the city webpage and through the parks and recreation department.

Realistic-

There will probably be additional expenses for the translation of information. The information must get out to the Hispanic population to get their youth participating in our programs.

Time-

The translated information would be available for the summer 2023 programs and pool information. If participation increases and enough interest is shown additional activities may be developed for spring.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Continue work to adjust and replace manholes as needed so they do not damage City snow removal equipment

Measurement/Assessment – HOW?

Street department crew will identify problem areas during the 2022-23 snow plowing season. In Spring\Summer 2023 a contractor will be engaged to do the work.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Floorcoat Midwest LLC has done the same work for the City previously. Funds budgeted within the maintenance line item will be utilized.

Relevant – EXPECTED RESULT?

Reduce damage to City snow removal equipment and provides a smoother travel surface for traffic.

Timed – WHEN?

Completion of identified work by November 1, 2023. In 2022 the Street Department & the Water Department had 16 manholes & valve boxes repaired at a cost of 19,350 dollars.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Pothole filling and crack-filling work to improve the quality and lifespan of City streets. Seal-coating program to preserve surfaces and extend lifespans.

Measurement/Assessment – HOW?

Street department crew will identify work areas in Spring\Summer and report on number of blocks repaired and/or seal-coated.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City crew will use mastic machine and other equipment for repairs. Funds from the annual maintenance budgeted will be used for materials.

Relevant – EXPECTED RESULT?

Provide a smoother travel surface for traffic and extend life of streets.

Timed – WHEN?

Completion of identified work by October 15, 2023. In 2022 street department staff put down 23 thousand pounds of mastic on the city streets. With the help of the county 41 blocks were seal coated in July 2022.

SMART Goal Planning Form – Telecommunications Department 2023
Maintain Building and Grounds

Specific – The Telecommunications Manager has identified the importance of maintaining the Network Operations Center building and the appearance of the building as an important asset to the City of Windom.

Measurement/Assessment – Landscape around the building to address drainage issues, painting of walk in doors, place plantings around building. Placement of a building address sign.

Attainable/Achieve - Utilize buildings budget for landscaping. Telecom staff/contractor will work on the project and building address sign can be made by a contractor.

Relevant – The overall appearance of the building will be improved and drainage issues resolved.

Timed – By September 2023.

SMART Goal Planning Form – Telecommunications Department 2023
Improve Voice Services

Specific – To improve the voice services offered by Windomnet by combating SPAM Calls, Next Generation 911 service enhancements and improve efficiencies.

Measurement/Assessment – The Telecommunications Staff will install related equipment and provisioning necessary in the Telecommunications Department Network Operations Center Building.

Attainable/Achieve – Staff will install a session border controller into the voice network during winter months or when applicable.

Relevant – There will be cost reductions by moving away from the TDM voice connections to VOIP connections for long distance traffic.

Timed – The goal would be to have Telecommunications Department Network Operations Center's session border controller provisioned and in operation by 2nd Quarter 2023.

SMART Goal Planning Form – Telecommunications Department –

Website 2023

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – Any changes to service offerings or rate changes will be updated at least quarterly.

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2023

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance, MMUA and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee have attend one training event or class every other year.

SMART Goal Planning Form – Wastewater Utility – PFAS Testing

Specific – PFAS compounds have been identified as CEC's (contaminants of emerging concern) by the EPA. Given the increasing concerns over PFAS compounds in our water systems, the Wastewater Utility has implemented a goal to identify any potential sources of PFAS.

Measurement/Assessment – We have partnered with the MPCA to conduct PFAS testing on our influent flows. Based on the results of this initial testing, we will look deeper and try to determine where the PFAS compounds are coming from.

Attainable – The MPCA lobbied for State funding to conduct these tests. The first 2 rounds of testing are being funded by the State, while the MPCA is still pursuing funding for the final 2 rounds.

Relevant – The findings are necessary to determine if there are any causes for concern over PFAS pollution in our waste stream. Ideally, there would be little or no PFAS detection. If PFAS are found in our system, we will work with the industries which are contributing to ascertain which chemicals they need to find substitutes for to eliminate any further pollution.

Timed – The 1st round of testing will take place in the spring of 2023, with the 2nd round following later in the fall. Results will be evaluated by the MPCA and determine if additional testing will be necessary.

SMART Goal Planning Form – Water Utility – Well House Improvements

Specific –The Water Utility has identified a goal to improve the physical appearance and structural condition of the existing well houses. Since all well houses are in parks and other open public areas, it is important to keep them structurally secure and aesthetically pleasing.

Measurement/Assessment –The Water Utility will assess the condition of each individual building and give priority to the building needing repairs the most.

Attainable –Some of the work can be done by staff, and materials and extra labor can be paid with money that is already in the CIP Well and Well Structure budget.

Relevant –We will be confident in the security of the buildings both from weather exposure and human tampering, ensuring the safety of our water supply. We will also be doing our part to keep our city looking it's best.

Timed – The goal will be to update 2 well house each year. With a total of 7 buildings, we plan to have them all updated by 2026.



Windom, MN

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT24791 - 2022 Budget Adjustments

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000114	Budget 2022	Lions Shelter donations and project progress	12/15/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>100-36230</u>	Contributions and Donations -	Budget Adjustment 2022	0.00	-135,000.00	-135,000.00
January: -11,250.00	April: -11,250.00	July: -11,250.00	October: -11,250.00		
February: -11,250.00	May: -11,250.00	August: -11,250.00	November: -11,250.00		
March: -11,250.00	June: -11,250.00	September: -11,250.00	December: -11,250.00		
<u>100-41110-490</u>	Donations & Contributions	Budget Adjustment 2022	0.00	175,000.00	175,000.00
January: 14,583.33	April: 14,583.33	July: 14,583.33	October: 14,583.33		
February: 14,583.33	May: 14,583.33	August: 14,583.33	November: 14,583.33		
March: 14,583.33	June: 14,583.33	September: 14,583.33	December: 14,583.37		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000115	Budget 2022	B & Z Health ins & VEBA contrib not budgeted	12/15/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>100-41910-131</u>	Employer Paid Insurance - Heal	B & Z Health ins & VEBA contrib not budgeted	11,349.00	8,500.00	19,849.00
January: 708.33	April: 708.33	July: 708.33	October: 708.33		
February: 708.33	May: 708.33	August: 708.33	November: 708.33		
March: 708.33	June: 708.33	September: 708.33	December: 708.37		
<u>100-41910-135</u>	Veba Contributions	B & Z Health ins & VEBA contrib not budgeted	4,000.00	1,500.00	5,500.00
January: 125.00	April: 125.00	July: 125.00	October: 125.00		
February: 125.00	May: 125.00	August: 125.00	November: 125.00		
March: 125.00	June: 125.00	September: 125.00	December: 125.00		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000116	Budget 2022	Transfer to Close 4th Av Impr from Gen Reserves	12/15/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>100-49980-720</u>	Transfers for Debt Service	Transfer to Close 4th Av Impr from Gen Reser	27,247.00	41,158.68	68,405.68
January: 3,429.89	April: 3,429.89	July: 3,429.89	October: 3,429.89		
February: 3,429.89	May: 3,429.89	August: 3,429.89	November: 3,429.89		
March: 3,429.89	June: 3,429.89	September: 3,429.89	December: 3,429.89		
<u>302-39200</u>	Interfund Transfer	Transfer to Close 4th Av Impr from Gen Reser	0.00	-41,158.68	-41,158.68
January: -3,429.89	April: -3,429.89	July: -3,429.89	October: -3,429.89		
February: -3,429.89	May: -3,429.89	August: -3,429.89	November: -3,429.89		
March: -3,429.89	June: -3,429.89	September: -3,429.89	December: -3,429.89		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000117	Budget 2022	Retirement Sick Payout Not Budgeted	12/15/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>211-45501-480</u>	Other Miscellaneous	Retirement Sick Payout Not Budgeted	1,100.00	14,900.00	16,000.00
January: 1,241.67	April: 1,241.67	July: 1,241.67	October: 1,241.67		
February: 1,241.67	May: 1,241.67	August: 1,241.67	November: 1,241.67		
March: 1,241.67	June: 1,241.67	September: 1,241.67	December: 1,241.63		

Budget Adjustment Register

Packet: GLPKT24791 - 2022 Budget Adjustments

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000118	Budget 2022	Airport Fuel Sales & Purchases (volume & price)	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>225-34921</u>	Airport Fuel Sales	Airport Fuel Sales & Purchases (volume & price)	-85,000.00	-130,000.00	-215,000.00
January: -10,833.33	April: -10,833.33	July: -10,833.33	October: -10,833.33		
February: -10,833.33	May: -10,833.33	August: -10,833.33	November: -10,833.33		
March: -10,833.33	June: -10,833.33	September: -10,833.33	December: -10,833.37		
<u>225-45127-264</u>	Merchandise For Resale - Avga	Airport Fuel Sales & Purchases (volume & price)	68,000.00	130,000.00	198,000.00
January: 10,833.33	April: 10,833.33	July: 10,833.33	October: 10,833.33		
February: 10,833.33	May: 10,833.33	August: 10,833.33	November: 10,833.33		
March: 10,833.33	June: 10,833.33	September: 10,833.33	December: 10,833.37		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000119	Budget 2022	Small Cities Grant & Reimb Program	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>252-33433</u>	Development Grant	Small Cities Grant & Reimb Program	0.00	-87,268.61	-87,268.61
January: -7,272.38	April: -7,272.38	July: -7,272.38	October: -7,272.38		
February: -7,272.38	May: -7,272.38	August: -7,272.38	November: -7,272.38		
March: -7,272.38	June: -7,272.38	September: -7,272.38	December: -7,272.43		
<u>252-46520-491</u>	Payments to Other Organization	Small Cities Grant & Reimb Program	0.00	87,266.61	87,266.61
January: 7,272.22	April: 7,272.22	July: 7,272.22	October: 7,272.22		
February: 7,272.22	May: 7,272.22	August: 7,272.22	November: 7,272.22		
March: 7,272.22	June: 7,272.22	September: 7,272.22	December: 7,272.19		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000120	Budget 2022	Excess Arena Roof Funds to General Reserves	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>100-39200</u>	Interfund Transfers	Excess Arena Roof Funds to General Reserves	0.00	-40,000.00	-40,000.00
January: -3,333.33	April: -3,333.33	July: -3,333.33	October: -3,333.33		
February: -3,333.33	May: -3,333.33	August: -3,333.33	November: -3,333.33		
March: -3,333.33	June: -3,333.33	September: -3,333.33	December: -3,333.37		
<u>615-49960-720</u>	Transfers	Excess Arena Roof Funds to General Reserves	0.00	40,000.00	40,000.00
January: 3,333.33	April: 3,333.33	July: 3,333.33	October: 3,333.33		
February: 3,333.33	May: 3,333.33	August: 3,333.33	November: 3,333.33		
March: 3,333.33	June: 3,333.33	September: 3,333.33	December: 3,333.37		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000121	Budget 2022	Reclass part of Amb oper supplies for medications	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>235-42153-217</u>	Other Operating Supplies	Reclass part of Amb oper supplies for medications	26,000.00	-10,000.00	16,000.00
January: -833.33	April: -833.33	July: -833.33	October: -833.33		
February: -833.33	May: -833.33	August: -833.33	November: -833.33		
March: -833.33	June: -833.33	September: -833.33	December: -833.37		
<u>235-42153-261</u>	Other Merchandise-Medicatio	Reclass part of Amb oper supplies for medications	0.00	10,000.00	10,000.00
January: 833.33	April: 833.33	July: 833.33	October: 833.33		
February: 833.33	May: 833.33	August: 833.33	November: 833.33		
March: 833.33	June: 833.33	September: 833.33	December: 833.37		

Budget Adjustment Register
Packet: GLPKT24791 - 2022 Budget Adjustments

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000122	Budget 2022	Full-time Amb position benefits not budgeted	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>235-42153-101</u>	Full-Time Employees - Regular	Full-time Amb position health ins not budgete	10,883.00	11,900.00	22,783.00
January: 991.67	April: 991.67	July: 991.67	October: 991.67		
February: 991.67	May: 991.67	August: 991.67	November: 991.67		
March: 991.67	June: 991.67	September: 991.67	December: 991.63		
<u>235-42153-135</u>	Veba Contributions	Full-time Amb position VEBA benefits not bud	757.00	3,333.00	4,090.00
January: 277.75	April: 277.75	July: 277.75	October: 277.75		
February: 277.75	May: 277.75	August: 277.75	November: 277.75		
March: 277.75	June: 277.75	September: 277.75	December: 277.75		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000123	Budget 2022	Reclass ESF debt to correct accounts	12/15/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>402-47000-601</u>	Bond Principal	Reclass ESF debt to correct accounts	95,000.00	-95,000.00	0.00
January: -7,916.67	April: -7,916.67	July: -7,916.67	October: -7,916.67		
February: -7,916.67	May: -7,916.67	August: -7,916.67	November: -7,916.67		
March: -7,916.67	June: -7,916.67	September: -7,916.67	December: -7,916.63		
<u>402-47000-611</u>	Bond Interest	Reclass ESF debt to correct accounts	29,573.00	-29,573.00	0.00
January: -2,464.42	April: -2,464.42	July: -2,464.42	October: -2,464.42		
February: -2,464.42	May: -2,464.42	August: -2,464.42	November: -2,464.42		
March: -2,464.42	June: -2,464.42	September: -2,464.42	December: -2,464.38		
<u>402-49980-602</u>	Other Long-Term Obligation Pri	Reclass ESF debt to correct accounts	0.00	95,000.00	95,000.00
January: 7,916.67	April: 7,916.67	July: 7,916.67	October: 7,916.67		
February: 7,916.67	May: 7,916.67	August: 7,916.67	November: 7,916.67		
March: 7,916.67	June: 7,916.67	September: 7,916.67	December: 7,916.63		
<u>402-49980-612</u>	Other Interest	Reclass ESF debt to correct accounts	0.00	29,573.00	29,573.00
January: 2,464.42	April: 2,464.42	July: 2,464.42	October: 2,464.42		
February: 2,464.42	May: 2,464.42	August: 2,464.42	November: 2,464.42		
March: 2,464.42	June: 2,464.42	September: 2,464.42	December: 2,464.38		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000124	Budget 2022	Record TIF Spending Plan not Budgeted	12/16/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>274-49960-720</u>	Transfers	Record TIF Spending Plan not Budgeted	0.00	750,000.00	750,000.00
January: 62,500.00	April: 62,500.00	July: 62,500.00	October: 62,500.00		
February: 62,500.00	May: 62,500.00	August: 62,500.00	November: 62,500.00		
March: 62,500.00	June: 62,500.00	September: 62,500.00	December: 62,500.00		
<u>278-39200</u>	Interfund Transfer	Record TIF Spending Plan not Budgeted	0.00	-750,000.00	-750,000.00
January: -62,500.00	April: -62,500.00	July: -62,500.00	October: -62,500.00		
February: -62,500.00	May: -62,500.00	August: -62,500.00	November: -62,500.00		
March: -62,500.00	June: -62,500.00	September: -62,500.00	December: -62,500.00		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000125	Budget 2022	Over estimated TIF 1-21 Tax Increment & Payment	12/16/2022
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>261-31050</u>	Tax Increments	Over estimated TIF 1-21 Tax Increment & Pay	-197,324.00	105,000.00	-92,324.00
January: 8,750.00	February: 8,750.00	March: 8,750.00	April: 8,750.00		

Budget Adjustment Register

May: 8,750.00
June: 8,750.00

261-46530-482

January: -7,666.67
February: -7,666.67
March: -7,666.67

TIF Payments

July: 8,750.00
August: 8,750.00

April: -7,666.67
May: -7,666.67
June: -7,666.67

Over estimated TIF 1-21 Tax Increment & Pay

September: 8,750.00
October: 8,750.00

July: -7,666.67
August: -7,666.67
September: -7,666.67

Packet: GLPKT24791 - 2022 Budget Adjustments

November: 8,750.00
December: 8,750.00

174,040.00 -92,000.00 82,040.00

October: -7,666.67
November: -7,666.67
December: -7,666.63

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2022	Budget 2022	<u>100-36230</u>	Contributions and Donations - Priv	0.00	-135,000.00	-135,000.00
		<u>100-39200</u>	Interfund Transfers	0.00	-40,000.00	-40,000.00
		<u>100-41110-490</u>	Donations & Contributions	0.00	175,000.00	175,000.00
		<u>100-41910-131</u>	Employer Paid Insurance - Health	11,349.00	8,500.00	19,849.00
		<u>100-41910-135</u>	Veba Contributions	4,000.00	1,500.00	5,500.00
		<u>100-49980-720</u>	Transfers for Debt Service	27,247.00	41,158.68	68,405.68
		<u>211-45501-480</u>	Other Miscellaneous	1,100.00	14,900.00	16,000.00
		<u>225-34921</u>	Airport Fuel Sales	-85,000.00	-130,000.00	-215,000.00
		<u>225-45127-264</u>	Merchandise For Resale - Avgas	68,000.00	130,000.00	198,000.00
		<u>235-42153-101</u>	Full-Time Employees - Regular	10,883.00	11,900.00	22,783.00
		<u>235-42153-135</u>	Veba Contributions	757.00	3,333.00	4,090.00
		<u>235-42153-217</u>	Other Operating Supplies	26,000.00	-10,000.00	16,000.00
		<u>235-42153-261</u>	Other Merchandise-Medication	0.00	10,000.00	10,000.00
		<u>252-33433</u>	Development Grant	0.00	-87,268.61	-87,268.61
		<u>252-46520-491</u>	Payments to Other Organizations	0.00	87,266.61	87,266.61
		<u>261-31050</u>	Tax Increments	-197,324.00	105,000.00	-92,324.00
		<u>261-46530-482</u>	TIF Payments	174,040.00	-92,000.00	82,040.00
		<u>274-49960-720</u>	Transfers	0.00	750,000.00	750,000.00
		<u>278-39200</u>	Interfund Transfer	0.00	-750,000.00	-750,000.00
		<u>302-39200</u>	Interfund Transfer	0.00	-41,158.68	-41,158.68
		<u>402-47000-601</u>	Bond Principal	95,000.00	-95,000.00	0.00
		<u>402-47000-611</u>	Bond Interest	29,573.00	-29,573.00	0.00
		<u>402-49980-602</u>	Other Long-Term Obligation Princi	0.00	95,000.00	95,000.00
		<u>402-49980-612</u>	Other Interest	0.00	29,573.00	29,573.00
		<u>615-49960-720</u>	Transfers	0.00	40,000.00	40,000.00
2022 Total:				165,625.00	93,131.00	258,756.00
Grand Total:				165,625.00	93,131.00	258,756.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2022 - Budget 2022 Fiscal: 2022			
100	42,596.00	51,158.68	93,754.68
211	1,100.00	14,900.00	16,000.00
225	-17,000.00	0.00	-17,000.00
235	37,640.00	15,233.00	52,873.00
252	0.00	-2.00	-2.00
261	-23,284.00	13,000.00	-10,284.00
274	0.00	750,000.00	750,000.00
278	0.00	-750,000.00	-750,000.00
302	0.00	-41,158.68	-41,158.68
402	124,573.00	0.00	124,573.00
615	0.00	40,000.00	40,000.00
Budget Code 2022 Total:	165,625.00	93,131.00	258,756.00
Grand Total:	165,625.00	93,131.00	258,756.00

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE WINDOM LIBRARY TO THE WINDOM LIBRARY FOR IPADS

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$1,247.32 from Friends of the Windom Library for the Windom Library; and

WHEREAS, the Donor requires that the donation be used to purchase iPads.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$1,247.32 offered by Friends of the Windom Library to be used to purchase iPads for the Library.

Adopted by the Council this 20th day of December, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT DONATION FROM WINDOM TOWING, LLC TO THE WINDOM POLICE DEPARTMENT

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$1,173.00 from Windom Towing, LLC for the Windom Police Department; and

WHEREAS, the Donor requires that the donation be used to purchase batteries for the Department's drone unit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$1,173.00 offered by Windom Towing, LLC to be used for the drone unit.

Adopted by the Council this 20th day of December, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM FIGURE SKATING CLUB FOR THE WINDOM ARENA

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, Windom Figure Skating Club is a supporter of the City of Windom and the Windom Arena; and

WHEREAS, the City of Windom has received a donation of \$1,500.00 from the Windom Figure Skating Club for the Windom Arena; and

WHEREAS, the Windom Figure Skating Club has designated the donation is to be used for the purchase of figure skates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of \$1,500.00 given by Windom Figure Skating Club for the Windom Arena for the purchase of figure skates.

Adopted by the Council this 20th day of December, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: CITY COUNCIL
FROM: EDA STAFF
CC MEETING DATE: DECEMBER 20, 2022
RE: TIF DISTRICT 1-22 – IFL RESOLUTION
DEPT: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
CONTACT: City Administrator Steve Nasby or Mary Hensen, EDA/B&Z Admin. Asst. (832-8659)

Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action regarding TIF District 1-22 (“Cemstone District”):

1. Adopt attached RESOLUTION approving an Interfund Loan (IFL) for TIF District 1-22.

Issue Summary/Background

TIF District 1-22 (“Cemstone District”) was established on June 18, 2019. On October 6, 2020, the City Council approved modification of TIF District 1-22 to include additional land.

EDA Staff is requesting that the City Council review and adopt the attached Resolution approving an interfund loan for this TIF district. TIF regulations require that the City Council adopt an Interfund Loan Resolution to allow the EDA and the City to reimburse themselves for eligible expenses advanced by the EDA and/or City in connection with the TIF District. This Resolution must be adopted before these expenses are advanced. The City Council adopted two prior Interfund Loan Resolutions concerning this TIF District. The final payment on the EDA’s obligation concerning the acquisition of the Cemstone property is scheduled for May 2023. After discussions with the City’s TIF Consultants, it was recommended that the City Council adopt an Interfund Loan Resolution prior to the due date for this final payment. The proposed amount of the interfund loan (\$575,000) includes the principal and interest that will be due on this final payment and also an additional amount for potential future expenses.

Fiscal Impact

The fiscal impact includes allocation of \$575,000 of future tax increment generated by TIF District 1-22 to the EDA/City as reimbursement for expenses due in May 2023 and also potential future eligible expenses that they advance on behalf of this TIF District (pursuant to the IFL Resolution).

Attachments

1. Resolution Authorizing an Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-22.

RESOLUTION # 2022-

INTRODUCED:

SECONDED:

VOTED: AYE:

 NAY:

 ABSENT:

RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-22.

BE IT RESOLVED by the City Council (the "Council") of the City of Windom, Minnesota (the "City"), as follows:

Section 1. Background.

1.01. The City has previously approved the establishment of Tax Increment Financing District No. 1-22 (the "TIF District") within Development District No. 1 (the "Project"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, public utilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from City funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Section 2. Terms of Interfund Loan.

2.01. The City hereby authorizes the advance of up to \$575,000 from the EDA's funds and City's funds, or so much thereof as may be paid as Qualified Costs. The EDA and City shall reimburse themselves for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified

under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 5% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid annually on each December 31 (each a "Payment Date"), commencing on the first Payment Date on which the Authority has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding twelve (12) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

2.05. This Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may amend the terms of this Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

Adopted this 20th day of December, 2022.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: EDA Staff
DATE: December 20, 2022 (City Council Meeting Date)
RE: Cottonwood County Home Initiative Program – Renewal of Participation
DEPT: EDA
CONTACT: City Administrator Steve Nasby or Mary Hensen, EDA/B&Z Admin. Asst. (832-8659)

Recommendations/Options/Action Requested

Staff recommends that the City Council:

1. Review the Revised Guidelines for the “Cottonwood County Home Initiative Program”.
2. Adopt a Resolution extending participation in the Program for another 3-year period commencing on January 1, 2023.

Issue Summary/Background

Background: On October 18, 2016, the Windom City Council approved Resolution #2016-72 to participate in the Cottonwood County Home Initiative Program. The purposes of the Cottonwood County Home Initiative Program (“Program”) are to provide incentives in Windom and Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County.

The Program has been in effect for 6 years. Over that time, the estimated valuation of the applications for residential property tax abatement approved by the City of Windom was the sum of \$4,974,479. The estimated valuation of the remodeled units at the Guardian Inn (hotel units remodeled into apartments) was the sum of \$2,080,000 for a total estimated valuation of new housing units of \$7,054,479.

The current application period for the Program will end on December 31, 2022. Both the County and the School District have approved the Revised Guidelines for renewing the Program for another 3-year period. The residential portion of a new house has been included as an eligible project for residential property tax abatement. Both the County and the School District have renewed their participation in the Program for another 3-year period commencing on January 1, 2023, and have capped the maximum valuation of a single-family home eligible for tax abatement by the County and School District at \$320,000.

The EDA Board reviewed the Guidelines and discussed the Program and actions by the County and School District. Thereafter, the EDA Board approved a recommendation that the City Council approve the Guidelines for the Program, approve renewal of the City’s participation in the program for another 3-year period commencing on January 1, 2023, and adopt a cap of \$320,000 as the maximum valuation of a new single-family home eligible for tax abatement by the City.

Fiscal Impact

At this time, there is no direct fiscal impact to the City. Property taxes are paid by the property owners participating in the Program and those taxes are used by the County to pay the County’s, City’s, and School District’s shares of the abated taxes. The construction of new single-family homes will increase the tax base and, in future years, those homes will be included in the properties paying taxes to fund the budgets of the various taxing entities.

Attachments

1. Cottonwood County Home Initiative Program Revised Guidelines,
2. Resolution Extending Participation in the Cottonwood County Home Initiative Program.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

CITY OF WINDOM

RESOLUTION EXTENDING PARTICIPATION IN THE COTTONWOOD COUNTY HOME INITIATIVE PROGRAM

WHEREAS, Minnesota Statutes §469.1813 gives authority to Minnesota cities to grant an abatement of taxes imposed by the City if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, on October 18, 2016, the City of Windom adopted Resolution #2016-72 approving the Cottonwood County Home Initiative Guidelines (which must be met before an abatement of taxes will be granted for residential development) and approving participation in the Cottonwood County Home Initiative Program; and

WHEREAS, the purposes of the Cottonwood County Home Initiative Program are to provide incentives to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures within Cottonwood County, and increase future tax revenues in Cottonwood County; and

WHEREAS, the Cottonwood County Home Initiative Program provides for abatement of the real estate taxes (generated by the construction of a new home or new rental residential housing units on property in the County) for a period of five years; and

WHEREAS, an eligible participant in the program would be any person who constructs a new single-family home, duplex, multi-family complex, or residential portion of a shouse and who files application material and seeks formal approval from the appropriate local jurisdictions; and

WHEREAS, on December 3, 2019, the City of Windom adopted Resolution #2019-79 to renew its participation in the program and extend the end of the application period to December 31, 2022; and

WHEREAS, on December 7, 2022, the Cottonwood County Commissioners approved an extension of the application period in the Cottonwood County Home Initiative Program for an additional three years commencing on January 1, 2023; and

WHEREAS, the revised Guidelines provide that the application period for the Program would commence on January 1, 2023, and end on December 31, 2025; and

WHEREAS, the Cottonwood County Commissioners and the School Board for the Windom Public School District both adopted caps of \$320,000 as the maximum valuation on which a new single-family home is eligible to receive tax abatement from the County and the School District; and

WHEREAS, it is in the best interests of the City of Windom and its citizens that the City of Windom's participation in the Cottonwood County Home Initiative Program be extended from January 1, 2023, through December 31, 2025, pursuant to the Guidelines adopted by Cottonwood County and approved by the City of Windom; and that the maximum valuation of a new single-family home eligible for tax abatement by the City of Windom is capped at \$320,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, AS FOLLOWS:

1. The Cottonwood County Home Initiative Program Guidelines (January 1, 2023 – December 31, 2025) are hereby approved.

2. The maximum valuation of a new single-family home eligible for tax abatement by the City of Windom is capped at \$320,000.

3. Renewal of the City of Windom's participation in the Cottonwood County Home Initiative Program for another three-year period to commence on January 1, 2023, is approved.

4. The City Council retains the authority for final approval of individual projects requesting tax abatement by the City of Windom.

5. The Mayor and City Administrator are hereby authorized to sign any required documents authorizing the City of Windom's continued participation in the Cottonwood County Home Initiative Program through December 31, 2025.

Adopted this 20th day of December, 2022.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

Cottonwood County Home Initiative Program

REVISED Guidelines

(Effective: January 1, 2023)

Intent

The purpose of the Cottonwood County Home Initiative Program is to provide incentives in Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County.

Tax Abatement Availability

Minnesota Statute §469.1813 sets forth abatement authority, procedures, and requirements. Subdivision 8 of §469.1813 places limitations on tax abatement.

On December 7, 2022, the Cottonwood County Board of Commissioners extended the application period for the Cottonwood County Home Initiative Program for an additional three-year period ending on December 31, 2025. The Board of Commissioners capped the maximum valuation of a single-family home eligible for tax abatement by Cottonwood County at \$320,000. The School Board of the Windom Public School District (ISD 177) also adopted the valuation cap of \$320,000.

Eligible Participants

Any person who constructs a new single-family home, duplex, multi-family complex, or residential portion of a shouse and who files application material and seeks formal approval from appropriate local jurisdictions between January 1, 2023, and December 31, 2025, may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes (**capped at a valuation of \$320,000 for a new single-family home**), and shares of School District's taxes (if applicable) (**capped at a valuation of \$320,000 for a new single-family home**) and City's taxes (if applicable), generated by the construction of new housing or a new single-family home, for a period of five (5) years provided all of the following requirements are met:

1. Property is located within Cottonwood County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is constructed pursuant to building codes adopted at the time the building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained from each applicable taxing authority prior to the start of construction of the new housing/home.

Multi-family projects of a minimum of 4 rental units may seek approval for a longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

Abatement Program

The real estate taxes to be abated shall be up to the full amount of the real estate taxes from added tax base of the newly constructed housing/home collected annually by the County and, if applicable, by the City where the property is located. Participating School Districts can abate the percentage which is allowed by state law.

This abatement will not include voter-approved school referendums, local levies, or state aid pursuant to Minnesota Statutes §§ 127A.40 to 127A.51.

Real estate taxes collected for the value of the land or the value of any current additional structures on the property are not eligible for tax abatement, and will not be abated as part of this program.

This abatement also does not apply to, or include, existing and/or new assessments to the property.

This abatement will transfer to the new property owners for the balance of the five-year abatement period upon the sale of the property.

Application

Statute requires the County and each applicable taxing authority to review each abatement application prior to approval of the proposed abatement. All applications will be considered on a "first come - first served" basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete Application for Abatement shall consist of:

- A letter addressed to the Cottonwood County Home Initiative Administrator requesting abatement for an eligible project.
- Legal description, address and property identification number for the subject property.
- An aerial or plat map outlining the lot lines of the property.
- A site plan showing the proposed location and dimensions of the new home/housing project on the property.
- Floor plans for the new home/housing project.
- Estimated market value of the new home/housing project.
- Applications for properties in unincorporated areas of the County also require a Building Setback Permit issued by the Cottonwood County Planning & Zoning Office and SSTS (Septic System) Permit issued by Cottonwood County.

Note: A copy of the building permit, issued after approval of the abatement, should be submitted to the County Assessor's Office by the property owner(s) or agency issuing the permit.

Applications are to be submitted to Economic Development Authority of Windom ("EDA"), 444 9th Street, P. O. Box 38, Windom, Minnesota 56101. Upon receipt of a completed application, the EDA will submit information to the County and, if applicable, to the appropriate City and School District to schedule date(s) on which each entity will consider the application. The appropriate Board(s)/Commission(s) shall call for the required public hearing(s). Notice of these public hearing dates shall be sent to the applicant within 30 days of the filing of the application. Notices of the public hearings shall be published in the appropriate local newspaper. Upon consideration and approval by the appropriate taxing authority, each taxing authority will adopt a resolution approving the abatement and outlining the details of the abatement program. Copies of these resolutions will be forwarded to the applicant.

The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of the final resolution which is adopted by a taxing entity or if real estate taxes are not paid on or before the respective annual payment deadlines.

Abatement Payments

The abatement period will commence on the first full year of taxes payable for the increased assessed value related to the capital improvement (new housing/home) and shall continue for a total of five (5) years.

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually.

One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

Contact: EDA of Windom - 507-832-8659 or 507-831-6125

E-Mail: wineda@windom-mn.com

ACTION ITEM



CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council
FROM: City Administrator *Steve Nasby*
DATE: December 14, 2022
RE: Special Assessment Reduction Request
DEPT: Administration
CONTACT: Steve Nasby Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

City staff recommends that the City Council take the following action:

1. Consider a reduction of the Special Assessment on Property ID 25-833-0010 by 50% to facilitate the construction of a new home and storage.

Issue Summary\Background

This property is located at 14 24th Street and has been tax forfeited. The City has a Special Assessment on the parcel for \$18,178 related to the demolition costs of a dilapidated structure. Last week Cottonwood County held a public auction for the property and no bids were received.

A proposal has been made to purchase the property if 50% of the Special Assessment, amounting to \$9,089, is waived. The purchaser would commit to constructing a residential structure on the parcel within a three year period of time. Due to the potential reduction of the Special Assessment the buyer understands that they would not be eligible for the City's portion of the Cottonwood County Home Initiative tax abatement on this parcel.

If a reduction of the Special Assessment is approved by the Council, contingent on a structure being built, staff would work with the buyer and Cottonwood County Auditor to facilitate the purchase. If additional action by the City Council is required it will be presented to the Council for further action.

Fiscal Impact

In the short-term, recovery of half of the Special Assessment (\$9,089). The City would end up losing \$9,089 in already paid costs from the demolition, but this will be made up over time from future taxes collected versus the property remaining vacant and unsold.

Attachments

1. Beacon parcel report.

Summary

Parcel ID 258330010
 Property Address 14 24TH ST
 56101
 Sec/Twp/Rng 0-0-0
 Lot/Block Lot 1/ Block NA
 Plat WARREN'S SUBD 2
 Brief Tax Description W80' S LINE TO W91' N LINE LOT 1
 (Note: Not to be used on legal documents)
 Deeded Acres 0.00
 CER N/A
 Class RESIDENTIAL VACANT LAND
 Homestead NON HOMESTEAD
 Twp/City 25
 School District 177



Owner

Taxpayer
 State Of Minnesota (T.F)

Land

Record #	Item	Description	Type	Units	Depth
1	LOT TYPE	LOT TYPE	FF RES 2	80.0	118.00

Buildings

Building 1	
Rooms	6
Bedrooms	3
Full Bath	1
Half Bath	1

2022 Values for 2023 Taxes

	Market	Taxable
Land	\$18,100	\$0
Building	\$0	\$0
Machine	\$0	\$0
Exemptions		
Total Value	\$18,100	\$0

Valuation/Taxation

Year	Est Market Value	TC Value	TC Rate	Credits	Abatements	Special Asmts	Net Tax
2021 Payable 2022	\$14,500	181	138.34400	0.00	-288.00	0.00	\$0
2020 Payable 2021	\$17,000	213	136.29700	0.00	-334.00	0.00	\$0
2019 Payable 2020	\$17,000	213	139.85400	0.00	-18522.00	0.00	\$0
2018 Payable 2019	\$74,100	741	147.30500	0.00	-1354.00	0.00	\$0
2017 Payable 2018	\$75,100	751	132.12000	0.00	-1230.00	0.00	\$0

Current Taxes

Gross Tax	\$288.00
Total Credit	\$0.00
Spec Asmt	\$0.00
Net Tax Due	\$288.00
Adjusted Tax	\$288.00
Adjusted S.A.	\$0.00
Adjusted Net Due	\$0.00
Total Receipts	\$0.00
Remain Due	\$0.00

Taxes Paid

Batch Date	Paid By	Validation #	Total Amount
5/21/2022	ACTUAL ABATE/ADD RCPT ADJUST	1	(\$288.00)

Photos



Sketches

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 12/13/22
RE: Community Center : HVAC replacement
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

Director of Community Center and Community Center Commission recommend that the City Council approve the bid from Elite Mechanical for the replacement of a 10 ton and 5 ton units for the community center at a cost of \$30,250.00 . These units control air; cool and heat for the building. One of the air conditioning units (5 ton) is shut down because it is inoperable. One of the 10 ton units is losing compression. These are replacing original ones from 1999.

Issue Summary/Background

The Community Center is in need of replacing these units to ensure building temperatures. This has been a long process of need for replacement and has seen replacement of other units. The system is 24 years old and units have broken down during events in the past. Costs will be going up in 2023 and by ordering before the end of the year we can save thousands in additional costs. Three companies submitted quotes and the Commission felt that Elite was inclusive of everything needed to do the job. The units recommended will also qualify us for an energy rebate from Mn.Energy.

Fiscal Impact

The Community Center has budgeted for these replacements in its CIP plan and has a reserve fund to cover these costs.

Attachments

1. attachments



49031 COUNTY RD 17, WINDOM, MN 56101
507-831-0236 - INFO@ELITEMECHANICAL.NET

PROPOSAL

PROPOSAL DATE	November 14, 2022
PROJECT NAME	HVAC UPGRADE
BID TO	WINDOM COMMUNITY CENTER 1750 COTTONWOOD LAKE DRIVE WINDOM, MN 56101
JOB LOCATION	WINDOM COMMUNITY CENTER 1750 COTTONWOOD LAKE DRIVE WINDOM, MN 56101

SCOPE OF WORK

HVAC system upgrade including removal/disposal of old equipment and complete installation of new equipment including replacement of ALL components for the new system (no flushing linesets, etc). All prices shown includes new equipment, materials, labor and sales tax. Prices include equipment craning/lifting and electrical. All Bryant Equipment is backed with 1 Year Full Replacement Guarantee (Lemon Warranty).

Terms and Conditions

Payment: Net 30 Days after completion. Elite Mechanical Systems, LLC. Offers to furnish the work as described herein for the total cost above, inclusive of all sales tax. 10 Year Elite Labor Warranty valid on all systems that have Elite Mechanical preventative maintenance performed annually. Prices quoted are firm for 10 days from date of proposal but are subject to adjustment if buyer requests changes or delays progress of work.

BEST

Size	120,000 BTU	Size	5-Ton
Energy Efficiency	98.3%	Energy Efficiency	13 SEER
Gas Valve	Fully Modulating	Compressor	Single-Stage
Motor	Variable Speed ECM		
Air Quality	4" High Efficiency Filter		
Thermostat	Bryant Connex Wi-Fi Smart Control	Dehumidification	Standard
CITY OF WINDOM**			
MINNESOTA ENERGY**		UPFRONT INVESTMENT	\$ 11,970.36
		INVESTMENT AFTER PROBABLE REBATES**	\$ 11,420.36
**Confirm commercial rebates with utility providers to ensure qualification.			

BETTER

Size	120,000 BTU	Size	5-Ton
Energy Efficiency	96.5%	Energy Efficiency	13 SEER
Gas Valve	2-Stage	Compressor	Single-Stage
Motor	Variable Speed ECM		
Air Quality	1" Filter		
Thermostat	Programmable Stat	Dehumidification	Standard
CITY OF WINDOM**			
MINNESOTA ENERGY**		UPFRONT INVESTMENT	\$ 10,368.38
		INVESTMENT AFTER PROBABLE REBATES**	\$ 10,018.38
**Confirm commercial rebates with utility providers to ensure qualification.			

GOOD

Size	120,000 BTU	Size	5-Ton
Energy Efficiency	95.5%	Energy Efficiency	13 SEER
Gas Valve	Single Stage	Compressor	Single-Stage
Motor	ECM Motor		
Air Quality	1" Filter		
Thermostat	Programmable Stat	Dehumidification	Standard
CITY OF WINDOM**			
		UPFRONT INVESTMENT	\$ 10,701.35
		INVESTMENT AFTER PROBABLE REBATES**	\$ 10,701.35
**Confirm commercial rebates with utility providers to ensure qualification.			



PO BOX 305 - 49031 COUNTY RD 17, WINDOM, MN 56101
507-831-0236 - INFO@ELITEMECHANICAL.NET

PROPOSAL

PROPOSAL DATE	November 11, 2022
PROJECT NAME	RTU REPLACEMENT
BID TO	WINDOM COMMUNITY CENTER 1750 COTTONWOOD LAKE DR WINDOM, MN 56101
JOB LOCATION	WINDOM COMMUNITY CENTER 1750 COTTONWOOD LAKE DR WINDOM, MN 56101

SCOPE OF WORK

RTU Replacement. All options below include removal & disposal of existing equipment, craning, new equipment, all materials and supplies and labor to install. All inclusive quote with electrical and permits included. ***NOTE: RTU'S ARE EXPECTED TO BE IN VERY LIMITED SUPPLY THROUGHOUT 2022, PRICE BASED ON**

AVAILABILITY*

Terms and Conditions

Payment: Net 20 Days. Elite Mechanical Systems, LLC. Offers to furnish the work as described herein for the total cost indicated. Prices quoted are firm for 15 days from date of proposal but are subject to adjustment if buyer requests changes or delays progress of work.

COST: 18,750.00

Bryant 581JE - 10 Ton, 12 SEER, 2-Stage Unit with 10 year heat exchanger, 5 year compressor & economizer warranty.

Accessories included are: Louvered Hail Guard, Built-In Smoke Detector, Low Leak Economizer with Jade Control. Includes equipment, material, labor, craning and disposal of old equipment. Electrical and controls by others.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Abstained:

Absent:

CITY OF WINDOM

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WINDOM ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Windom on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Windom, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Windom on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Windom Chief of Police-, Scott Peterson, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the County Attorney-, Nicholas Anderson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Dominic Jones, the Mayor for the City of Windom, and Steve Nasby, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted this this 20th day of December, 2022.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Windom on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.1007
Email Address:	Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name:	Nicholas Anderson, County Attorney	Scott Peterson, Chief
Address:	1044 3 rd Ave Windom, MN 56101	444 9 th St, PO Box 38 Windom, MN 56101
Telephone:	507.831.5040	507-831-6134
Email Address:	nick.anderson@co.cottonwood.mn.us	Speterson@windom-mn.com

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement,

and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.

- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an

investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Windom on behalf of its Prosecuting Attorney ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 182498, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **"Court"** shall mean the State of Minnesota, State Court Administrator's Office.

h. **"Subscriber"** shall mean the Agency.

i. **"Subscriber Records"** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. **Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. **INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. **LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Jon Ketzenberg, Street Superintendent
DATE: **December 12, 2022**
RE: Hiring Street/Parks Maintenance Worker
DEPT: Street Dept
CONTACT: Jon.Ketzenberg@windommn.com

Recommendations/Options/Action Requested

Interviews for the Street/Parks Maintenance Worker position were recently conducted by the Street Committee. A Candidate was selected and an offer of employment has been made to the candidate.

Pending acceptance of the offer and approval by the Council, the Street Committee and Streets & Parks Superintendent recommend that the City Council take the following action:

Hire Jeremy Johnson as Street/Parks Maintenance Worker at Step 5 of the IBEW labor contract with advancement to Step 6 upon successful completion of the six month probation period.

Issue Summary/Background

The position was advertised and two applications were received with two interviews conducted by the Street Committee and Street Superintendent. This hire will fill Josh Nemecheks position at the Street Department & we will be fully staffed.

Fiscal Impact

The Street Department's budget includes the hire of the Street/Parks Maintenance position.

Attachments

1. None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: December 13, 2022
RE: Liquor Store Part-Time Liquor Store Clerk Position
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

Interviews are scheduled for December 19 with Liquor Commission Members. From there an offer will be made to a potential candidate. If accepted, a motion would be appreciated to begin the process of bringing a new staff member aboard.

Issue Summary/Background

On November 15, 2022, City Council approved a Part-Time Union Clerk Position. This position was advertised both internally and externally. There were no internal applications. We did receive five application from the general public. Interviews are scheduled for December 19 with members of the Liquor Committee. If we feel we have a qualified candidate for the position we will have that information to you at the December 20th Council meeting.

Fiscal Impact

The fiscal impact is will come from Part-Time Wages in our budget. There will be some increase in costs as the position is a higher paid wage due to the Union Scale, but will cover hours currently being worked by Non-Union Part-Time Employees

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 11/29/22
RE: Community Center : On Call –Part Time Help
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

Director of Community Center recommend that the City Council approve the hiring of Alex Blom for the position of on call part time help at the wage of 12.50 per hour.

Issue Summary/Background

The Community Center is in need of more labor to work at post/pre events at the Community Center.

Fiscal Impact

The Community Center has budgeted hours for these on call positions..

Attachments

1. No attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council
FROM: Parks & Recreation Commission
DATE: December 14, 2022
RE: 2023 Horse Shows
DEPT: Arena
CONTACT: Tim Hogan: Tim.Hogan@windommn.com or Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Parks and Recreation Commission recommends that the City Council take the following action:

1. Provide direction to staff regarding Horse Shows in 2023.

Issue Summary/Background

In September 2022 the Parks & Recreation Commission discussed the recently concluded horse show season, which was following the Commission's direction to track 2022 number of shows, participants and financials for that season. Following this discussion, the Commission referred the matter to the City Council for discussion and possible action.

On October 4, 2022 the City Council reviewed the Commission's input and financial information. One question that was raised with staff focused on the Agreement with the Cottonwood County Fair Board and what options existed. City staff met and presented the lease and Arena Improvement Agreement to the City Attorney for review. A review of the Arena Improvement Agreement shows the City's commitment regarding footing as outlined in paragraph #4.

Since the City Council's October 4, 2022 meeting we have been informed that the largest horse show (number of stalls) with Palomino Association will not be holding any events in Windom in 2023 due to them seeing lower numbers of participants.

Fiscal Impact

There is a significant expense in preparing and removing the footing inside the arena each year for horse shows (please see attached financials). The revenue generated from the shows does not exceed the expenses primarily due to the labor costs for the installation of clay/sand footing and clean-up.

The Arena would still continue to have horse shows but would move them to the outdoor riding Arena. Stalls will continue to be provided in the Beef and Horse barns as usual and some indoor Arena space could be used for administrative/clerical work.

Attachments

1. Arena Improvement Agreement
2. October 4, 2022 Memorandum from Parks & Recreation Commission
3. Horse Show Financial Data
4. October 4, 2022 City Council Minutes Except

Arena Improvement Agreement

The Board met to consider the City of Windom Arena improvement to add a concrete refrigerated slab and upgrade condenser and compressor equipment to meet federal standards with such equipment to be placed outside in a fenced area east of existing arena. Following consent with proposed conditions the City met and requested certain changes that the Fair Board agrees with and said agreement is set forth in below paragraph and numbers 1-5.

Following consideration of the change in traffic and concession patterns and in consideration of the City of Windom's recognition of likely concession rental decrease the Fair Board hereby consents to the improvement on the following conditions:

1. That the concrete refrigerated slab and equipment project be approved and installed by the City of Windom.
2. That the outside equipment and fenced area be per Option "A" as presented same being 41' more or less N to S and 29' E of arena.
3. That any change in the equipment placement and fenced area that increases by either direction more than 5% shall require the revisiting and re-approval of consent by Fair Board.
4. That the City provide and install the sand needed to properly cover cement rink for fair use and groom same during the fair as part of Arena labor provided. That the sand placement and depth shall be at the sole discretion of the City. Further, the ownership, storage and use at all other times of the sand is recognized to be the property of the City of Windom. Fair Board is not responsible for installation, grooming, or removing the sand during annual 10 day Fair Board Arena usage. That the hockey rink boards (dasher boards) will remain erected on cement rink during annual Fair Board usage. That only city employees may operate city equipment for this rink work.
5. That the city shall compensate anticipated lost revenue for prime concession space by a one-time lump sum payment of \$8,100.00 due upon signing.

That this action supersedes the Fair Board action taken on 12-14-2017 and 2-13-2018.

The Fair Board and City of Windom agree with the within provisions.

Cottonwood County Fair Board, by

C. Michael Hanson

C. Michael Hanson, Chair

4-10-18

Date

City of Windom, by

Steve Nasby

Steve Nasby, City Administrator

16 April 2018

Date

Dominic Jones

Dominic Jones, Mayor

4-16-18

Date

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: October 4th, 2022
RE: Arena Horse Shows
DEPT: Arena
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

The Park and Recreation Commission recommends that the City Council act on whether or not the Arena should continue to have horse shows inside the Arena based on the financials that were presented at the meeting held on September 14th, 2022.

Background Information

In the fall of 2021 following the end of the horse/livestock show season the Parks & Recreation Commission met with multiple user groups (e.g. 4-H, Fair Board and horse show participants) to discuss the costs and use of the facility. The decision at that time was to go another year and track the financials along with boosting promotion of the Arena.

Staff attended the Minnesota Horse Expo in April 2022 and performed outreach with the Minnesota Palomino Horse Exhibitors, Minnesota Prairie Saddle Club and also South Eastern Minnesota Saddle Club Association. Use of the Arena in 2022 continued to show declines in stalls and participants despite more shows than in then in the prior year.

Fiscal Impact

There is a significant expense in preparing and removing the footing inside the arena each year for horse shows (please see attached financials). The revenue generated from the shows does not exceed the expenses primarily due to the labor costs for the installation of clay/sand footing and clean-up.

The Arena would still continue to have horse shows but would move them to the outdoor riding Arena. Stalls will continue to be provided in the Beef and Horse barns as usual and some indoor Arena space could be used for administrative/clerical work.

Horse Show Financials

2019 Shows

6 Events	Total Revenue: \$17614.00	Expense:	Material \$10,000
			Set Up: \$5,000 (Labor Only)
			(stalls, arena prep, footing)
			Take Down: \$6000 (Labor Only)
			TOTAL: \$21,000.00

2020 Shows NONE (Covid)

2021 Shows

3 Events	Total Revenue: \$9584.00	Expense:	Material: \$0.00
			Set Up: \$5,000 (Labor Only)
			(stalls, arena prep, footing)
			Take Down: \$6000 (Labor Only)
			TOTAL: \$11,000.00

2022 Shows

5 Events	Total Revenue: \$11,330.00	Expense:	Material: Sand \$700.00
			Set- Up Labor \$5000 (Labor Only)
			(stalls, arena prep, footing)
6 guys @ \$28.00/hr = \$168/hr x 7hrs = \$1176.00 /day			Take Down Labor \$6000 (Labor Only)
3guys @ \$25.00/hr = \$75/hr x 7hrs = \$525.00/day			
\$525 x 10 days = \$5250.00 To Clean Facility			

Street Department Equipment: Arena Sand & Clay Removal

7 Hours	Unit 48 Cat Skid Loader: \$110.00
	Unit 42 Dump Truck: \$110.00
	Unit 44 Dump Truck: \$110.00
	Unit 45 JD Loader: \$150.00
	Unit 47 JD Loader: \$140.00

Total: 620 x 7 = \$4340.00

Total: \$16,040.00

2015 Arena Horse Show Street Dept Labor & Equipment

Note "All Rates Include Staff"

Haul Chips Due to Horse Show to Farm Dump Site by Airport

Date	Unit	Rate	Hrs.	Total \$	show name	Total Cost
April 30th	47	\$125.00	2 1/2	\$312.50	Prep Riding Rink in Arena	\$312.50
		Total	2 1/2	\$312.50		
May 15-17	47	\$125.00	1 1/2	\$187.50	MN Cutting Horse Asso	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
May 22-24	47	\$125.00	1 1/2	\$187.50	MN Palomino & Futurity Show	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
June 6-7	47	\$125.00	1 1/2	\$187.50	Regional Cutting Horse Competition	\$547.50
	44	\$90.00	4	\$360.00		
			5 1/2	\$547.50		
June 21-22	47	\$135.00	1 1/2	\$187.50	SD Palomino Association	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
June 26-28	47	\$125.00	1 1/2	\$187.50	SD P.O.A.	\$547.50
	44	\$90.00	4	\$360.00		
			5 1/2	\$547.50		
July 11-12	47	\$125.00	1	\$125.00	National Versatility Ranch Horse Ass.	\$350.00
	44	\$90.00	2 1/2	\$225.00		
			3 1/2	\$350.00		
July 24-26	47	\$125.00	1	\$125.00	SD P.O.A	\$260.00
	44	\$90.00	1 1/2	\$135.00		
			2 1/2	\$260.00		
Aug 28-30	47	\$125.00	1	\$125.00	MN Palomino & Futurity Show	\$350.00
	44	\$90.00	2 1/2	\$225.00		
			3 1/2	\$350.00		
Sept 28th	47	\$125.00	4	\$500.00	Sand out of rink and get ready for ice	\$860.00
	44	\$90.00	4	\$360.00		
			8	\$860.00		

2015 Rates:

Total for Year

\$4,870.00

Units 42,43,44 - Dump Trucks \$90.00 Per/hr.

Unit 47 - Loader \$135.00 Per/hr. Unit 46 - Grader \$150.00 Per/hr

Unit 49 - Sweeper \$125.00 Per/hr

Arena Horse Shows Labor & Equipment by Street Dept Staff

This expense is not budgeted by the Arena, This is a FYI Report

Annual Labor & Units Hours

2005 Total Hours All Shows 104 1/2
 2006 Total Hours All Shows 87
 2007 Total Hours All Shows 48
 2008 Total Hours All Shows 41
 2009 Total Hours All Shows 72
 2010 Total Hours All Shows 51
 2012 Total Hours All Shows 44
 2013 Total Hours All shows est 40
 2014 Total Hours All Shows 42
 2015 Total Hours All Shows 47 1/2

Labor & Equipment Costs Annual

2005 Total Expense Street Dept \$9,097.50
 2006 Total Expense Street Dept \$7,610.00
 2007 Total Expense Street Dept \$4,230.00
 2008 Total Expense Street Dept \$5,500.00
 2009 Total Expense Street Dept \$7,465.00
 2010 Total Expense Street Dept \$5,410.00
 2012 Total Expense Street Dept \$5,407.50
 2013 Total Expenses Street dept est \$4,000.00
 2014 Total Expenses Street Dept \$4,770.00
 2015 Total Expenses Street Dept \$4,870.00

Preliminary

Quade, Sherman, Nelson, Grunig and Farag. Nay: None. Absent: None. Abstain: None.
Resolution passed 5 – 0.

8. Fire Department – Compeer Financial Grant Acceptance:

Ben Derickson, Fire Chief, said that he had applied for several years for this grant. There is no required City match and the funds will be used for drop tanks.

Quade asked how drop tanks are used. Derickson replied that they are foldable tanks that are placed on site as water reserves. The tanks can be filled with water to fight a fire on scene and the tanker truck can then get back into town to fill up and bring more water to the scene.

Motion by Quade second by Nelson to accept the Compeer Financial Grant for the Windom Fire Department in the amount of \$1,300. Motion carried 5 – 0.

9. Park & Recreation Commission – Recommendation – Horse Shows:

Tim Hogan, Recreation Director, said that over the last few years there has been declining numbers in horse shows, even prior to COVID. Last year the Park & Recreation Commission met with user groups to discuss the shows and use of the Arena. The direction provided was to go another year (2022) and track costs along with doing more promotion of the Arena. Staff attended the MN Horse Expo and reached out to user groups. In 2022 there were more shows than in 2021 but the number of participants and stalls continued to decline. Horse show income and costs for the footing and clean-up were included for the Council's information.

Quade said the Commission understands there are a number of users and this is an agricultural area, but the costs for the prep and clean-up of the Arena are high and exceed revenues. As the number of participants declines the situation will not change. The users such as the fair, 4-H and horse shows like having the indoor facility and not having it is a change. The outdoor rink is the alternative.

Hogan noted that there are other outdoor facilities that host horse/livestock shows, so if a decision were made to not use the indoor rink there could be future shows. If outdoor, weather is a factor since there is cost to the horse shows to bring in judges, etc. Also, some improvements to the outdoor arena will be needed if the decision is to no longer do the clay/sand indoor.

Jones noted the lease with the fair board. Hogan said there is a lease and the parties exchange payments and there is language about the footing which gives the City discretion. Jones thought the City Attorney should be consulted before any action is taken.

Consensus of the Council to table the discussion following City Attorney review of the lease.

10. Annual Firefighters Relief Association Report:

Nasby said that this report is required by the State as the City is responsible for the Relief Association benefits if there is a shortfall. He said that the Relief Board is independent of the City and they manage the resources. The Board has done a very good job of managing the funds and adjusts if needed. He noted the approximate \$660,000 surplus shown and recommended approval. Nasby said that the Relief Association was awaiting their audit to be completed so they could do the report.

Motion by Sherman second by Nelson to approve the Annual Fire Fighters Relief Association report as presented. Motion carried 5 – 0.

11. Call For A Public Hearing – Miscellaneous Special Assessments:

Nasby said this action is to call for a public hearing on November 15, 2022 for miscellaneous assessments totaling about \$8,000. These are primarily for unpaid fire calls, mowing, snow removal

CERTIFICATE FOR PAYMENT NO. 2

**Voss Plumbing & Heating of Paynesville, Inc.
316 Business 23 East
Paynesville, MN 56362**

Project: Gemstone Plant Demolition
Windom, MN

DGR Project No. 369202

Owner: City of Windom, MN

For Period From: January 1, 2022 to December 31, 2022

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application Units</u>	<u>Value</u>	<u>Completed to Date Units</u>	<u>Value</u>
<u>Base Bid</u>								
1	JOB	Site Structure Demolition	L.S.	\$185,000.00	6%	\$11,100.00	15%	\$27,750.00
2	10,000 Ton	MnDOT Class 5 Backfill	15.00	150,000.00		0.00		0.00
3	15.0 Acre	Sand Pit Seeding Cover	1,500.00	22,500.00		0.00		0.00
4	1,200 L.F.	Install, Maintain and Remove Silt Fence/Erosion Control	2.00	<u>2,400.00</u>		<u>0.00</u>		<u>0.00</u>
TOTAL BASE BID				\$359,900.00		\$11,100.00		\$27,750.00
<u>Alternate No. 1 Bid</u>								
1	JOB	Clean, Grub and onsite dispose of Trees	L.S.	\$18,000.00		\$0.00		\$0.00
2	JOB	Leveling/Grading Quarry Bottom	L.S.	4,000.00		0.00		0.00
3	12.3 Acre	Sand Pit Seeding Cover	1,500.00	<u>18,450.00</u>		<u>0.00</u>		<u>0.00</u>
TOTAL ALTERNATE NO. 1 BID				\$40,450.00		\$0.00		\$0.00
TOTAL BASE BID + ALTERNATE NO. 1 BID				\$400,350.00		\$11,100.00		\$27,750.00
				Total Work Completed				\$27,750.00
				Stored Materials				
				Less Retainage	<u>5</u>	%		<u>1,387.50</u>
								\$26,362.50
				Less Previous Payments				15,817.50
				TOTAL AMOUNT DUE THIS PAY REQUEST				<u>\$10,545.00</u>

Payment Requested by:

Voss Plumbing & Heating of Paynesville, Inc.
(Contractor)

Robert Brown
(signature)

Date 12/9/2022

Payment Recommended by: DGR Engineering

Don Vn Scher
(signature)

Date 12/18/2022

Payment Approved by: City of Windom, MN

(signature)

Date 1/3/2023



Application for Payment
(Unit Price Contract)
No. 1

Eng. Project No.: WINDM 166087

Location: Windom Municipal Airport

Contractor Neo Electrical Solutions

Contract Date 8.16.22

2180 Jack Breault Drive

Pay this Amount \$ 24,590.00

Hudson, WI 54018

Contract Amount \$ 25,600.00

Contract for 2022 Windom Beacon Replacement Project

Application Date 12.9.22

For Period Ending 12.7.22

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
70-08	Traffic Provisions / Airport Security /	LS	1	1	\$500.00	\$500.00
C-105	Mobilization	LS	1	1	2,200.00	\$2,200.00
40-05	Maintenance and Restoration of Haul	LS	1	1	400.00	\$400.00
L-101-5.1	New LED Airport Rotating Beacon (on	EA	1	1	19,000.00	\$19,000.00
L-101-5.2	Remove Existing Beacon &	LS	1	1	500.00	\$500.00
L-101-5.3	1.5" Galvanized Rigid Steel Conduit	LF	100	60	22.00	\$1,320.00
L-101-5.4	#10 AWG, 600V wire (on ex'g tower)	LF	400	280	1.50	\$420.00
L-101-5.5	Locate, Test, & Protect Existing and	LS	1	1	250.00	\$250.00
Total Contract Amount						\$24,590.00

Application for Payment (continued)

Total Contract Amount	\$ 25,600.00	Total Amount Earned	\$ 24,590.00
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: _____	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 24,590.00
AFP No. 2: _____	AFP No. 7: _____	LESS _____ % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 24,590.00
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 24,590.00

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2022 Windom Beacon Replacement Project, Windom Municipal Airport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date December 12, 2022

Neo Electrical Solutions

(Contractor)

COUNTY OF ST CROIX
STATE OF WISCONSIN) SS

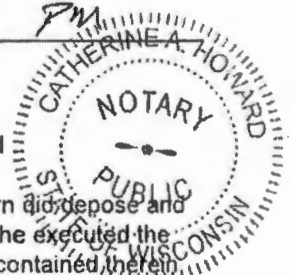
By Ben Melin
(Name and Title)

Before me on this 12th day of December, 2022 personally appeared

BEN MELIN known to ^{me} be, who being duly sworn did depose and say that he is the PROJECT MANAGER (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires 08/03/24

(Notary Public)



The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Lindsay Reidt

Short Elliott Hendrickson Inc.

By Lindsay Reidt

Date 12/13/22

City of Windom

By _____

Date _____