

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



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes

- Council Minutes & CIP Budget Meeting – November 15, 2022
- Park & Recreation Commission – November 9, 2022
- Planning Commission – November 10, 2022
- EDA – November 14, 2022
- Community Center Commission – November 14, 2022
- Utility Commission – November 23, 2022

- Licenses

- Exempt Gambling Permit.
 - Windom Fire Dept. Relief Assoc. – Windom Arena – May 6, 2023
 - Ducks Unlimited – Community Center – April 1, 2023
 - Cobra Wrestling – Windom Area HS – March 25, 2023

- Regular Bills

2. Department Heads

3. 2023 City Budget

- 2023 Budget Presentation
- Public Input

4. Public Hearing Police Department Drone Policy

5. Resolution Accepting Donation – Library – Friends of The Library

6. EDA Commission

- Resolution - Decertify TIF District 1-16
- Resolution - Decertify A Tract in TIF District 1-22

7. Airport Zoning Enactment Project - SEH Professional Services Agreement

8. Personnel Hiring Recommendation – Street Dept. Hiring – TBD

9. New Business

10. Old Business

11. Council Comments

12. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
November 15, 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, Jenny Quade and Lisa Farag

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Andy Spielman, Building Official and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – November 1, 2022
 - Housing & Redevelopment Authority – October 12, 2022
 - Telecom Commission – October 3, 2022
 - Joint Government Meeting – October 31, 2022
 - Library Board – November 7, 2022
- Licenses – Exempt Gambling Permit – Business, Arts and Recreation Center
- Annual Cigarette License Renewals
- Annual Game of Skill License Renewals
- Annual Theatre License Renewal
- Liquor License Renewals
 - Phat Pheasant Pub
 - Windom Duffy's Inc.
 - Plaza Jalisco II
 - Windom Country Club
 - Windstream Inns LLC
 - Wine On-sale
 - Beer On-sale
 - Strong Beer Authorization
- Regular Bills

Motion by Sherman second by Quade approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:

None.

6. Canvass Election Results:

Council Member Grunig introduced the Resolution No. 2022-65, entitled "A RESOLUTION CANVASSING THE ELECTION RETURNS FOR THE CITY ELECTION AND DECLARING THE RESULTS OF THE ELECTION" and moved its adoption. The Resolution was seconded

by Nelson and on roll call vote: Aye: Farag, Quade, Nelson, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Public Hearing – Miscellaneous Special Assessments and Resolution:

Nasby said that these are unpaid invoices for fire calls, snow removal and mowing. Notices were sent to the taxpayer of record and they have until the end of the year to pay without any interest or certification to the tax roll.

Jones opened the public hearing at 6:38 pm. No comments were received. Jones closed the public hearing at 6:39 pm.

Council Member Farag introduced the Resolution No. 2022-66, entitled “RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2022 MISCELLANEOUS SPECIAL ASSESSMENTS” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Grunig, Farag, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Resolution Accepting Donation – Sybil Minion - Library:

Jones thanked Sybil Minion for the donation to the Windom Library.

Council Member Sherman introduced the Resolution No. 2022-67, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM SYBIL MINION TO THE WINDOM LIBRARY” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Sherman, Nelson, Quade and Farag. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

9. Street Closure Request – ALC Church Living Nativity:

Nasby said that the closure is requested for December 14th on Prospect Avenue between 9th and 10th Streets from 5 – 7 pm.

Motion by Grunig second by Farag to approve a street closure on Prospect Avenue between 9th and 10th Streets on December 14th between the hours of 5:00 – 7:00 pm. Motion approved 5 – 0.

10. Hazardous Building – 1453 4th Avenue:

Andy Spielman, Building Official, said that the property had experienced a fire approximately 20 months ago and a number of conversations were held with the property owner. Statute defines a hazardous structure as being unfit for habitation and/or a danger to the public. Earlier this year the City Council declared it a hazardous property and the Court provided a raze order to be executed after October 31, 2022 if the hazard remained. The Building Official and City Administrator met with the owner on site last week and inspected the property. As of that time the property still meets the definition of a hazardous building in the City’s opinion.

Sherman asked if the raze order included the “new addition” as that was not fire damaged. Spielman said that the addition is connected to the fire damaged structure and the order includes that addition.

Nasby said that the Court Order is in effect and the City Council’s discussion tonight was to see if anything had changed with the situation and to allocate funds for execution of the raze order.

Grunig said that not much appears to have happened since the last discussion with the property owner and in his opinion, something needs to be done.

Motion by Sherman second by Nelson to suspend the Council rule and allow the property owner, Mike Bogle an opportunity to speak to this item. Motion carried 5 – 0.

Mr. Bogle said that he has done work and wants to leave the basement, floor and rebuild. He said if the west wall were down and basement gone he could have re-built. He felt the Council had approved modifying the order and misunderstood. He said the City will incur expense to demolish the property and fill the basement. He said that the water heater, HVAC and electric panel are salvageable and are located in the basement and a standing wall. He is a 20+ year resident and paid taxes. He feels the property is not hazardous and left the west wall to make it safer with the fencing. The basement should be left alone and he can re-build it but not if it is filled in.

Sherman asked if the new addition could be saved and have the property owner sign a liability waiver. Nasby responded that staff asked that same question to the City Attorney and the advice is to have it razed along with the rest of the damaged property. Spielman said that the addition is connected to the damaged structure and when demolition occurs there could be damage to the addition which is a potential liability to the contractor and City.

Nelson said he recalls the owner wanting to keep the west wall. Bogle said that he did want to keep that wall and thought the City modified the order as such.

Jones said the Council's prior decision was not to pursue a modification of the order and that is in the minutes. Spielman said the last discussion was to have a modification or not, and that modification would have included removal of the damaged structure with a plan to re-build.

Nasby said the Council's options are to direct staff to execute the raze order, pursue a modification of the existing Court order or do nothing.

Jones said he feels enough time has passed and something needs to be done.

Nelson asked if the owner had time to move the electric panel. Spielman said the City would need to disconnect the power and then the owner could have it moved. Nelson said he is concerned with the timeline and ability to re-build.

Sherman said if the raze order were to be executed would there be an opportunity to save the new addition. Spielman said that the contractor's availability to do the work is likely January 2023. If the new addition were completely removed from the fire damaged structure then the situation maybe re-assessed by staff and the City Attorney. The current recommendation is to take it all down.

Farag said it is an unfortunate situation and it has been nearly two years. Many people are upset over the long timeline to act. How long will a re-build take? She noted it has been about six months since the Court order so the owner has had time to respond.

Bogle said he has a job and does not have the time. He feels the hazard has been removed and wants time to move his belongings as well.

Jones asked Bogle about his current residence. Bogle replied he lives in the addition. Jones said he had heard he lived elsewhere.

Quade said it is an unfortunate fire and situation that exists.

Motion by Quade second by Grunig to authorize staff to execute the Court order.

Preliminary

Sherman said the corundum for him is the inability to separate the new addition liability from the order. He feels written documentation to waive the liability is possible, he has visited the site and the new addition is in good condition.

Bogle said it is making matters worse to force him to sleep outside and in the City's interest to work with him. He said the chances of any liability are slim and he is guaranteed life, liberty and happiness.

Jones said that after two years this is a nuisance situation and that due process was provided through the court process. The time is been long enough and now is time to act. He asked for a roll call vote.

Roll Call: Sherman = No; Nelson = Yes; Grunig = Yes; Farag = Yes and Quade = Yes. Motion carried 4 – 1.

11. Floodplain Update\Study for Perkins Creek:

Spielman said that the MN DNR and FEMA are working on a new floodplain update for the Des Moines River through town that will include surveying and hydrology. This modeling was not done with the prior update, which consisted of new maps using more accurate elevation data. The proposed work does not include Perkins Creek. City staff feels that to have a complete study and all current information surveying and hydrology needs to be done for Perkins Creek too. The prior work on the floodplain maps showed a disconnect on some of the data and parcels, which will be addressed with the project. Staff contacted MN DNR and FEMA asking them to include Perkins Creek, but due to the scope of their grant and timing it could not be done. The City would have to cover the work on Perkins Creek and with the Des Moines work at the same time there are savings and data that can be used to reduce the costs by 30%. Anticipated costs are estimated to be \$39,000.

Jones said this project was discussed at the budget meeting held prior to the regular meeting and if Council wants to undertake this Perkins Creek study the funds could come from reserves. He felt it is beneficial to do the work now and the results could help some properties get out of the floodplain.

Motion by Grunig second by Sherman to approve the floodplain study of Perkins Creek by SEH Engineering and fund it from reserves. Motion carried 5 – 0.

12. Call for Public Hearing – Police Dept Drone Policy:

Scott Peterson, Police Chief, said that the Council approved the purchase of a drone. The State requires a policy governing its use, reporting and public input on the policy. The City Attorney has reviewed and approved the draft policy. This step is to set a public hearing to take public comments on December 6th.

Sherman said he feels having the drone is good sense in today's environment.

Peterson thanked the Council for the drone purchase approval.

Nasby noted that a formal public hearing is not required, but staff wanted to take the extra step to make sure the public was informed. He added that a newspaper article was published and the policy is on the City's website for review.

Council Member Sherman introduced the Resolution No. 2022-68, entitled "RESOLUTION CALLING FOR A PUBLIC HEARING REGARDING ARIAL VEHICLES (DRONES)" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Farag, Sherman, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Preliminary

13. Personnel:

Nasby said there are a number of Personnel items. Grunig said that these are primarily to be competitive in the current labor market.

The first one is amending EMT pay to be consistent with area services and attract\retain EMTs. This was discussed during the budget workshop and a spreadsheet showing pay information is included.

Motion by Quade second by Farag to approve an EMT pay rate of \$5/hour for on-call and \$20/hour for runs. Motion carried 5 – 0.

The second item is to approve a permanent part-time position at the Community Center. They had been challenged to increase revenue and bookings, which has been done. This created a strain on staffing. The use of paid, on-call help is not consistent enough to cover the hours needed. Filling a permanent part-time position will allow for the scheduling of hours and an ability to pay more. The position would be for Arena\Community Center Maintenance as shown in the labor contract as the Arena could use some help too during their busiest months.

Motion by Grunig second by Farag to approve a permanent part-time Arena\Community Center maintenance position. Motion carried 5 - 0.

Third, the Liquor Store is also requesting permanent part-time help. They have been through a high number of temporary\seasonal clerks and feel a permanent position will be easier to schedule.

Motion by Quade second by Farag to approve a permanent part-time Liquor Clerk. Motion carried 5 – 0.

Nasby said the last item included minor updates to the Personnel Policy, most of which are related to the State's approval of THC gummies. While State law allows these, THC is still illegal under federal law. As such the City's personnel policy needed to be updated to clarify some language. He reviewed the changes with the Council.

Motion by Sherman second by Farag to approve the City of Windom Personnel Policy as amended. Motion carried 5 – 0.

Nasby said there was a possible EDA hiring action as the EDA interview team had made an offer to a candidate, but we are still awaiting formal acceptance. Jones said he would like to have Council act sooner than waiting for the December 6th meeting. Jones asked for Council consensus on setting a Special Meeting for November 22nd. Council concurred.

14. New Business:

None.

15. Old Business:

None.

16. Contractor Payment – Airport 2022 Crack-seal Project:

Nasby said the work has been completed and engineer has signed off on the payment request.

Motion by Sherman second by Nelson to approve the payment to Fahrner Asphalt Sealers, LLC in the amount of \$39,462.80. Motion carried 5 – 0.

Preliminary

17. Council Comments:

Jones said the Council had their final budget workshop prior to the regular meeting to finalize the capital improvement project budget. The preliminary levy, maximum was set at 8% and the Council came in at 7.67%. There is an opportunity for public comment at the December 6th City Council meeting. Many critical items were funded and he thanked the Council for their time spent on the budget.

Nelson said it was a difficult decision tonight on the 1453 4th Avenue hazardous building and work on finalizing the budget.

Sherman said the Veteran's Day program was meaningful and he thanks those serving.

Quade said that Our Savior's Lutheran Church is doing a Thanksgiving meal for anyone from 11 am to 1 pm, which can be had on site or to go. They are looking for volunteers to help. She wished everyone a Happy Thanksgiving.

Farag thanked the election workers for their service.

Nasby thanked the Council and Department Heads for their time in crafting the budget and reviewing the numerous items and projects.

18. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:03 p.m.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

Special Council Meeting – CIP Budget Workshop
Windom Community Center
November 15, 2022
5:30 p.m.

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, Marv Grunig, James Nelson, Jenny Quade, Lisa Farag and Jayesun Sherman (arrived 6:10 pm)

Council Absent:

City Staff Present: Steve Nasby, City Administrator and Cheryl Ulferts, Finance Director

3. 2023 Budget Workshop Meeting #3:

Nasby said the Council will review the Capital Improvement Plan (CIP) requests for the Special Revenue Funds and General Fund budgets. A worksheet with the requests and projects the Council has already agreed to fund was sent out and displayed for the meeting. The funded projects included the match for the USDA grants for fire equipment and radios as well as the City Hall roof and Street Department pick-up. Nasby noted that \$70,000 in previously allocated funds for the Arena roof and Council Chamber tech upgrade would be re-allocated here as those projects came in under budget or were funded otherwise. The preliminary 2023 budget had also anticipated about \$200,000 in CIP spending. The maximum levy increase is 8% as previously set by the City Council.

Jones suggested the Council work on the items that were the highest priority and any that required some local match like the Airport Crosswind study. Council concurred and funded the requests for the Airport study and the Library computer replacement. They also funded the Community Center requests as they are experiencing equipment replacement needs for HVAC and kitchen items as the Center is just over 20 years old. Quade and Nasby said that the Street Department was funded for the pick-up and their remaining priority item is a front end loader snow plow. Quade said the Parks & Recreation Commission also had several items requested and improvements are needed at facilities. Council placed funds into Park Trail improvements and building maintenance. They discussed the needs for a replacement of Kastle Kingdom. The costs for something similar to what the school did at the new Elementary building was \$600,000. The City could not afford something like that but a large capital expense will be coming. There is currently \$38,000 in the Playground CIP fund. Nasby suggested adding \$62,000 to that fund to get to an even \$100,000 so that grant participants would see a significant City commitment. Quade said Kastle Kingdom was a community project when it was built about 30 years ago and that kind of project is needed again to make it workable. Council consensus to add \$62,000 to the Playground CIP fund, \$10,000 to trail improvements and \$10,000 to Park building maintenance. The Street Department also has an Equipment Fund they use for items that come up outside of the budget cycle and Council has put money into that periodically. Council placed \$25,000 into the Street Equipment fund. All of these CIP funded projects would bring the tax levy up 7.62%.

Floodplain Study Budget Item – Jones said the City Council will hear about a floodplain study for Perkins Creek at the regular meeting this evening. This is in response to a FEMA\DNR study being done on the Des Moines River. In October the DNR held a kick-off meeting for this study, but it did not include Perkins Creek. If the City did Perkins Creek as part of this larger effort on hydrology and

Preliminary

remodeling the river and creek it would be a cost savings. Nasby said the cost to the City from an engineer is \$39,000.

Sherman arrived.

Council discussed the ability to include this within the 2023 budget. If it is added to the budget that would push the amount past the maximum levy unless something else was cut or reduced. Another option would be to fund the study from the General Fund Reserve. Jones asked if the General Fund Reserve is within the Council's guidelines at this time. Nasby replied that if this were funded for \$39,000 the reserve would be at the 50%+ threshold which is at the high end of the target range.

Council consensus was to look at using General Fund Reserve funds for the Perkins Creek floodplain study if it is approved in the regular meeting.

Motion by Nelson second by Grunig to set the final levy at \$2,426,118 which is a 7.67% increase from 2022. Motion carried 5 – 0.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 6:20 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Minutes for Wednesday, November 9th, 2022

City Hall Council Chambers

Roll Call:

Present: Jackie Jurgens, Paul Johnson, Jess Smith, Bryan Joyce,

Absent: Ron Kuecker, Jill Knapp, Jenny Quade, Lisa Farag

City Staff: Tim Hogan, Recreation Director. Jon Ketzenberg, Street & Parks Superintendent.

Public Present: None

Call the Meeting to Order at 5:30 p.m. Meeting was called to order at 5:38pm by Paul Johnson.

1. **Motion to Approve or amend agenda:** Motion to approve the Agenda was made by Joyce and a second by Smith. Motion carries.
2. **Approve Minutes from October 12th, 2022:** Motion to approve the minutes from the October meeting was made by Smith and second by Jurgens. Motion carries.
3. **Kayak Launch Proposals for Island Park:** Tim brought a few different options for a potential kayak launch for the commission to review. Three different launch designs were presented as well as costs for a couple. Tim is still waiting on a couple more quotes. These kayak launch designs would be pre-manufactured and ready to install. The city would not have to design or modify the designs. The launch would just need to be installed. Discussion was held by the commission and a decision was made to let Jon and Tim finalize a launch design and move forward with the purchase. Tim and Jon will discuss the options and get approval from the DNR before it is purchased.
4. **Recreation Director report:**
 - a) **Swimming Pool Feasibility Study:** Tim said that in budget discussions with the City Council that there was discussion of potentially getting funding for a feasibility study. The study would not only include design options but as well as support for a referendum. The hope is to inform the city residents with options for a new pool and potentially get it to a referendum so the city can vote and decide if the community would like to fund a new pool. The funding from the council would be to just fund the cost of the study. Tim informed the commission of the company that he has been in communication with which is Burbach Aquatics. Joyce added that he would like to see the study actually get to the referendum phase. Joyce said studies have been done in the past and nothing moved forward with them. Joyce would like to see the council move forward with the study if they intend to get the information out to the voters to decide. It was discussed that if they do not intend to get the information to the community to vote and decide on a new pool then a study isn't needed. Tim will be getting the information back to the council with the commission's recommendations.
 - b) **Fair board Contract for sand in the Arena:** The City Attorney reviewed the contract that the City has with the Fair Board in reference to the footing that is to be placed in the Arena for the fair. The contract was drawn up by the Fair Board and it was signed off by the city. The contract states "That the City provide and install the sand needed to properly cover the cement rink for the fair as part of the Arena labor provided. That the sand placement and the depth shall be 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 the annual 10-day

Fair Board Arena usage. That the hockey rink boards (dasher boards) will remain erected on the cement rink during the annual Fair Board Usage. That only city employees may operate city equipment for this rink work." Tim stated that the contract does not include the clay base footing. Tim stated he brought in the clay for Horse shows and not for the Fair. The Fair benefited from the clay footing Tim brought in for horse shows. Essentially the City would not need to put in the clay base for the Fair Board. Discussion was held by the commission and agree that the Council will need to move forward with a decision on the future of horse shows based on the information in the contract. The Commission also agrees that the City and the Fair Board could get better use out of the Arena with a clean concrete floor for events.

- c) Horse Stall sales at 200 per stall. 3 panels and 1 door. Revenue to update outdoor riding area. Tim informed the commission that he researched the approximate value of the extra stalls at the Arena and has come up with a price tag of \$200 per stall. There a few interested parties that would like to purchase the stalls and the commission has previously agreed that individual sales be limited to 8-10 stalls and that the Redwood County Fair could receive the 20-25 stalls they would like to upgrade their current horse barn. The commission agrees with the price of the stalls and agree that the revenue is to be used for upgrading the outdoor riding ring.

5. Park Superintendent Report:

- a) Island Park Shelter Update: Jon said that he spoke with the DNR and worked with the City Building Official. The project is on hold at the moment until it is determined how much dirt work will need to be completed to be in compliance with the flood codes. Jon is going to take some measurements and get things marked out for the new shelter. Dirt will need to be hauled in and raised about two feet and then they can plan accordingly on the design requirements.
- b) Parks update for Winter: Jon said that the staff put hay bales along the fence below Abby Park for the upcoming sledding season. Jon also said they had someone break in to the bathrooms up at the Rec Area after they were winterized so they have to install a new door up at those bathrooms. Jon said they also had to do some cleanup around the Tegels Park Shelter. There was some wood and piles of dirt from construction that needed to be cleaned up. Jon also said that the Mayor wanted him to look into costs for a new playground at Kastle Kingdom. The Mayor was curious as to what the School spent on their playground at the new school. Jon contacted Bryan Joyce and the company (Midwest Playscapes) that built the playground and it was at the cost of \$600,000. Jon is going to get a few quotes and options of different designs for upcoming CIP funding.

6. Old Business: None

7. New Business: None

8. Open Mike: None

9. Adjourn meeting. Meeting was adjourned at 6:30pm

10. Next Meeting December 14th @ 5:30 in the City Council Chambers

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
NOVEMBER 10, 2022**

1. Call to Order: The meeting was called to order by Chairman Mattson at 7:00 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Rose Schroder, Land Use Consultant from Bolton & Menk, (via "Teams").

3. Approval of Minutes: October 11, 2022

Motion by Commissioner Baloun, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meeting held on October 11, 2022, as submitted. Motion carried 5-0.
(Commissioner Hartman was not present for the vote.)

4. Review of Proposed 2023 S.M.A.R.T. Goals: Zoning Admin. Spielman advised that the proposed 2023 Goals are renewals of the 2022 Goals with some updates. (Details concerning the methods/steps, resources available, expected results, and timeframe were set forth on the summary sheet for each goal provided in the meeting packet.) Zoning Admin. Spielman advised that the proposed goals from each City Department would be presented to the City Council in December. He reviewed the following proposed 2023 S.M.A.R.T. Goals with the Commissioners:

Short-Term Goal No. 1: Complete final review of proposed revisions of the Land Usage Code (Chapter 152 of the City Code). Present recommendations for revisions to the City Council for public hearing and subsequent adoption by ordinance.

(It is anticipated that the code review will be completed in December of this year and then recommendations will be presented to the City Council in early 2023.)

Long-Term Goal No. 1: Continue creating electronic files and visual map layers, such as rental housing, public nuisance, blighted properties, non-conforming uses, etc. on the City's Empower mapping software.

Long-Term Goal No. 2: Continuation of the demolition programs for blighted homes in the City of Windom.

Long-Term Goal No. 3: 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.

Zoning Admin. Spielman asked for any additional goals that the Commissioners might suggest. Commissioner Hartman 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 that Staff would bring a proposed new goal on this topic to the Planning Commission at the December Meeting.

Motion by Commissioner Baloun, seconded by Commissioner Harrold, to approve the four proposed 2023 S.M.A.R.T. Goals for the Building & Zoning Department as written. Motion carried 6-0.

Zoning Admin. Spielman requested that if the Commissioners have any additional suggestions for goals, they may call, e-mail, or stop in the B&Z Office.

5. Land Use Code Review: Copies of proposed revisions had been included in the meeting packet. Zoning Admin. Spielman introduced the following proposed revisions and reviewed the purpose for each revision:

A. Public Utility Building – New definition.

B. Yard, Front – Updated definition as this definition will be applicable to numerous sections of the Code.

Consultant Schroder commented that these definitions will work. She also provided another scenario for the Planning Commission's consideration.

Motion by Commissioner Hartman, seconded by Commission Johnson, to approve the definitions of "public utility building" and "yard, front" as presented. Motion carried 6-0.

C. Section 152.270 – Dwelling On Any Lot Of Record: Proposed revision of existing code language to remove seventy percent requirement and set forth applicable requirements for construction of homes on smaller lots.

Consultant Schroder agreed and felt we should move forward with these proposed revisions.

Motion by Commissioner Hartman, seconded by Commissioner Baloun, to approve the proposed revision of Section 152.270 as written. Motion carried 6-0.

D. Section 152.491 – Site Plan Drawing Necessary (in Off-Street Parking Section): Proposal to delete last sentence as it relates to no permit for construction of more than one private garage structure. This sentence no longer applies after the previous revision of the Code Section on "Accessory Structures".

Motion by Commissioner Harrold, seconded by Commissioner Pletcher, to approve proposed deletion of last sentence in Section 152.491 as presented. Motion carried 6-0.

E. Section 152.495 – Design Standards (in Off-Street Parking Section): Zoning Admin. Spielman advised that the City Council adopted a driveway policy in 2006 that set forth curb cut specifications and driveway approach specifications, etc. However, due to change in City personnel, the policy was unknown to new members of the City Staff. To allow proper implementation of the policy, it needs to be included in the City Code. He reviewed Section 152.495(A) which incorporates provisions of this City policy. Consultant Schroder concurred with these Code additions.

Motion by Commissioner Baloun, seconded by Commissioner Harrold, to approve Section 152.495(A) "General Standards" (for "Off-Street Parking") as presented. Motion carried 6-0.

Zoning Admin. Spielman reviewed the provisions of Section 152.495(B) concerning "Residential Standards" (for off-street parking). Consultant Schroder commented that a new driveway and any adjoining parking area in the front yard should be concrete or asphalt. There was a discussion concerning driveways adjoining gravel streets. It was the consensus to require a paved driveway if the driveway is adjacent to a paved street and a gravel driveway if adjacent to a gravel street. There was a discussion concerning the use of other granular material for a gravel driveway. Consultant Schroder recommended setting forth the depth of the material and diameter (rock size) of the granular material. Staff will consult with the Street Superintendent and provide additional recommendations at the next meeting.

Consultant Schroder provided recommendations concerning materials for additional parking areas in the side and/or rear yards. There was a discussion concerning setbacks for these parking areas such as up to the property line for concrete or asphalt and one foot away for granular materials, etc. She recommended including language regarding other similar, durable, non-organic materials. Staff will provide additional recommendations on these subsections at the next meeting.

Zoning Admin. Spielman reviewed Section 152.495(C) with the Commissioners. This section includes a minor update.

Motion by Commissioner Baloun, seconded by Commission Harrold, to approve Section 152.495(C) as presented. Motion carried 6-0.

F. Section 152.424 – Residential District Fences: Zoning Admin. Spielman reviewed the proposed revisions. To clarify Section 152.424(C), a definition of “vision clearance triangle” will be added to the Code. The B&Z Office will also prepare a handout and a diagram to illustrate the vision clearance triangle that will be distributed to property owners considering installation or replacement of fences. There was a discussion concerning fencing materials. Consultant Schroder suggested potential revisions to the language in (H).

Zoning Admin. Spielman advised that in response to a request from a Commissioner, he had contacted the Police Department, Fire Chief, and Ambulance Director concerning their positions on front-yard fences as it relates to their Departments. The Police Department would prefer not to allow front-yard fences. However, if they are allowed, the Department suggests 3 feet as the maximum height with at least 25 percent visibility through the fence and a gate that faces the street which is a minimum of 3 feet wide. The Ambulance Director felt that if there was a gate that was a minimum of 3 feet wide, the fence should not slow down their response time. The Fire Chief had concerns because most fire hydrants are in the front of the property and the Fire Department strings out their hoses from these hydrants. In the event of a front-yard fence, they would have to string/drag the hoses over the fence which could potentially damage the hoses. He said that they could do it, but it would slow down their response time. He agreed that there needs to be adequate visibility through any front-yard fence.

Consultant Schroder commented on (D) and said that a maximum height of 4 feet is common for front-yard fences. She felt that the provisions of (D) were satisfactory.

There was a discussion concerning if it was possible to address the top part of the fence to prevent damage to fire hoses. Consultant Schroder recommended that it may not be possible to address that issue adequately in the Code.

There was a discussion concerning the height of 4 feet in relation to the safety of children playing in a front yard on a property that is surrounded by front yard fences on each side. If a child happened to run out in the street, would the child be able to see vehicles coming or would the vehicles be able to see the child in time.

Commissioners commented that because a front-yard fence is meant to be decorative or simply to contain children or pets, a change in the visibility requirements might help potential situations. Zoning Admin. Spielman will do additional research concerning materials available and proposed visibility standards and bring this information to the Commission at the next meeting.

6. Other Business/Reports: None.

7. Unfinished Business: Zoning Admin. Spielman reported that the City Council approved the variance for lot size and the minor subdivision for the property between the Red Carpet Inn and Hardees as recommended by the Planning Commission. The purchaser is moving forward with site designs, etc.

In response to a question concerning the B-2 Zoning District, Zoning Admin. Spielman advised that the current regulations for the zoning districts were approved in 2003.

8. New Business: Zoning Admin. Spielman recapped that in 2021 the City went through the update of the Floodplain Code and received updated digital floodplain maps. He advised that since that time, MNDNR has identified some incongruities in the mapping between the County and City limits and also because of the removal of the dam. At the time of the dam removal, no additional studies were completed. MNDNR has received grant funds to remap all of the Des Moines River in Windom including new hydrology studies, new

modeling of the channel, review of the flood elevations and the floodway, etc. Because of the funding, MNDNR would not be able to do these studies for the Perkins Creek area. However, if the City partners with MNDNR and provides data concerning the Perkins Creek area, MNDNR will submit this data with their data on the Des Moines River in a joint application to FEMA. Staff has been in contact with SEH who assisted the City with the 2021 project. A representative from SEH estimated that if the City approves this proposal to gather data for the Perkins Creek area, there could be a 30 percent costs savings to include the Perkins Creek component in this application. The field work by the MNDNR is going to be starting in the Winter of 2023 with the hope of completing the work by the Fall of 2023.

In response to a question, Zoning Admin. Spielman confirmed that the Planning Commission's December Meeting should be on the regular meeting date (second Tuesday) which would be December 13th at 7:00 p.m.

9. Planning Commission Comments, Concerns, Suggestions: None.

10. Adjourn: The meeting was adjourned by unanimous consent at 9:10 p.m.

Attest:

Andy Spielman, Zoning Administrator

Brett Mattson, Chairman

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
NOVEMBER 14, 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 James Nelson.
Absent: Marvin Grunig.

Also Present: EDA Staff – Admin. Asst. Mary Hensen; Mayor Dominic Jones; Steve Nasby, City Administrator; Kevin Stevens, Cottonwood County Liaison; and Rahn Larson (Citizen).

3. Approval of Minutes: October 10, 2022:

Motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to approve the Minutes of the EDA Meeting held on October 10, 2022. Motion carried 4-0.

4. Windom Apartments – Workforce Housing Project

A. Update on Construction Project: Construction continues on the workforce housing project. Building Official Spielman provided the following construction update: The retaining wall and fence have been installed. All the foundations have been installed and backfilled and all utilities have been installed. The floors have been poured for 4 buildings. The crew is framing the second floor on one building and is almost done with the main floor on a second building. They have indicated that they may possibly bring in a third framing crew to start on another building.

5. Cottonwood County Home Initiative Program

A. Update on Discussions – Other Taxing Entities: City Admin. Nasby reported that he attended the Cottonwood County Commissioners' Meeting to determine whether the Commissioners were interested in renewing the application period for the program. He said that there was a good discussion and there appeared to be support to continue the program. There was a discussion among the Commissioners concerning the eligibility of "shouses" (shop/house combinations typically in a rural area). The Commissioners requested that research be done on how other Counties handle shouses and value them for the program. City Admin. Nasby advised that he contacted Nobles County and received their information on shouses. He forwarded that information to the Chair of the County Commissioners and the County Auditor. The topic is on the agenda for the School Board Meeting scheduled for today. City Admin. Nasby will be attending that meeting to determine support from the School Board for renewing the program. The hope is to provide resolutions, extending the application period for the program, to the various boards and commissions in December. There was a brief discussion on the valuation cap established by the County and the reason for the cap.

6. TIF District 1-22

A. Decertification of Retained Property: Background: TIF District 1-22 was established by the City Council on June 18, 2019. The TIF District was modified on October 6, 2020, to include additional property. This is the "Cemstone" District which includes the EDA's former Spec Building Property (1925 North Redding Avenue), property on the East side of North Redding Avenue (including the Lakeside Apartments), City property in that area connecting North Redding Avenue to the Cemstone Property, and the Cemstone and Bosshart-Rode Property.

At the time that the EDA sold the Spec Building Property to Windom Apartments LLC, the EDA retained the East 65 Feet of Lot 6, Block 2 of the Windom Industrial Park Subdivision. This property has now been assigned a new Parcel No. (25-839-0076) and is tax exempt. This is an

undeveloped strip of land and the EDA has no plans for development of this property. Staff is recommending that this parcel should be decertified from TIF District No. 1-22. In the packet, the Board received a copy of a proposed Resolution No. 2022-06 authorizing the decertification of this small parcel. If the EDA Board adopts this Resolution, a similar Resolution will be presented to the City Council to decertify this tract from TIF District 1-22 effective December 31, 2022.

After a brief discussion, the following action was taken.

Resolution introduced and motion by Commissioner Wepplo, seconded by Commissioner Seigfreid, to adopt EDA Resolution No. 2022-06, entitled “Resolution Approving the Decertification of a Tract in Tax Increment Financing District No. 1-22 of the Economic Development Authority in and for the City of Windom, Minnesota”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Wepplo, McNamara, Seigfreid, and Nelson; the following voted against the same: None; and the following were absent: Commissioner Grunig. (The Resolution was adopted.)

7. TIF District 1-16

A. Decertification Resolution: Background: This TIF District includes properties along First Avenue including River Valley Fitness, GDF Properties’ warehouse, Windom Wrecking Co., a house owned by Gene and Donna Pankonin, and property owned by Peter Koep. The District was established at the time that GDF Properties purchased property from Bolins. GDF remodeled a portion of the former lumberyard property into River Valley Fitness and made improvements to an existing storage building (warehouse) on the property. The Developer, GDF Properties, LLC, has been paid the amount of tax increment set forth in the Development Agreement between the City of Windom and the Developer for eligible costs of the project. All other obligations of the TIF District have been met. Pursuant to Minnesota Statutes and the TIF Plan for TIF District 1-16, the District should be decertified.

In the packet, the Board received a copy of a proposed EDA Resolution No. 2022-07 authorizing the decertification of TIF District 1-16. If the EDA Board adopts this Resolution, a similar Resolution will be presented to the City Council to decertify this TIF District effective December 31, 2022. Beginning January 1, 2023, all property taxes generated by the property within this TIF District will be distributed in the same manner as other property taxes collected by the County Auditor.

After a brief discussion, the following action was taken.

Resolution introduced and motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to adopt EDA Resolution No. 2022-07, entitled “Resolution Approving the Decertification of Tax Increment Financing District No. 1-16 of the Economic Development Authority in and for the City of Windom, Minnesota”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Nelson, Seigfreid, McNamara, and Wepplo; the following voted against the same: None; and the following were absent: Commissioner Grunig. (The Resolution was adopted.)

8. NWIP – Phase II

A. Extension of Farm Lease: City Admin. Nasby recapped that NWIP Phase II includes the property owned by the EDA lying south of Opportunity Drive. The East Half was previously sold to Scott and Aimee Veenker. The remaining property is currently leased as agricultural crop land and includes 32.11 tillable acres. The EDA has leased this property to Steven Muller since 2018.

EDA Staff contacted Mr. Muller and he is willing to lease this property again for the 2023 crop year on the same terms as the current crop year. The lease provides for cash rent of \$210 per acre and also includes provisions for reimbursement of the Tenant if property covered by the farm lease is sold and taken out of production. A copy of the proposed Extension of Farm Lease was included in the packet. After a brief discussion, the following action was taken.

Motion by Commissioner Wepplo, seconded by Commissioner Nelson, to approve the farm lease between the EDA and Steven Muller for the 2023 crop year on the terms set forth in the “Extension of Farm Lease”. Motion carried 4-0.

9. S.M.A.R.T. Goals

A. Review/Adoption - 2023 Goals: City Admin. Nasby updated the Board that following review of the EDA’s 2022 S.M.A.R.T. Goals at the October Meeting, the goals were updated for 2023. He then briefly reviewed the proposed goals.

Motion by Commissioner Wepplo, seconded by Commissioner Nelson, to approve the proposed 2023 S.M.A.R.T. Goals and authorize EDA Staff to submit these goals to the City Council. Motion carried 4-0.

10. New Business: None.

11. Unfinished Business:

A. Update on Director Search: City Admin. Nasby reported that last week the Committee, [Ryan McNamara, Marv Grunig, Mayor Jones, Tom Riordan (Personnel Committee), and Steve Nasby], interviewed a candidate for the position. He provided a brief update concerning the interview. The Committee recommended the candidate for the position. City Admin. Nasby has been in contact with the candidate and he will be discussing it with his family and responding to the offer.

12. Miscellaneous Information

A. Update on SCDP Project Status: At a previous EDA Meeting, Commissioner Wepplo had inquired concerning the number of properties that were rehabbed through the current Small Cities Development Program. As of the last monthly report (October 5, 2022) received from the Partnership, the rehab of eight properties had been completed and three properties were in the construction phase. Eight applications had been withdrawn by the Applicants or were ineligible for funding pursuant to program guidelines.

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

13. Adjourn: On consensus, President McNamara adjourned the meeting at 12:26 p.m.

Attest:

Steve Nasby, City Administrator

Tom Seigfreid, EDA Secretary

Community Center Commission Minutes

Monday, November 14, 2022

1. Call to Order: The meeting was called to order by President Linda Stuckenbroker at 5:31 p.m.

2. Roll Call: 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. Motion passed. Jan Duscher was recognized as the new addition to the Community Center Committee.**

4. Additions to the agenda:

5. President Report:

6. Director Report:

- Windom Personnel Committee voted to add one part-time staff 20-24 hours split between the Arena and the Windom Community Center
- Recent events included 3 events in 24 hours; a wine tasting, the Ford Law annual meeting and the Cattleman's Association first Beef Bash.
- Reviewed donation from the Bob Byer's estate to the Windom Community Center
- HVAC review discussing various bids. A motion was made by Al Baloun, seconded by Lenny Thiner to accept the Schwalbach Hardware bid for the 10 ton unit and the 5 ton unit at \$37,730.00 total, contingent on use of building reserve funds. **Vote was approved 4-0.**
- Discussed current state of fire protection system.
- Discussed new commercial oven
- Discussed other maintenance items

6. Old Business

- Halloween activities went well
- Discussed Red Cross usage contract

7. New Business

- Discussed Recycling change to Hometown Recycling on January 1, 2023

8. Commissioner's Comments

9. Open Forum

10. Next Meeting: December 12, 2022

Adjourn:

Motion by Al Baloun, seconded by Lenny Thiner, to adjourn meeting at 6:39 p.m.

Linda Stuckenbroker, WCC President

Mitch Voehl, WCC Secretary

Attest: _____

Tim Snyder, WCC Director

UTILITY COMMISSION MINUTES
Council Chambers
November 23, 2022

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 AM

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Leesa Arndt, Utility Billing/Analyst and Ryan Anderson, Water/Wastewater Superintendent

APPROVE MINUTES

Motion by Riordan second by Francis to approve the October 26, 2022 Minutes. Motion carried 3 – 0.

ELECTRIC ITEMS

Resolution Establishing Utility Rates

Motion by Riordan second by Francis to approve “RESOLUTION UT #2022-11-01 RESOLUTION REVISING THE UTILITY RATE SCHEDULE IN THE CITY OF WINDOM, MN”. Aye: Francis, Riordan, and Schwalbach. Nay: None. Motion carried 3 – 0.

Power Plan Site Plan

Sykora presented the preliminary site plan based off of the previous options. Basic layouts were noted and placement of the switchgear, radiators, generation plant and the truck building. Sykora noted the truck shed has enough room for the current fleet and would like a price estimate of a larger truck garage due to expansion/larger equipment that may be needed. The Commission discussed the fuel delivery system. Staff was directed to seek quotes for steel and wood construction of a 70' by 100' truck shed with fewer amenities than previously discussed. Engineering estimated a time frame of 9 months construction to placement. This will be coordinated with the plant remodel/restructure.

Other Electrical Items

Sykora said electric staff is completing Christmas lighting at the courthouse and light poles. Summer projects have been finished and staff is working on inventory counts. He is waiting for the new apartment buildings to pour their structure pads and transformer pad. Sykora added the broken highway light poles have been received and put up. Staff will be working with the Street Department on necessary tree trimming.

WATER/WASTEWATER ITEMS

City of Bingham Lake Sewer Agreement Discussion

Anderson reviewed the Bingham Lake Sewer Agreement. He found that the agreement has verbiage that automatically renews every five years after the initial term has passed. Anderson has reviewed the usage numbers and Bingham Lake is still under the maximum gallons per day

usage. The Commission directed staff to send a letter of acknowledgement for the term renewal and include a review the usage limits.

Airport Biosolids Discussion

Anderson stated that the FAA has allowed other airports to spread biosolids on airport grounds. The land can be farmed for small grains. Future airport expansion will include discussion of using biosolids on the land surrounding the runways.

HyLife Foods

Anderson explained the HyLife Biosolids spreadsheet and recommended rate change. He said that carbon costs have decreased and is recommending the loading price for 2023 be \$3.27/1,000 gallons. Loadings have been reasonably stable. Any adjustments are billed quarterly, per the agreement. The Commission encouraged timely communication and reminded staff that HyLife Plant expansions will impact rates/water treatment needs.

Other Water/Wastewater Items

Anderson mentioned on-call weekend staff dealt with a pump alarm at the treatment plant. An extra pump was started, as two are needed to properly run the clarifiers. Anderson stated a service tech has picked up the bad pump to determine the failure and repair the pump motor. Lead time on repair is based upon the type of failure. Anderson said the warranty had run out 6 weeks prior to the breakdown.

REGULAR BILLS

Motion by Francis second by Riordan to approve the Regular Bills as presented. Motion carried 3 – 0.

OLD BUSINESS

None.

NEW BUSINESS

Sykora stated that New Vision has been billed power factor as they were over the allowed threshold. He added that Toro is installing internal monitors to evaluate their power loss sources.

The next regular meeting was set for December 28th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:10 am.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

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: Windom Fire Dept Relief Assoc

Previous Gambling Permit Number: X-34764-22-013

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-6029415

Mailing Address: 444 9th Street

City: Windom State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Kjell Turner

CEO Daytime Phone: 507-822-1385 CEO Email: kjell.turner@gmail.com

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

Email permit to (if other than the CEO): wfd55@windommn.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): Windom Arena

Physical Address (do not use P.O. box): 1480 8th Avenue

Check one:

☒ City: Windom, MN. Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): May 6th 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: Windom

Signature of City Personnel: _____

Title: City Administrator 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.)

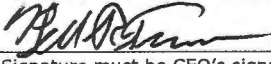
Print Township Name: _____

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:  Date: 11-26-2022

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

Print Name: Kjell Turner**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.

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: Des Moines River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X-17002-22-021

Minnesota Tax ID Number, if any: 3358833 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: PO Box 142

City: Windom State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Jason Kloss

CEO Daytime Phone: 507-822-1529 CEO Email: jascin4@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

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): Windom Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 1, 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.)

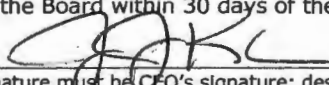
Print Township Name: _____

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:  Date: 11/27/2022
 (Signature must be CEO's signature; designee may not sign)

 Print Name: Jason Kloss
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.

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: Cobra Wrestling Inc.

Previous Gambling Permit Number: X-94641-20-001

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 84-4018399

Mailing Address: 710 8th Street North

City: Mountain Lake State: MN Zip: 56159 County: Cottonwood

Name of Chief Executive Officer (CEO): Tim Swoboda

CEO Daytime Phone: 507-822-2828

CEO Email: tswoboda@mchsl.com

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

Email permit to (if other than the CEO): nrkulseth@gmail.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): Windom Area Middle High School

Physical Address (do not use P.O. box): 1400 17th Street

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 25, 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: Windom

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: Tim Swoboda Date: 11/30/22
(Signature must be CEO's signature; designee may not sign)

Print Name: Tim Swoboda

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.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
GOEFF ROELS	22573-8	11/15/2022	CREDIT BALANCE	100-20191	8.93
DOROTHY DEUTCHMAN	25130-9	11/15/2022	CREDIT BALANCE	100-20191	31.53
ROSELYN WINKER	3851-5	11/15/2022	CREDIT BALANCE	100-20191	15.21
STEVEN SANTIAGO	39211-6	11/15/2022	CREDIT BALANCE	100-20191	8.42
ANNA MAE HUTCHINS	40744-3	11/15/2022	CREDIT BALANCE	100-20191	9.35
CAROL A SCHROEDER	40969-4	11/29/2022	CREDIT BALANCE FOR ROBER	100-20191	84.75
SUSAN EBELING	43789-2	11/15/2022	CREDIT BALANCE	100-20191	3.01
JOSH MATIMO	49944-3	11/15/2022	CREDIT BALANCE	100-20191	28.07
MN REVENUE	OCT-22	11/18/2022	SALES TAX	100-20202	53.00
MN REVENUE	OCT-22	11/18/2022	SALES TAX	100-20202	17,271.00
MN REVENUE	OCT-22	11/18/2022	SALES TAX	100-20202	70.68
MN REVENUE	OCT-22	11/18/2022	SALES TAX	100-20202	6,379.00
MN REVENUE	OCT-22	11/18/2022	SALES TAX	100-20202	26.00
					23,988.95
Activity: 41110 - Mayor & Council					
INDOFF, INC	3611069	11/22/2022	CITY OFFICE/SUPPLIES	100-41110-200	702.00
WINDOM AREA CHAMBER OF	4091	11/16/2022	MAYOR/MEALS/LODGING	100-41110-334	50.00
WINDOM LIONS CLUB	11-30-2022	11/28/2022	PARK SHELTER DONATIONS	100-41110-490	45,962.00
CONVENT. & VISITOR BUREAU	OCT 2022	11/15/2022	RED CARPET/LODGING TAX	100-41110-491	676.79
CONVENT. & VISITOR BUREAU	OCT 2022	11/15/2022	AMERICAINN/LODGING TAX	100-41110-491	4,389.85
CONVENT. & VISITOR BUREAU	OCTOBER 2022	11/29/2022	LODGING TAX/RED CARPET IN	100-41110-491	683.52
CONVENT. & VISITOR BUREAU	OCTOBER 2022	11/29/2022	LODGING TAX/AMERICINN	100-41110-491	4,072.34
Activity 41110 - Mayor & Council Total:					56,536.50
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	100-41310-131	9.00
BRENT JAMES HOGEN	22394	11/14/2022	CITY OFFICE/SUPPLIES	100-41310-200	465.00
INDOFF, INC	3611069	11/22/2022	CITY OFFICE/SUPPLIES	100-41310-200	8.99
WEX Health Inc	0001628779-IN	11/25/2022	OPERATING SUPPLIES	100-41310-217	121.00
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAI	100-41310-217	108.84
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	100-41310-321	423.58
STEVE NASBY	11-17-22 - 11-18-22	11/22/2022	TRAVEL EXPENSE	100-41310-331	210.63
STEVE NASBY	11-17-22 - 11-18-22	11/22/2022	MEALS	100-41310-334	9.01
Activity 41310 - Administration Total:					1,356.05
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	100-41910-131	1.80
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	100-41910-321	47.07
Activity 41910 - Building & Zoning Total:					48.87
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	100-41940-383	518.59
HOMETOWN SANITATION SER	0000485759	11/04/2022	CITY OFFICE/REFUSE DISPOSA	100-41940-384	102.98
ELECTRIC FUND	# 671	11/29/2022	EL/CITY HALL EMERGENCY LIG	100-41940-409	52.00
Activity 41940 - City Hall Total:					673.57
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	100-42120-131	19.80
INDOFF, INC	3608232	11/17/2022	POLICE/SUPPLIES	100-42120-200	71.90
INDOFF, INC	3611033	11/28/2022	POLICE/SUPPLIES	100-42120-200	91.97
INDOFF, INC	3611067	11/28/2022	POLICE/SUPPLIES	100-42120-200	81.00
INDOFF, INC	3611816	11/28/2022	POLICE/SUPPLIES	100-42120-200	2.46
WEX BANK	84820999	11/16/2022	OCT 2022	100-42120-212	-22.16
WEX BANK	84820999	11/16/2022	OCT 2022	100-42120-212	1,759.36
KWIK TRIP INC & SUBSIDIARIE	OCT 2022	11/10/2022	OCT 2022/MOTOR FUELS	100-42120-212	171.47
DANA WALLACE	11-16-22	11/18/2022	POLICE/UNIFORMS	100-42120-218	82.00

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	DEC 2022	11/17/2022	RENT/DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HEALTH	316123115	11/17/2022	POLICE/MEDICAL FEES	100-42120-305	40.00
AT & T MOBILITY	287293102788X11032022	11/15/2022	POLICE/TELEPHONE	100-42120-321	692.71
AMAZON CAPITAL SERVICES, I	146Q-MDG7-NQTX	11/17/2022	POLICE/RADIO UNITS	100-42120-323	93.91
ALPHA WIRELESS - MANKATO	18231	11/07/2022	POLICE/RADIO UNITS	100-42120-323	108.00
LEASE FINANCE PARTNERS	11-14-2022	11/28/2022	POLICE/DATA PROCESSING	100-42120-326	40.00
LEASE FINANCE PARTNERS	11-18-22	11/28/2022	POLICE/DATA PROCESSING	100-42120-326	398.00
DEVIN KOPPERUD	11-6-22 - 11-9-22	11/15/2022	POLICE/MEALS/LODGING	100-42120-334	38.36
NARTEC, INC	18287	11/21/2022	POLICE/MAINTENANCE - OFFI	100-42120-404	134.52
P.M. REPAIR & DETAILING	26246	11/17/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	739.92
COTTONWOOD CO AUD/TREA	DEC 2022	11/17/2022	RENT/DEPUTY ATTORNEY	100-42120-412	1,950.00
SCB PUBLIC FINANCE	12-14-2022	11/07/2022	POLICE/VEHICLE LEASE	100-42120-419	1,054.07
FLEET SERVICES DIVISION	2023040001	11/18/2022	POLICE/UNIFORMS	100-42120-419	1,741.21
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Police other maint	100-42120-480	23.99
Activity 42120 - Crime Control Total:					13,269.99

Activity: 42220 - Fire Fighting

ARAMARK	2560043063	11/10/2022	FIRE/SUPPLIES	100-42220-211	43.13
WEX BANK	84820999	11/16/2022	OCT 2022	100-42220-212	435.85
KWIK TRIP INC & SUBSIDIARIE	OCT 2022	11/10/2022	OCT 2022/MOTOR FUELS	100-42220-212	99.19
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	100-42220-217	63.49
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	100-42220-321	94.13
LUCAN COMMUNITY TV INC	1446	11/18/2022	FIRE/RADIO UNITS	100-42220-323	400.00
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	100-42220-383	322.82
HOMETOWN SANITATION SER	0000485815	11/04/2022	FIRE/REFUSE DISPOSAL	100-42220-384	48.59
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Fire maint vehicle	100-42220-405	2.59
BUILDING SPRINKLER INC.	88970	11/10/2022	FIRE/MAINTENANCE - GROUN	100-42220-406	135.00
KOLANDER TREE SERVICE	2710	11/07/2022	FIRE CALL Purrington Reimb	100-42220-480	500.00
WINDOM FIRE RELIEF ASSOC.	11-15-2022	11/15/2022	FIRE STATE AID	100-42220-491	44,423.95
WINDOM FIRE RELIEF ASSOC.	11-15-2022	11/15/2022	SUPP FIRE STATE AID	100-42220-491	8,965.70
Activity 42220 - Fire Fighting Total:					55,534.44

Activity: 42700 - Animal Control

COTTONWOOD VET CLINIC	10-30-2022	11/04/2022	CITY POUND/SERVICES	100-42700-300	350.00
Activity 42700 - Animal Control Total:					350.00

Activity: 43100 - Streets

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	100-43100-131	9.00
WEX BANK	84820999	11/16/2022	OCT 2022	100-43100-212	2,691.48
WEX BANK	84820999	11/16/2022	OCT 2022	100-43100-212	-39.20
LINDE GAS & EQUIPMENT INC	32226591	11/10/2022	STREET/MATERIALS	100-43100-215	226.15
MID-AMERICAN RESEARCH C	0776019-IN	11/17/2022	STREET/CHEMICALS	100-43100-216	2,007.75
MASON ANDERSON	11-22-22	11/29/2022	STREET/SAFETY BOOTS	100-43100-217	99.95
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	100-43100-217	63.49
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	100-43100-321	141.20
WINDOM AREA CHAMBER OF	4091	11/16/2022	STREET/MEALS/LODGING	100-43100-334	50.00
LEAGUE OF MN CITIES INS TR	19883	11/18/2022	00480309/CHAD BRAND	100-43100-364	140.11
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	100-43100-383	166.62
HOMETOWN SANITATION SER	0000485760	11/04/2022	ST/REFUSE DISPOSAL	100-43100-384	102.98
Activity 43100 - Streets Total:					5,659.53

Activity: 45120 - Recreation

COUNTRY PRIDE SERVICE	3339	11/03/2022	ARENA/OPERATING SUPPLIES	100-45120-217	471.69
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	100-45120-217	13.60
Activity 45120 - Recreation Total:					485.29

Activity: 45202 - Park Areas

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	100-45202-131	1.80
COUNTRY PRIDE SERVICE	1801908	11/07/2022	STREET/MOTOR FUELS	100-45202-212	765.00
COUNTRY PRIDE SERVICE	1801909	11/07/2022	STREET/MOTOR FUELS	100-45202-212	441.33
WEX BANK	84820999	11/16/2022	OCT 2022	100-45202-212	421.22
HOMETOWN SANITATION SER	0000485761	11/04/2022	ST/SQUARE/REFUSE DISPOSA	100-45202-384	58.98
HOMETOWN SANITATION SER	0000485777	11/04/2022	ST/ISLAND/REFUSE DISPOSAL	100-45202-384	52.85
HOMETOWN SANITATION SER	0000485778	11/04/2022	ST/TEGELS/REFUSE DISPOSAL	100-45202-384	35.99

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOMETOWN SANITATION SER	0000485779	11/04/2022	ST/KASTLE K/REFUSE DISPOS	100-45202-384	64.97
HOMETOWN SANITATION SER	0000485793	11/04/2022	ST/MAYFLOWER/REFUSE DISP	100-45202-384	42.99
HOMETOWN SANITATION SER	0000485821	11/04/2022	ST/ABBY/REFUSE DISPOSAL	100-45202-384	21.98
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-384	10.15
SEED CENTER	10521	11/10/2022	STREET/MAINTENANCE - GRO	100-45202-406	45.00
SEED CENTER	10528	11/10/2022	STREET/MAINTENANCE - GRO	100-45202-406	207.50
SEED CENTER	10534	11/10/2022	STREET/MAINTENANCE - GRO	100-45202-406	45.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	10.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	10.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	10.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	10.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	10.00
COTTONWOOD CO SOLID WA	4493 11-01-2022	11/07/2022	WASTE/REFUSE DISPOSAL	100-45202-406	46.90
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Park maint grounds gripper pl	100-45202-406	7.79

Activity 45202 - Park Areas Total: 2,319.45

Fund 100 - GENERAL Total: 160,222.64

Fund: 211 - LIBRARY

Activity: 45501 - Library

INDOFF, INC	3607879	11/17/2022	LIBRARY/SUPPLIES	211-45501-200	35.18
DEMCO	7217149	11/18/2022	LIBRARY/SUPPLIES	211-45501-200	218.54
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Library office supplies	211-45501-211	28.15
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	211-45501-217	63.49
PLUM CREEK LIBRARY	IV25900	11/28/2022	LIBRARY/OPERATING SUPPLIE	211-45501-217	500.09
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	211-45501-383	240.04

Activity 45501 - Library Total: 1,085.49

Fund 211 - LIBRARY Total: 1,085.49

Fund: 225 - AIRPORT

Activity: 45127 - Airport

AMAZON CAPITAL SERVICES, I	1Q69-MPQX-6FNQ	11/17/2022	AIRPORT/CLEANING/SUPPLIES	225-45127-211	151.55
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Airport operating supplies	225-45127-217	14.99
SOUTHWEST MN BROADBAN	11-15-2022	11/18/2022	AIRPORT/TELEPHONE	225-45127-321	27.16

Activity 45127 - Airport Total: 193.70

Activity: 49950 - Capital Outlay

FAHRNER ASPHALT SEALERS, L	166088 NO 1	11/21/2022	AIRPORT NO. 1/CAPITAL OUTL	225-49950-500	36,462.80
SEH	435693	11/10/2022	AIRPORT/2022 JOINT & CRAC	225-49950-500	4,095.00

Activity 49950 - Capital Outlay Total: 40,557.80

Fund 225 - AIRPORT Total: 40,751.50

Fund: 230 - POOL

Activity: 45124 - Pool

A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	230-45124-217	13.60
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	230-45124-383	48.09
HOMETOWN SANITATION SER	0000485780	11/04/2022	ARENA/REFUSE DISPOSAL	230-45124-384	101.99

Activity 45124 - Pool Total: 163.68

Fund 230 - POOL Total: 163.68

Fund: 235 - AMBULANCE

MBS - MULTI-BANK SECURITIE	151630	11/29/2022	AMBO/WESTERN ALLIANCE B	235-10400	244,000.00
----------------------------	--------	------------	-------------------------	-----------	------------

244,000.00

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	235-42153-131	1.80
WEX BANK	84820999	11/16/2022	OCT 2022	235-42153-212	3,177.30
WEX BANK	84820999	11/16/2022	OCT 2022	235-42153-212	-40.01
ARAMARK	2560043063	11/10/2022	AMBO/SUPPLIES	235-42153-217	43.14
BOUND TREE MEDICAL, LLC	84740953	11/07/2022	AMBO/OPERATING SUPPLIES	235-42153-217	199.78
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	235-42153-217	63.49
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	ambulance operating supplies	235-42153-217	27.36
LINDE GAS & EQUIPMENT INC	32238573	11/07/2022	AMBO/MERCHANDISE	235-42153-261	665.42
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	235-42153-321	188.26

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DONNA MARCY	11-03-2022	11/14/2022	AMBO/MEALS	235-42153-334	26.07
DONNA MARCY	11-16-22 - 11-20-22	11/28/2022	AMBO/MEALS	235-42153-334	103.26
KRISTEN PORATH	11-17-22	11/29/2022	AMBO/MEALS	235-42153-334	27.80
JENNA VACHUSKA	11-18-22	11/28/2022	AMBO/MEALS	235-42153-334	13.53
LANDON JOHNSON	11-22-22 - 11-28-22	11/28/2022	AMBO/MEALS	235-42153-334	108.47
TIM HACKER	11-4-22 - 11-6-22	11/14/2022	AMBO/MEALS	235-42153-334	49.00
MEGAN BRAMSTEDT	11-9-22 - 11-11-22	11/14/2022	AMBO/MEALS	235-42153-334	102.39
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	235-42153-383	215.21
HOMETOWN SANITATION SER	0000485815	11/04/2022	EMS/REFUSE DISPOSAL	235-42153-384	32.40
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	ambulance refuse disposal	235-42153-384	-1.60
TOWN 'N COUNTRY	11263	11/18/2022	AMBO/MAINTENANCE - OFFI	235-42153-404	219.99
GE PRECISION HEALTHCARE LL	4000040138	11/14/2022	AMBO/JEANNA	235-42153-404	240.00
ZOLL MEDICAL CORPORATION	90069232	11/17/2022	AMBO/MAINTENANCE - OFFI	235-42153-404	1,120.00
SIRIUS XM RADIO INC	X7-1519907515	11/22/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	18.99
BUILDING SPRINKLER INC.	88970	11/10/2022	AMBO/MAINTENANCE - GRO	235-42153-406	90.00

Activity 42153 - Ambulance Total: 6,692.05

Fund 235 - AMBULANCE Total: 250,692.05

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	250-46520-131	1.80
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	250-46520-321	94.13

Activity 46520 - EDA Total: 95.93

Fund 250 - EDA GENERAL Total: 95.93

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

HEIMAN FIRE EQUIP. CO	0914779-IN	11/07/2022	FIRE/2022 CIP FUND	401-49950-502	9,950.00
WDR - DEPUTY REGISTRAR #5	11-16-22	11/15/2022	STREET/SALES TAX/REGISTRAT	401-49950-503	3,137.95
AMAZON CAPITAL SERVICES, I	1CRW-MGPY-Q9HX	11/17/2022	STREET/2022 CHEVY 3/4 PICK	401-49950-503	289.95

Activity 49950 - Capital Outlay Total: 13,377.90

Fund 401 - GENERAL CAPITAL PROJECTS Total: 13,377.90

Fund: 601 - WATER

MBS - MULTI-BANK SECURITIE	151650	11/22/2022	WATER/PNC BANK NA 6 MON	601-10400	244,000.00
----------------------------	--------	------------	-------------------------	-----------	------------

244,000.00

Activity: 49400 - Water

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	601-49400-131	5.40
WEX BANK	84820999	11/16/2022	OCT 2022	601-49400-212	215.08
KWIK TRIP INC & SUBSIDIARIE	OCT 2022	11/10/2022	OCT 2022/MOTOR FUELS	601-49400-212	99.38
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	601-49400-217	63.49
MN VALLEY TESTING	1172922	11/17/2022	WATER/LAB TESTING	601-49400-310	85.41
GOPHER STATE ONE CALL	2100845	11/03/2022	LOCATES	601-49400-321	13.16
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	601-49400-321	141.20
KDOM RADIO	22100239	11/03/2022	WATER/RADIO UNITS	601-49400-323	72.00
KDOM RADIO	22100240	11/03/2022	WATER/RADIO UNITS	601-49400-323	72.00
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	601-49400-326	813.74
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	601-49400-383	19.24
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	601-49400-383	673.59
HOMETOWN SANITATION SER	000485763	11/04/2022	WATER/REFUSE DISPOSAL	601-49400-384	104.98
MN VALLEY TESTING	1171220	11/10/2022	WATER/LAB TESTING	601-49400-386	1,444.38
RON'S ELECTRIC INC	148326	11/29/2022	WATER/MAINTENANCE - OFFI	601-49400-404	410.60
CORE & MAIN LP	R900961	11/29/2022	WATER/MAINTENANCE - OFFI	601-49400-404	502.54
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Water maint bolts nuts nails	601-49400-404	-21.60
PALEN KIMBALL LLC	SVC1917108	11/18/2022	WATER/MAINTENANCE - OFFI	601-49400-404	522.50
SW/WC SERVICE COOPERATIV	DECEMBER 2022	11/28/2022	HEALTH INSURANCE	601-49400-480	788.11

Activity 49400 - Water Total: 6,542.70

Fund 601 - WATER Total: 250,542.70

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	602-49450-131	1.80
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Sewer office supplies	602-49450-200	39.47
WEX BANK	84820999	11/16/2022	OCT 2022	602-49450-212	443.00
HAWKINS, INC	6329312	11/10/2022	SEWER/CHEMICALS	602-49450-216	-211.94
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	602-49450-217	63.49
MN VALLEY TESTING	1169334	11/03/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1169556	11/03/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1169582	11/03/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1169789	11/03/2022	SEWER/LAB TESTING	602-49450-310	185.48
MN VALLEY TESTING	1170668	11/03/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1170700	11/03/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1171020	11/03/2022	SEWER/LAB TESTING	602-49450-310	185.48
MN VALLEY TESTING	1171897	11/10/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1172099	11/10/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1172386	11/17/2022	SEWER/LAB TESTING	602-49450-310	205.47
MN VALLEY TESTING	1173086	11/17/2022	SEWER/LAB TESTING	602-49450-310	153.77
MN VALLEY TESTING	1173101	11/17/2022	SEWER/LAB TESTING	602-49450-310	99.04
MN VALLEY TESTING	1173155	11/17/2022	SEWER/LAB TESTING	602-49450-310	272.80
MN VALLEY TESTING	1173214	11/17/2022	SEWER/LAB TESTING	602-49450-310	168.54
GOPHER STATE ONE CALL	2100845	11/03/2022	LOCATES	602-49450-321	13.16
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	602-49450-321	94.13
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	602-49450-326	813.73
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	602-49450-383	469.05
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	602-49450-383	42.23
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	602-49450-383	21.93
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	602-49450-383	19.26
QUALITY FLOW SYSTEMS, INC.	43873	11/10/2022	SEWER/MAINTENANCE - VEHI	602-49450-404	939.76
GDF ENTERPRISES, INC	A23133	11/29/2022	SEWER/MAINTENANCE - VEHI	602-49450-405	60.69
Activity 49450 - Sewer Total:					6,144.74
Fund 602 - SEWER Total:					6,144.74

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	11-18-2022	11/18/2022	ACH FUNDS TO MBS	604-10400	244,000.00
MBS - MULTI-BANK SECURITIE	11-28-2022	11/28/2022	CD PURCHASE LENDINGCLUB	604-10400	244,000.00
LEADING EDGE CREDIT UNIO	12-01-22	12/01/2022	INVESTMENT ACCOUNT	604-10400	393,368.66
ELECTRIC FUND	# 362 RETURN	11/15/2022	EL/RETURN	604-14200	894.60
ELECTRIC FUND	# 363 RETURN	11/18/2022	EL/RETURN	604-14200	192.93
ELECTRIC FUND	# 366 RETURN	11/29/2022	EL/RETURN	604-14200	13.98
VAN METER INC	S012378301.001	10/13/2022	EL/INVENTORY	604-14200	704.71
DAKOTA SUPPLY GROUP	S102181078.001	11/10/2022	EL/INVENTORY	604-14200	2,254.19
DGR ENGINEERING	00257205	11/28/2022	EL/BUILDING	604-16200	2,028.00
ELECTRIC FUND	# 365	11/29/2022	EL/NORTH REDDING APT	604-16300	7,104.38
ELECTRIC FUND	# 667	11/15/2022	EL/EAST HILL/CAPITAL	604-16300	266.91
ELECTRIC FUND	# 668	11/15/2022	EL/FAMILY DOLLOAR/CAPITAL	604-16300	3,934.18
ELECTRIC FUND	# 669	11/15/2022	EL/FAMILY DOLLOAR/CAPITAL	604-16300	6,449.25
ELECTRIC FUND	# 673	11/29/2022	EL/REDDING APT. CAPITAL	604-16300	17,726.81
DGR ENGINEERING	00257204	11/28/2022	EL/TRANSMISSION LINE PROJ	604-16300	2,812.00
DGR ENGINEERING	00257371	11/28/2022	EL/FUEL TANK	604-16300	2,815.00
ELECTRIC FUND	10-31-22 - 11-13-22	11/15/2022	EL/EAST HILL 3	604-16300	3,425.96
DGR ENGINEERING	00257205	11/28/2022	EL/GENERATORS/BUILDING G	604-16400	7,780.00
DGR ENGINEERING	00257205	11/28/2022	EL/GENERATORS/BUILDING G	604-16400	1,750.00
DGR ENGINEERING	00257205	11/28/2022	EL/GENERATOR	604-16400	218.88
XIOMARA MEDINA & EMANU	19244-3	11/29/2022	DEPOSIT REFUND	604-22000	300.00
ANGEL J CRUZ COLON	39723-5	11/15/2022	ULTILITY DEPOSIT	604-22000	236.31
XAVIER ZAYAS BAEZ	46635-3	11/15/2022	DEPOSIT	604-22000	216.87
					952,493.62

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49550 - Electric					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	604-49550-131	7.20
AMAZON CAPITAL SERVICES, I	1DVH-WVDN-6WVX	11/10/2022	EL/INVENTORY	604-49550-200	128.99
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Electric office supplies	604-49550-200	19.99
WEX BANK	84820999	11/16/2022	OCT 2022	604-49550-212	1,247.37
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	604-49550-217	63.49
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Electric operating supplies	604-49550-217	59.96
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Electric small tools all purpos	604-49550-241	5.59
CMP - CENTRAL MUNICIPAL P	7390 10-31-2022	11/10/2022	EL/ENERGY	604-49550-263	57,948.87
CMP - CENTRAL MUNICIPAL P	7390 10-31-2022	11/10/2022	EL/TRANSMISSION	604-49550-263	173,055.51
DEPARTMENT OF ENERGY	BFPB000801022	11/10/2022	EL/ENERGY	604-49550-263	64,233.01
MN MUNICIPAL UTILITIES ASS	60366	11/07/2022	EL/TRAINING & REGISTRATIO	604-49550-308	930.00
GOPHER STATE ONE CALL	2100845	11/03/2022	LOCATES	604-49550-321	13.16
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	604-49550-321	235.33
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	604-49550-326	1,627.47
HOMETOWN SANITATION SER	0000485764	11/04/2022	EL/REFUSE DISPOSAL	604-49550-383	104.98
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	604-49550-383	45.00
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Electric maint structure	604-49550-402	35.97
FORKLIFTS OF MINNESOTA, IN	0159430390	11/18/2022	EL/MAINTENANCE - OFFICE	604-49550-404	225.95
FS3 INC	80307	11/29/2022	EL/MAINTENANCE - OFFICE	604-49550-404	292.16
MID-AMERICAN RESEARCH C	0776022-IN	11/21/2022	EL/MAINTENANCE - GROUND	604-49550-406	700.00
ELECTRIC FUND	# 670	11/15/2022	EL/DISTRIBUTION	604-49550-408	320.23
ELECTRIC FUND	# 672	11/29/2022	EL/DISTRIBUTION	604-49550-408	317.09
DAKOTA SUPPLY GROUP	S102272598.001	11/16/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	1,135.60
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Electric maint distribution	604-49550-408	20.97
MID-AMERICAN RESEARCH C	0776022-IN	11/21/2022	EL/MAINTENANCE - GROUND	604-49550-411	940.00
HIGH VOLTAGE EQUIP DIAG. I	22110405	11/18/2022	EL/REPAIR & MAINT	604-49550-411	4,363.81
CMP - CENTRAL MUNICIPAL P	7390 10-31-2022	11/10/2022	EL/CIP	604-49550-450	2,757.67
MN REVENUE	OCT-22	11/18/2022	SALES TAX	604-49550-460	219.00
Activity 49550 - Electric Total:					312,089.37
Fund 604 - ELECTRIC Total:					1,264,582.99

Fund: 609 - LIQUOR STORE

MN REVENUE	OCT-22	11/18/2022	SALES TAX	609-20202	18,105.00
					18,105.00

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	609-49751-131	3.60
AH HERMEL COMPANY	951653/951653	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-217	206.07
AH HERMEL COMPANY	951655/951655	11/18/2022	LIQUOR S./OPERATING SUPPL	609-49751-217	96.07
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	609-49751-217	90.70
VINOCOPIA, INC	0315439-IN	10/25/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-251	332.25
VINOCOPIA, INC	0315440-IN	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	567.00
DOLL DISTRIBUTING, LLC	1109083	10/24/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	250.00
DOLL DISTRIBUTING, LLC	1122519	11/18/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	182.60
PAUSTIS WINE COMPANY	184130	11/21/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-251	148.00
JOHNSON BROS.	2171425	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-251	2,791.46
JOHNSON BROS.	2176053	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,515.89
JOHNSON BROS.	2180697	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,825.33
SOUTHERN GLAZER'S OF MN	2277766	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-251	5,624.14
BEVERAGE WHOLESALERS	245861	11/10/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	415.16
BREAKTHRU BEVERAGE MN	346253556	11/04/2022	LIQUOR S./MERCHANDISE FO	609-49751-251	5,135.84
BREAKTHRU BEVERAGE MN	346465749	11/21/2022	LIQUOR S./LIQUOR/WINE/MI	609-49751-251	2,109.78
BREAKTHRU BEVERAGE MN	346636883	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-251	4,118.37
BREAKTHRU BEVERAGE MN	410327713	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-118.67
SOUTHERN GLAZER'S OF MN	5090223	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-251	224.00
PHILLIPS WINE & SPIRITS	6489359	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-251	1,449.50
PHILLIPS WINE & SPIRITS	6493050	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,194.80
PHILLIPS WINE & SPIRITS	6493051	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-251	99.25
PHILLIPS WINE & SPIRITS	6496783	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,918.05

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	6496784	11/21/2022	LIQUOR S./WINE/LIQUOR/FRE	609-49751-251	158.00
DOLL DISTRIBUTING, LLC	921025	11/04/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	111.40
BLUE CLOUD DISTRIBUTION O	100950051	11/18/2022	LIQUOR S./BEER	609-49751-252	1,310.00
DOLL DISTRIBUTING, LLC	1109083	10/24/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	2,837.75
DOLL DISTRIBUTING, LLC	1115773	11/04/2022	LIQUOR S./BEER	609-49751-252	146.00
DOLL DISTRIBUTING, LLC	1118363	11/10/2022	LIQUOR S./BEER	609-49751-252	8,165.65
DOLL DISTRIBUTING, LLC	1122519	11/18/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	5,347.87
BEVERAGE WHOLESALERS	245861	11/10/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	11,068.12
BEVERAGE WHOLESALERS	246843	11/18/2022	LIQUOR S./BEER	609-49751-252	7,475.55
BEVERAGE WHOLESALERS	247842	11/18/2022	LIQUOR S./BEER	609-49751-252	9,970.80
ARTISAN BEER COMPANY	3569531	11/10/2022	LIQUOR S./BEER	609-49751-252	212.25
ARTISAN BEER COMPANY	3570779	11/18/2022	LIQUOR S./BEER	609-49751-252	130.30
ARTISAN BEER COMPANY	3572082	11/18/2022	LIQUOR S./BEER	609-49751-252	301.45
DOLL DISTRIBUTING, LLC	921024	11/04/2022	LIQUOR S./BEER	609-49751-252	464.00
DOLL DISTRIBUTING, LLC	921025	11/04/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	11,556.80
VINOCOPIA, INC	0315439-IN	10/25/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-253	196.00
PAUSTIS WINE COMPANY	181881	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	-144.00
PAUSTIS WINE COMPANY	184130	11/21/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-253	1,531.00
PAUSTIS WINE COMPANY	184672	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	96.00
PAUSTIS WINE COMPANY	184751	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	-208.00
JOHNSON BROS.	2171426	11/10/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	464.00
JOHNSON BROS.	2176054	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	1,523.98
JOHNSON BROS.	2180698	11/21/2022	LIQUOR S./WINE/MIXES/FREI	609-49751-253	964.15
SOUTHERN GLAZER'S OF MN	2277768	11/10/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	52.00
CARLOS CREEK WINERY	24200	11/10/2022	LIQUOR S./WINE	609-49751-253	480.00
BREAKTHRU BEVERAGE MN	346253556	11/04/2022	LIQUOR S./MERCHANDISE FO	609-49751-253	368.00
BREAKTHRU BEVERAGE MN	346465749	11/21/2022	LIQUOR S./LIQUOR/WINE/MI	609-49751-253	88.00
BREAKTHRU BEVERAGE MN	346636883	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-253	144.00
ROUND LAKE VINEYARDS & W	3584	11/18/2022	LIQUOR S./WINE	609-49751-253	489.00
ROUND LAKE VINEYARDS & W	3592	11/29/2022	LIQUOR S./WINE	609-49751-253	264.00
BREAKTHRU BEVERAGE MN	410275234	11/10/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	-140.00
INDIAN ISLAND WINERY	4808	11/18/2022	LIQUOR S./WINE	609-49751-253	719.04
SOUTHERN GLAZER'S OF MN	5090222	11/10/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	572.00
SOUTHERN GLAZER'S OF MN	5090224	11/10/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	605.00
PHILLIPS WINE & SPIRITS	6493050	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-253	25.12
PHILLIPS WINE & SPIRITS	6493051	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-253	62.00
PHILLIPS WINE & SPIRITS	6496784	11/21/2022	LIQUOR S./WINE/LIQUOR/FRE	609-49751-253	500.00
MORGAN CREEK VINEYARDS	6602	11/18/2022	LIQUOR S./WINE	609-49751-253	364.80
MORGAN CREEK VINEYARDS	6609	11/18/2022	LIQUOR S./WINE	609-49751-253	667.20
WINE MERCHANTS	7404331	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	378.00
WINE MERCHANTS	746764	11/02/2022	TELECOM/WINE/FREIGHT	609-49751-253	-108.00
JOHNSON BROS.	2180698	11/21/2022	LIQUOR S./WINE/MIXES/FREI	609-49751-254	85.00
SOUTHERN GLAZER'S OF MN	2277767	11/10/2022	LIQUOR S./SOFT DRINKS/FRIG	609-49751-254	26.00
BREAKTHRU BEVERAGE MN	346253556	11/04/2022	LIQUOR S./MERCHANDISE FO	609-49751-254	27.26
BREAKTHRU BEVERAGE MN	346465749	11/21/2022	LIQUOR S./LIQUOR/WINE/MI	609-49751-254	75.52
BREAKTHRU BEVERAGE MN	346636883	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	232.06
ATLANTIC COCA-COLA	3615084	11/04/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	237.80
PHILLIPS WINE & SPIRITS	6493051	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-254	79.95
AH HERMEL COMPANY	951653/951653	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-254	232.21
AH HERMEL COMPANY	951653/951653	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-256	305.57
WATERVILLE FOOD & ICE	07-209203	11/18/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	76.64
AH HERMEL COMPANY	951653/951653	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-261	42.13
FLAHERTY & HOOD, P.A.	18460	11/16/2022	LIQUOR S./LEGAL	609-49751-304	217.50
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	609-49751-321	141.20
VINOCOPIA, INC	0315439-IN	10/25/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-333	10.00
VINOCOPIA, INC	0315440-IN	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	7.50
WATERVILLE FOOD & ICE	07-209203	11/18/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
PAUSTIS WINE COMPANY	181881	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	-3.00
PAUSTIS WINE COMPANY	184130	11/21/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-333	24.00
PAUSTIS WINE COMPANY	184672	11/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	5.00

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAUSTIS WINE COMPANY	184751	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	-3.00
JOHNSON BROS.	2171425	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-333	53.64
JOHNSON BROS.	2171426	11/10/2022	LIQUOR S./WINE/FRIGHT	609-49751-333	19.54
JOHNSON BROS.	2176053	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	25.37
JOHNSON BROS.	2176054	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	37.07
JOHNSON BROS.	2180697	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	79.82
JOHNSON BROS.	2180698	11/21/2022	LIQUOR S./WINE/MIXES/FREI	609-49751-333	39.00
SOUTHERN GLAZER'S OF MN	2277766	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-333	87.89
SOUTHERN GLAZER'S OF MN	2277767	11/10/2022	LIQUOR S./SOFT DRINKS/FRIG	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2277768	11/10/2022	LIQUOR S./WINE/FRIGHT	609-49751-333	2.05
BREAKTHRU BEVERAGE MN	346253556	11/04/2022	LIQUOR S./MERCHANDISE FO	609-49751-333	70.45
BREAKTHRU BEVERAGE MN	346465749	11/21/2022	LIQUOR S./LIQUOR/WINE/MI	609-49751-333	45.86
BREAKTHRU BEVERAGE MN	346636883	11/29/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	65.52
BREAKTHRU BEVERAGE MN	410275234	11/10/2022	LIQUOR S./WINE/FRIGHT	609-49751-333	-3.70
BREAKTHRU BEVERAGE MN	410327713	11/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-2.16
SOUTHERN GLAZER'S OF MN	5090222	11/10/2022	LIQUOR S./WINE/FRIGHT	609-49751-333	26.65
SOUTHERN GLAZER'S OF MN	5090223	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	5090224	11/10/2022	LIQUOR S./WINE/FRIGHT	609-49751-333	13.49
PHILLIPS WINE & SPIRITS	6489359	11/10/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-333	14.63
PHILLIPS WINE & SPIRITS	6493051	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-333	7.80
PHILLIPS WINE & SPIRITS	6496783	11/21/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	86.95
PHILLIPS WINE & SPIRITS	6496784	11/21/2022	LIQUOR S./WINE/LIQUOR/FRE	609-49751-333	27.47
WINE MERCHANTS	7404331	11/18/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	3.90
WINE MERCHANTS	746764	11/02/2022	TELECOM/WINE/FREIGHT	609-49751-333	-0.50
AH HERMEL COMPANY	951653/951653	11/21/2022	LIQUOR S./MERCHANDISE	609-49751-333	8.95
KDOM RADIO	0229 10-31-2022	11/03/2022	LIQUOR S/ADVERTISING	609-49751-340	1,435.96
KKOJ - KUXX	101449 10-31-2022	11/29/2022	LIQUOR S./ADVERTISING	609-49751-340	375.00
TDS MEDIA DIRECT, INC	90458	11/18/2022	LIQUOR S./ADVERTISING	609-49751-340	272.00
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	609-49751-383	122.04
HOMETOWN SANITATION SER	0000485762	11/10/2022	LIQUOR S./REFUSE DISPOSAL	609-49751-384	177.99
HEARTLAND SECURITY SERVIC	731778	11/28/2022	LIQUOR S./DUES	609-49751-433	294.33
MN REVENUE	OCT-22	11/18/2022	SALES TAX	609-49751-460	15.00
KRISTIN KETZENBERG	3	11/29/2022	LIQUOR S./FOOD WINE TASTI	609-49751-480	682.93

Activity 49751 - Liquor Store Total: 109,302.05

Fund 609 - LIQUOR STORE Total: 127,407.05

Fund: 614 - TELECOM

INNOVATIVE SYSTEMS LLC	INV-06786	11/07/2022	TELECOM/STREAMING INTEG	614-16400	12,500.00
					12,500.00

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	614-49870-131	10.80
CITY LAUNDERING CO.	1822093	11/04/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1827086	11/28/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
WEX BANK	84820999	11/16/2022	OCT 2022	614-49870-212	98.31
HEARTLAND SECURITY SERVIC	602016517	11/15/2022	TELECOM/OPERATING SUPPLI	614-49870-217	303.15
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	614-49870-217	108.84
POWER & TEL	11-17-22	11/28/2022	TELECOM/UTILITY SYSTEM	614-49870-227	749.02
INTERSTATE ALL BATTERY CEN	1912999029930	11/28/2022	TELECOM/UTILITY SYSTEM	614-49870-227	871.46
ANDREW WARD CONSULTING	INV-220322	04/05/2022	ENGINEERING AND SURVEYI	614-49870-303	2,750.00
INTERSTATE TRS FUND	82580760059-1122	11/28/2022	514b OBLIGATION INTERSTAT	614-49870-304	104.16
INTERSTATE TRS FUND	82580760059-1122	11/28/2022	514a OBLIGATION TOTAL 499	614-49870-304	257.79
GOPHER STATE ONE CALL	2100845	11/03/2022	LOCATES	614-49870-321	13.17
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	614-49870-321	376.51
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV06483	11/07/2022	DATA PROCESSING	614-49870-326	1,627.47
NEUSTAR, INC.	L-0000040990	11/16/2022	TELECOM/DATA PROCESSING	614-49870-326	20.00
KDOM RADIO	22100524	11/03/2022	TELECOM/ADVERTISING	614-49870-340	100.98
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	614-49870-383	48.21
HOMETOWN SANITATION SER	0000485765	11/04/2022	TELECOM/REFUSE DISPOSAL	614-49870-384	92.98

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	522935	11/16/2022	TRANSMISSION FEES	614-49870-441	283.07
CENTURY LINK	524034	11/29/2022	DIRECTORY LISTINGS	614-49870-441	85.66
CENTURY LINK	7242105D-D-22321	11/29/2022	CABS/NOV	614-49870-441	43.08
CENTURY LINK	7242105D-D-22321	11/29/2022	CABS/OCT	614-49870-441	36.76
BTN - BIG TEN NETWORK	180148	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,417.05
FOX TELEVISION STATIONS, LL	180149	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	240.45
FOX TELEVISION STATIONS, LL	180150	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,885.40
MLB NETWORK	188194	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	355.77
NEXSTAR BROADCASTING GR	467310	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	220.10
CONSOLIDATED COMMUNICA	507-151-0204/0 11-01-22	11/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,323.04
SHOWTIME NETWORKS INC	57478	11/17/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	164.34
BALLY SPORTS NORTH	U47391	11/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	6,675.21
UNIVERSAL SERVICE ADMIN C	UBD10001323634	11/28/2022	TELECOM/499A CONTRIBUTI	614-49870-443	1,829.14
TERABYTE HOLDINGS LLC	22111	11/04/2022	TELECOM/SWITCH FEES	614-49870-445	125.44
ONVOY, LLC dba INTELIGENT	279600	11/03/2022	TELECOM/SWITCH FEES	614-49870-445	3,446.71
ZAYO GROUP, LLC	2022110027696	11/03/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389714	11/15/2022	TELECOM/INTERNET EXPENSE	614-49870-447	277.50
MANKATO NETWORKS, LLC	389726	11/15/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,126.33
GOLDEN WEST TECH & INT SO	220800534	11/29/2022	TELECOM/ON CALL SUPPORT	614-49870-448	233.72
CENTURY LINK	11-16-22	11/28/2022	507 831-1075 104	614-49870-451	87.58
ZAYO GROUP, LLC	2022110002376	11/03/2022	TELECOM/INTERNET EXPENSE	614-49870-451	1,474.81
ONVOY, LLC dba INTELIGENT	279668	11/04/2022	TELECOM/CALL COMPLETION	614-49870-451	243.06
MN REVENUE	OCT-22	11/18/2022	SALES TAX	614-49870-460	398.00
Activity 49870 - Telecom Total:					34,469.08
Activity: 49980 - Debt Service					
TRUIST GOVERNMENTAL FINA	99230002480001	11/18/2022	2020A TELECOMMUNICATION	614-49980-611	64,866.74
Activity 49980 - Debt Service Total:					64,866.74
Fund 614 - TELECOM Total:					111,835.82
Fund: 615 - ARENA					
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	615-49850-131	3.60
PLUNKETT'S PEST CONTROL	#7801207	11/10/2022	ARENA/RODENT CONTROL	615-49850-211	545.22
CITY LAUNDERING CO.	1822090	11/04/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
CITY LAUNDERING CO.	1827083	11/29/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
PLUNKETT'S PEST CONTROL	7802663	11/15/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	133.59
WEX BANK	84820999	11/16/2022	OCT 2022	615-49850-212	12.82
COUNTRY PRIDE SERVICE	9015077	11/15/2022	ARENA/MOTOR FUELS	615-49850-212	150.00
COUNTRY PRIDE SERVICE	9015450	11/29/2022	ARENA/MOTOR FUELS	615-49850-212	120.00
KWIK TRIP INC & SUBSIDIARIE	OCT 2022	11/10/2022	OCT 2022/MOTOR FUELS	615-49850-212	111.21
HAWKINS, INC	6311104	11/15/2022	ARENA/CHEMICALS	615-49850-216	3,089.90
ELITE MECHANICAL SYSTEMS,	13032	11/29/2022	ARENA/OPERATING SUPPLIES	615-49850-217	111.38
ULTIMATE SAFETY CONCEPTS I	202765	11/29/2022	ARENA/OPERATING SUPPLIES	615-49850-217	244.52
CARLSON & STEWART REFRIG	45632	11/29/2022	ARENA/OPERATING SUPPLIES	615-49850-217	645.00
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	615-49850-217	63.49
SCHWALBACH HARDWARE	SCHWALBACH'S 20221109	11/09/2022	Arena operating supplies	615-49850-217	105.17
WINDOM AREA CHAMBER OF	4091	11/16/2022	ARENA/MEALS/LODGING	615-49850-334	50.00
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	615-49850-383	1,957.03
HOMETOWN SANITATION SER	0000485766	11/04/2022	ARENA/REFUSE DISPOSAL	615-49850-384	158.98
ELITE MECHANICAL SYSTEMS,	12732	11/29/2022	ARENA/MAINTENANCE - STR	615-49850-402	1,140.19
ELITE MECHANICAL SYSTEMS,	12738	11/15/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	244.55
MN REVENUE	OCT-22	11/18/2022	SALES TAX	615-49850-460	198.32
SW/WC SERVICE COOPERATIV	DECEMBER 2022	11/28/2022	HEALTH INSURANCE	615-49850-480	788.11
Activity 49850 - Arena Total:					9,973.08
Fund 615 - ARENA Total:					9,973.08
Fund: 617 - M/P CENTER					
MN REVENUE	OCT-22	11/18/2022	SALES TAX	617-20202	685.80
					685.80

Expense Approval Report

Payment Dates: 11/12/2022 - 12/2/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	DEC 2022	11/28/2022	EAP	617-49860-131	5.40
INDOFF, INC	3611808	11/28/2022	WCC/SUPPLIES	617-49860-200	7.99
INDOFF, INC	3611808	11/28/2022	WCC/SUPPLIES	617-49860-200	9.30
CITY LAUNDERING CO.	1822091	11/04/2022	WCC/CLEANING/SUPPLIES	617-49860-211	168.87
CITY LAUNDERING CO.	1827084	11/21/2022	WCC/CLEANING/SUPPLIES	617-49860-211	373.87
INDOFF, INC	3611808	11/28/2022	WCC/CLEANING SUPPLIES	617-49860-211	97.98
MN DEPT OF PUBLIC SAFETY	31143 11-30-22	11/28/2022	WINDOM COMM. CENTER	617-49860-217	20.00
A & B BUSINESS	IN997421	11/10/2022	11-05-22 -12-04-22 MAINTEN	617-49860-217	63.49
AGC NETWORKS, INC.	9000009680	10/28/2022	10-30-22 - 10-29-23/ANNUAL	617-49860-321	188.26
MN ENERGY RESOURCES	4368226214	12/05/2022	GAS UTILITY	617-49860-383	602.66
HOMETOWN SANITATION SER	0000485767	11/04/2022	WCC/REFUSE DISPOSAL	617-49860-384	157.97
CITY LAUNDERING CO.	1822091	11/04/2022	WCC/CLEANING/SUPPLIES	617-49860-402	55.00
MN REVENUE	OCT-22	11/18/2022	SALES TAX	617-49860-460	872.20
Activity 49860 - M/P Center Total:					2,622.99
Fund 617 - M/P CENTER Total:					3,308.79
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002193	11/18/2022	Federal Tax Withholding	700-21701	15,559.53
Internal Revenue Service-Payr	INV0002201	12/02/2022	Federal Tax Withholding	700-21701	11,343.16
MN Department of Revenue -	INV0002194	11/18/2022	State Withholding	700-21702	7,617.93
MN Department of Revenue -	INV0002202	12/02/2022	State Withholding	700-21702	5,452.63
Internal Revenue Service-Payr	INV0002193	11/18/2022	Social Security	700-21703	19,363.94
Internal Revenue Service-Payr	INV0002201	12/02/2022	Social Security	700-21703	12,289.80
MN Pera	INV0002191	11/18/2022	PERA	700-21704	8,780.28
MN Pera	INV0002191	11/18/2022	PERA	700-21704	14,089.22
MN Pera	INV0002191	11/18/2022	PERA	700-21704	747.76
MN Pera	INV0002199	12/02/2022	PERA	700-21704	663.00
MN Pera	INV0002199	12/02/2022	PERA	700-21704	8,907.79
MN Pera	INV0002199	12/02/2022	PERA	700-21704	14,106.22
MN State Deferred	INV0002192	11/18/2022	Deferred Compensation	700-21705	5,326.91
MN State Deferred	INV0002192	11/18/2022	Deferred Roth	700-21705	1,425.00
MN State Deferred	INV0002200	12/02/2022	Deferred Compensation	700-21705	4,918.91
MN State Deferred	INV0002200	12/02/2022	Deferred Roth	700-21705	1,425.00
SW/WC SERVICE COOPERATIV	DECEMBER 2022	11/28/2022	HEALTH INSURANCE	700-21706	64,140.07
LOCAL UNION #949	NOV 2022	11/16/2022	CITY UNION DUES	700-21707	1,643.62
LOCAL UNION #949	OCT 2022	11/16/2022	CITY UNION DUES	700-21707	1,641.42
LAW ENFORCEMENT LABOR S	NOVEMBER 2022	11/16/2022	POLICE UNION DUES	700-21708	455.00
LAW ENFORCEMENT LABOR S	OCTOBER 2022	11/16/2022	POLICE UNION DUES	700-21708	455.00
BRANNON PAPLOW	11-1-2020	11/16/2022	REMAINING BALANCE OF CHI	700-21709	97.83
Internal Revenue Service-Payr	INV0002193	11/18/2022	Medicare Withholding	700-21711	5,376.86
Internal Revenue Service-Payr	INV0002201	12/02/2022	Medicare Withholding	700-21711	3,803.12
WEX Health Inc	11-21-2022	11/28/2022	FLEX SPENDING	700-21712	560.00
WEX Health Inc	INV0002197	11/28/2022	Felix Spending 20221128	700-21712	570.00
AFLAC	636627	11/22/2022	INSURANCE NOVEMBER 2022	700-21715	263.93
AFLAC	636627	11/22/2022	INSURANCE NOVEMBER 2022	700-21716	780.67
MN BENEFIT ASSOCIATION	2022-0180846	11/15/2022	INSURANCE	700-21717	5.84
MN BENEFIT ASSOCIATION	2022-0180846	11/15/2022	INSURANCE	700-21719	387.35
WEX Health Inc	INV0002190	11/18/2022	VEBA Employer Contribution	700-21720	9,687.62
WEX Health Inc	INV0002189	11/18/2022	HSA Employer Contribution	700-21722	4,062.59
WEX Health Inc	INV0002188	11/18/2022	HSA Employee Contribution	700-21723	584.92
WEX Health Inc	INV0002198	12/02/2022	HSA Employee Contribution	700-21723	895.92
					227,428.84
Fund 700 - PAYROLL Total:					227,428.84
Grand Total:					2,467,613.20

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	160,222.64
211 - LIBRARY	1,085.49
225 - AIRPORT	40,751.50
230 - POOL	163.68
235 - AMBULANCE	250,692.05
250 - EDA GENERAL	95.93
401 - GENERAL CAPITAL PROJECTS	13,377.90
601 - WATER	250,542.70
602 - SEWER	6,144.74
604 - ELECTRIC	1,264,582.99
609 - LIQUOR STORE	127,407.05
614 - TELECOM	111,835.82
615 - ARENA	9,973.08
617 - M/P CENTER	3,308.79
700 - PAYROLL	227,428.84
Grand Total:	2,467,613.20

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	189.27
100-20202	Sales Tax Payable	23,799.68
100-41110-200	Office Supplies	702.00
100-41110-334	Meals/Lodging	50.00
100-41110-490	Donations & Contributio	45,962.00
100-41110-491	Payments to Other Orga	9,822.50
100-41310-131	Employer Paid Insurance	9.00
100-41310-200	Office Supplies	473.99
100-41310-217	Other Operating Supplie	229.84
100-41310-321	Telephone	423.58
100-41310-331	Travel Expense	210.63
100-41310-334	Meals/Lodging	9.01
100-41910-131	Employer Paid Insurance	1.80
100-41910-321	Telephone	47.07
100-41940-383	Gas Utility	518.59
100-41940-384	Refuse Disposal	102.98
100-41940-409	Repairs & Maint - Utilitie	52.00
100-42120-131	Employer Paid Insurance	19.80
100-42120-200	Office Supplies	247.33
100-42120-212	Motor Fuels	1,908.67
100-42120-218	Uniforms	82.00
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	692.71
100-42120-323	Radio Units	201.91
100-42120-326	Data Processing	438.00
100-42120-334	Meals/Lodging	38.36
100-42120-404	Repairs & Maint - M&E	134.52
100-42120-405	Repairs & Maint - Vehicl	739.92
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	2,795.28
100-42120-480	Other Miscellaneous	23.99
100-42220-211	Cleaning Supplies	43.13
100-42220-212	Motor Fuels	535.04
100-42220-217	Other Operating Supplie	63.49
100-42220-321	Telephone	94.13
100-42220-323	Radio Units	400.00
100-42220-383	Gas Utility	322.82

Account Summary

Account Number	Account Name	Payment Amount
100-42220-384	Refuse Disposal	48.59
100-42220-405	Repairs & Maint - Vehicl	2.59
100-42220-406	Repairs & Maint - Groun	135.00
100-42220-480	Other Miscellaneous	500.00
100-42220-491	Payments to Other Orga	53,389.65
100-42700-300	Charges for Services	350.00
100-43100-131	Employer Paid Insurance	9.00
100-43100-212	Motor Fuels	2,652.28
100-43100-215	Materials & Equipment	226.15
100-43100-216	Chemicals and Chemical	2,007.75
100-43100-217	Other Operating Supplie	163.44
100-43100-321	Telephone	141.20
100-43100-334	Meals/Lodging	50.00
100-43100-364	Insurance - Worker's Co	140.11
100-43100-383	Gas Utility	166.62
100-43100-384	Refuse Disposal	102.98
100-45120-217	Other Operating Supplie	485.29
100-45202-131	Employer Paid Insurance	1.80
100-45202-212	Motor Fuels	1,627.55
100-45202-384	Refuse Disposal	287.91
100-45202-406	Repairs & Maint - Groun	402.19
211-45501-200	Office Supplies	253.72
211-45501-211	Cleaning Supplies	28.15
211-45501-217	Other Operating Supplie	563.58
211-45501-383	Gas Utility	240.04
225-45127-211	Cleaning Supplies	151.55
225-45127-217	Other Operating Supplie	14.99
225-45127-321	Telephone	27.16
225-49950-500	Capital Outlay	40,557.80
230-45124-217	Other Operating Supplie	13.60
230-45124-383	Gas Utility	48.09
230-45124-384	Refuse Disposal	101.99
235-10400	Investments - Current	244,000.00
235-42153-131	Employer Paid Insurance	1.80
235-42153-212	Motor Fuels	3,137.29
235-42153-217	Other Operating Supplie	333.77
235-42153-261	Other Merchandise-Med	665.42
235-42153-321	Telephone	188.26
235-42153-334	Meals/Lodging	430.52
235-42153-383	Gas Utility	215.21
235-42153-384	Refuse Disposal	30.80
235-42153-404	Repairs & Maint - M&E	1,579.99
235-42153-405	Repairs & Maint - Vehicl	18.99
235-42153-406	Repairs & Maint - Groun	90.00
250-46520-131	Employer Paid Insurance	1.80
250-46520-321	Telephone	94.13
401-49950-502	Capital Outlay - Fire	9,950.00
401-49950-503	Capital Outlay - Streets	3,427.90
601-10400	Investments - Current	244,000.00
601-49400-131	Employer Paid Insurance	5.40
601-49400-212	Motor Fuels	314.46
601-49400-217	Other Operating Supplie	63.49
601-49400-310	Lab Testing	85.41
601-49400-321	Telephone	154.36
601-49400-323	Radio Units	144.00
601-49400-326	Data Processing	1,331.24
601-49400-383	Gas Utility	692.83
601-49400-384	Refuse Disposal	104.98

Account Summary

Account Number	Account Name	Payment Amount
601-49400-386	Landfill	1,444.38
601-49400-404	Repairs & Maint - M&E	1,414.04
601-49400-480	Other Miscellaneous	788.11
602-49450-131	Employer Paid Insurance	1.80
602-49450-200	Office Supplies	39.47
602-49450-212	Motor Fuels	443.00
602-49450-216	Chemicals and Chemical	-211.94
602-49450-217	Other Operating Supplie	63.49
602-49450-310	Lab Testing	2,777.48
602-49450-321	Telephone	107.29
602-49450-326	Data Processing	1,331.23
602-49450-383	Gas Utility	552.47
602-49450-404	Repairs & Maint - M&E	989.76
602-49450-405	Repairs & Maint - Vehicl	50.69
604-10400	Investments - Current	881,368.66
604-14200	Inventory	4,060.41
604-16200	Buildings	2,028.00
604-16300	Improvements Other Th	54,534.49
604-16400	Machinery & Equipment	9,748.88
604-22000	Prepayments	753.18
604-49550-131	Employer Paid Insurance	7.20
604-49550-200	Office Supplies	148.98
604-49550-212	Motor Fuels	1,247.37
604-49550-217	Other Operating Supplie	123.45
604-49550-241	Small Tools	5.59
604-49550-263	Merchandise for Resale -	295,237.39
604-49550-308	Training & Registrations	930.00
604-49550-321	Telephone	248.49
604-49550-326	Data Processing	2,662.47
604-49550-383	Gas Utility	149.98
604-49550-402	Repairs & Maint - Struct	35.97
604-49550-404	Repairs & Maint - M&E	518.11
604-49550-406	Repairs & Maint - Groun	700.00
604-49550-408	Repairs & Maint - Distrib	1,793.89
604-49550-411	Repairs & Maint - Sub St	5,303.81
604-49550-450	Conservation	2,757.67
604-49550-460	Miscellaneous Taxes	219.00
609-20202	Sales Tax Payable	18,105.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-217	Other Operating Supplie	392.84
609-49751-251	Liquor	34,052.15
609-49751-252	Beer	58,986.54
609-49751-253	Wine	9,953.29
609-49751-254	Soft Drinks & Mix	995.80
609-49751-256	Tobacco Products	305.57
609-49751-257	Ice	76.64
609-49751-261	Other Merchandise	42.13
609-49751-304	Legal Fees	217.50
609-49751-321	Telephone	141.20
609-49751-333	Freight and Express	759.54
609-49751-340	Advertising & Promotion	2,082.96
609-49751-383	Gas Utility	122.04
609-49751-384	Refuse Disposal	177.99
609-49751-433	Dues & Subscriptions	294.33
609-49751-460	Miscellaneous Taxes	15.00
609-49751-480	Other Miscellaneous	682.93
614-16400	Machinery & Equipment	12,500.00
614-49870-131	Employer Paid Insurance	10.80

Account Summary

Account Number	Account Name	Payment Amount
614-49870-211	Cleaning Supplies	42.76
614-49870-212	Motor Fuels	98.31
614-49870-217	Other Operating Supplie	411.99
614-49870-227	Utility System Maint Sup	1,620.48
614-49870-303	Engineering and Surveyi	2,750.00
614-49870-304	Legal Fees	361.95
614-49870-321	Telephone	389.68
614-49870-326	Data Processing	3,618.72
614-49870-340	Advertising & Promotion	100.98
614-49870-383	Gas Utility	48.21
614-49870-384	Refuse Disposal	92.98
614-49870-441	Transmission Fees	448.57
614-49870-442	Subscriber Fees	13,281.36
614-49870-443	Intergovernmental Fees	1,829.14
614-49870-445	Switch Fees	3,572.15
614-49870-447	Internet Expense	3,353.83
614-49870-448	On-Call Support	233.72
614-49870-451	Call Completion	1,805.45
614-49870-460	Miscellaneous Taxes	398.00
614-49980-611	Bond Interest	64,866.74
615-49850-131	Employer Paid Insurance	3.60
615-49850-211	Cleaning Supplies	778.81
615-49850-212	Motor Fuels	394.03
615-49850-216	Chemicals and Chemical	3,089.90
615-49850-217	Other Operating Supplie	1,169.56
615-49850-334	Meals/Lodging	50.00
615-49850-383	Gas Utility	1,957.03
615-49850-384	Refuse Disposal	158.98
615-49850-402	Repairs & Maint - Struct	1,140.19
615-49850-404	Repairs & Maint - M&E	244.55
615-49850-460	Miscellaneous Taxes	198.32
615-49850-480	Other Miscellaneous	788.11
617-20202	Sales Tax Payable	685.80
617-49860-131	Employer Paid Insurance	5.40
617-49860-200	Office Supplies	17.29
617-49860-211	Cleaning Supplies	640.72
617-49860-217	Other Operating Supplie	83.49
617-49860-321	Telephone	188.26
617-49860-383	Gas Utility	602.66
617-49860-384	Refuse Disposal	157.97
617-49860-402	Repairs & Maint - Struct	55.00
617-49860-460	Miscellaneous Taxes	872.20
700-21701	Federal Withholding	26,902.69
700-21702	State Withholding	13,070.56
700-21703	FICA Tax Withholding	31,653.74
700-21704	PERA Contributions	47,294.27
700-21705	Retirement	13,095.82
700-21706	Medical Insurance	64,140.07
700-21707	Union Dues	3,285.04
700-21708	PD Union Dues	910.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	9,179.98
700-21712	Flex Account	1,130.00
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	780.67
700-21717	Individual Insurance-MB	5.84
700-21719	Individual Insurance-MB	387.35
700-21720	VEBA Contributions	9,687.62

Account Summary

Account Number	Account Name	Payment Amount
700-21722	HSA Contribution	4,062.59
700-21723	HSA Employee Contribu	1,480.84
	Grand Total:	2,467,613.20

Project Account Summary

Project Account Key	Payment Amount
None	2,467,613.20
Grand Total:	2,467,613.20

CAW
12/1/22

2023 BUDGET



CITY OF WINDOM
2023 Budget

TABLE OF CONTENTS

	<u>Page Nos.</u>
Management Memo	1-4
Revenue Budget	5
Expense Budget	6
Operational Revenue and Expenses – General Fund	7
Operational Revenue and Expenses – General Fund (Graphs)	8
Capital Outlay - General Fund	9
Operational Revenue and Expenses – Special Revenue Funds	10
Operational Revenue and Expenses – Special Revenue Funds (Graphs)	11
Levy for Capital Outlay – Special Revenue Funds	12
Enterprise Funds	13
Special Projects	14
Capital Improvement Plan (Projects by Department)	15–18
2023 Tax Levy	19
Debt Service Levy	20
ESF Loan Funding	21
General Fund Reserve Estimates	22
Statement of Bonded Indebtedness	23

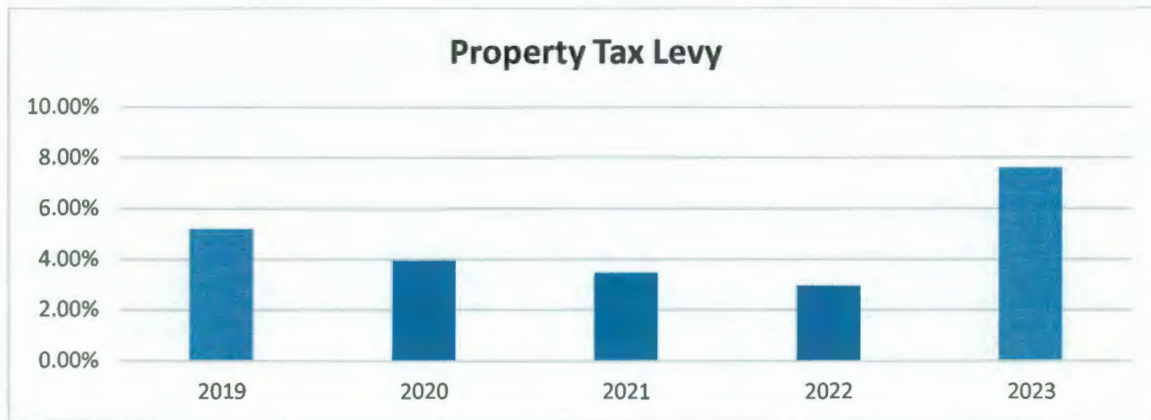
2023 Budget Summary

The 2023 City of Windom budget is herein presented for the General Fund and Enterprise Funds (water, wastewater, electric, telecom and liquor). Also included are budgets for Special Revenue Funds (Community Center, Arena, Library, Economic Development Authority, Pool, Ambulance and Airport) and Miscellaneous Funds. Capital expenditures for new facilities and equipment are also shown within the budgets and can be viewed in the Capital Improvement Plan.

Budget Decisions

In September 2022, the City Council set the 2023 preliminary budget levy for an increase of 8.00%. Costs for on-going operating expenses and debt service for past projects were calculated for Council's review and discussion. Then Capital projects and priorities for 2023 were put into the preliminary budget.

USDA grants were received in 2022 (and one for 2023) for Fire and Police equipment, these grants require local matching funds; however, the ability to secure the grants ultimately reduce the cost to the local property tax levy.



While the City's property tax levies have risen the amount of increase is lower than the rise in tax valuations of our community. In 2022 (for 2023 payable) the taxable valuation grew by about 20% meaning there is a larger tax base of which to spread the tax burden. By having growth in our tax base, **the City's tax rate has decreased** over the last seven years even with the increases in the amount of property tax levied.



Following the City Council's budget work sessions and discussion, the total 2023 proposed Property Tax Levy for the City of Windom is \$2,426,118. **This budget is based upon a 7.67% property tax increase** considering tax abatement reimbursements and funding for operations and capital spending. Last year the City had a property tax levy increase of 2.98%.

Human Resources

Staffing levels within the City are anticipated to hold at status quo for the coming year. Again for 2023 costs relating to health care benefits are up (9.5%), which is a trend nationwide. The City's labor agreements will expire at the end of 2023.

Revenues

The City relies heavily on property taxes of \$2,426,118 and user fees to fund the General Fund and Special Revenue Funds.

For 2023 there was no change in anticipated State aid (known as Local Government Aid – LGA).

Enterprise Funds (public utilities and liquor store) are funded entirely through user fees. Balances in these funds overall remains stable. Telecom is about break-even, but a planned conversion of video to a streaming service has delayed due to COVID.

There will be a \$1\meter increase in Electric for 2023 with a rate study being conducted to determinate future needs. In the Water Fund an inflationary increase of 2.5% is budgeted and in the Wastewater Fund there had previously been increases approved to help pay for the Wastewater Treatment Plant upgrades to meet State regulations. The 2023 Wastewater rate increase of 2.5% is due to inflationary costs related to labor, chemicals and other supplies. The Telecom Fund will be making package changes as the video will be transitioned to an over-the-top delivery this year.

Expenses

The City maintains consistent assumptions for expenditures based on three years of history and two years of future projections. Department budget requests typically account for inflationary increases to maintain current service levels. Service level adjustments and notable budget changes are reflected in the budget at their expected or estimated cost. General Funds and Special Revenue Funds (Library, Community Center, Pool, Arena, EDA and Airport) account for the majority of the uses for property tax. Below are two charts showing the amount of budgeted funds for the General Fund Operations and Special Revenue Fund Operations.

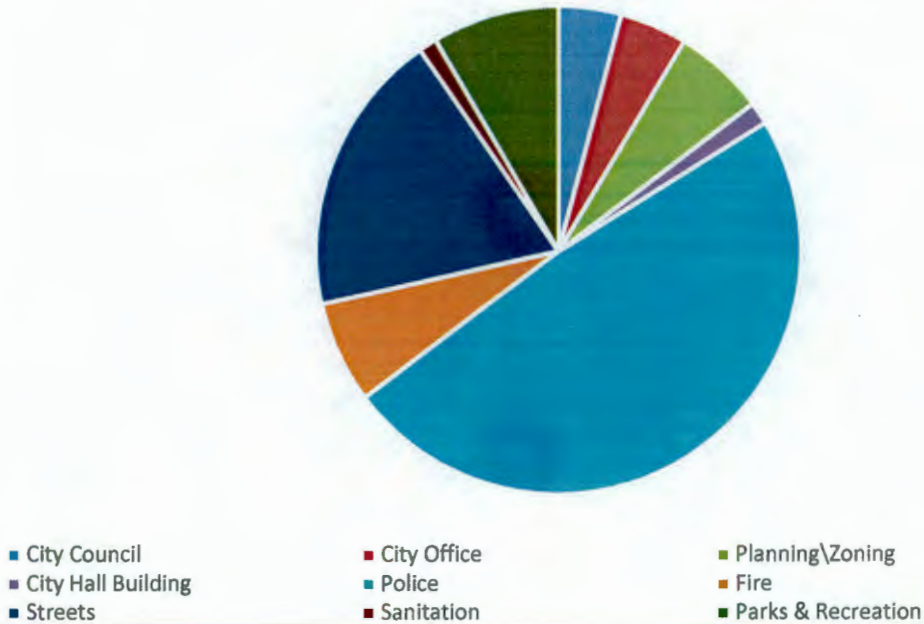
Debt Service

These funds are repayments of General Obligation Bonds for prior purchases or projects. In 2023 the repayments for debt service will be \$549,412. Debt service on General Obligation Bonds typically runs 20 years for projects like Streets and 10 years for purchases such as Fire Trucks or Street Equipment. Our Standard and Poor's Bond rating of A+ with a positive outlook remains the same as in prior years and is an example of our community's financial strength.

Total Revenues and Total Expenses

The total revenues for 2023 are projected to be \$27,397,774 which is up 3.2% from last year. Anticipated total expenses are budgeted to be higher in 2023 because the large Capital project for the Electric utility. Other smaller expense increases are attributed to inflationary costs for goods and services and higher depreciation. Total expenses for 2023 are \$26,764,994 which is up 3.12% for 2022. The City is projecting that revenues will be sufficient to meet the proposed budget expenditures and debt obligations.

% of \$3,074,884 General Fund Operations



Police/Animal Control 48.4%

Streets 18.9%

Parks & Recreation 8.5%

Fire/Emergency Mgmt. 6.8%

Planning/Zoning 6.1%

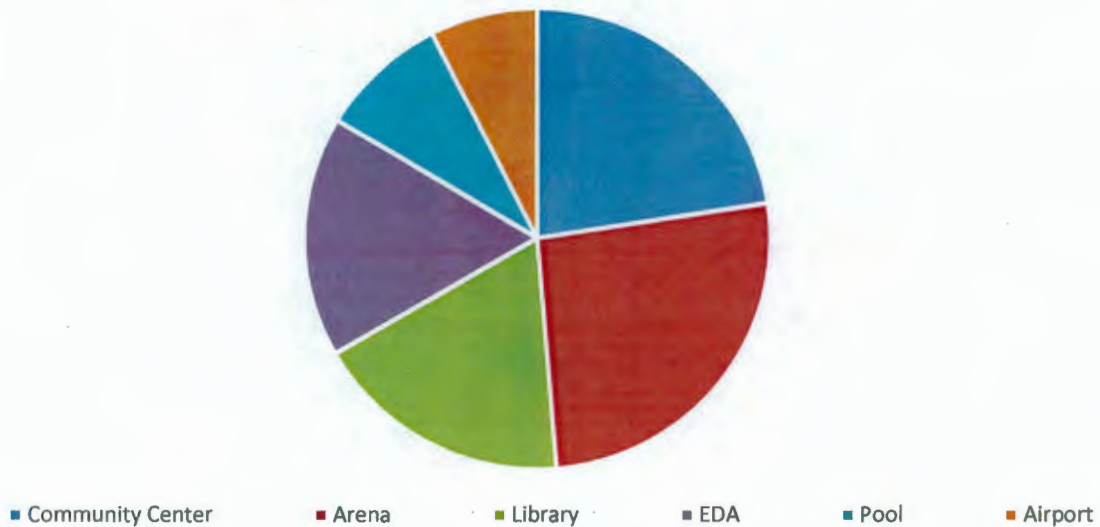
City Office 4.5%

Council & CVB 4.1%

City Hall Building 1.5%

Sanitation 1.2%

% of \$971,673 Special Revenue Fund Operations



Community Center 24.2%

Arena 28%

Library 19.3%

Economic Dev Authority 18.1%

Pool 9.6%

Airport .8%

Truth in Taxation/Public Input

The City provided budget information to citizen boards and commissions, held public meetings prior to adopting each budget and has notified the public regarding budget workshops. In addition, budget and audit information is available within the financial section of the City's website (www.windom-

mn.com). As required by State law, the City also notifies residents through their property tax statements about the public budget input meeting on December 6, 2022. The formal budget and corresponding property tax levy will be adopted by the City Council on December 20, 2022.

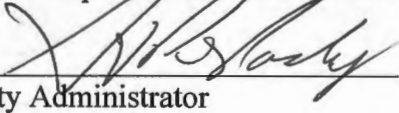
Future Budget Considerations

Continued growth within the community (residential, commercial and industrial) will be key to keeping City finances stable and the tax rate steady or slightly declining. In 2022 there are 60 units of multi-family under construction and 2023 anticipates the start of the redevelopment of the former Cemstone property, which is planned to bring in a mix of housing types consisting of 50+ units. This new housing have the City on the path to accomplish the population goal of 5,000 and drive the local economy.

There were no new bonds issued nor bond refinancing actions in 2022. No new debt is planned for 2023. No new debt is planned for 2023; however, if timing on the Electric Generation project accelerates or favorable borrowing conditions occur the City may issue bonds for that project.

Recognition

The Administrative staff is appreciative of the work of all our employees and to the elected leadership for their vision and dedication to our community.



City Administrator

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

REVENUE BUDGET

	<u>2023</u>	<u>2022</u>	<u>Change</u>
<u>General Fund</u>			
Local Government Aid	\$ 1,608,531	\$ 1,588,681	1.25%
Small Cities Assistance	\$ -	\$ -	0.00%
Fees, Fines and Permits	\$ 611,020	\$ 559,420	9.22%
Transfers from Enterprise & Arena Recapture	\$ 245,000	\$ 245,000	0.00%
Tax Levy (Operations)	\$ 610,333	\$ 534,395	14.21%
Tax Levy/ Reserves (Capital Outlay)	\$ 303,500	\$ 443,113	-31.51%
Bonds (Capital Outlay)	\$ -	\$ 550,000	-100.00%
	\$ 3,378,384	\$ 3,920,609	-13.83%
<u>Special Revenue/Levy Funds</u>			
User Fees	\$ 1,395,804	\$ 1,320,737	5.68%
Federal/State Aids	\$ 160,346	\$ 119,000	34.74%
Tax Levy (Operations)	\$ 804,173	\$ 896,621	-10.31%
Tax Levy (Capital Outlay)	\$ 183,000	\$ 17,500	945.71%
Grants/Donations (Capital Outlay)	\$ -	\$ -	0.00%
Ambulance Reserve Funds (Capital Outlay)	\$ 59,378	\$ -	100.00%
	\$ 2,602,701	\$ 2,353,858	10.57%
<u>Enterprise Funds</u>			
User Fees	\$ 15,719,325	\$ 15,290,775	2.80%
Cost Sharing Fund	\$ 396,468	\$ 396,468	0.00%
Grants/Donations (Capital Outlay)	\$ -	\$ -	0.00%
Reserves used for Capital Projects (Electric)	\$ 3,723,254	\$ 2,467,823	50.87%
Special Assessments	\$ 1,544	\$ -	100.00%
	\$ 19,840,591	\$ 18,155,066	9.28%
<u>Debt Service</u>			
Special Assessments	\$ 207,122	\$ 213,089	-2.80%
Other Revenues - Hospital PILOT	\$ 10,000	\$ 10,000	0.00%
Interfund Transfers for Debt Service	\$ 93,396	\$ 461,381	-79.76%
Tax Levy - Bonded Projects	\$ 479,412	\$ 301,093	59.22%
Tax Levy - Intra-Fund Repayment	\$ -	\$ 45,673	-100.00%
	\$ 789,930	\$ 1,031,235	-23.40%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 890,328	\$ 1,081,905	-17.71%
Dilapidated Housing Program	\$ 20,000	\$ -	100.00%
	\$ 910,328	\$ 1,081,905	-15.86%
Grand Total	\$ 27,521,934	\$ 26,542,673	3.69%

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR
EXPENSE BUDGET**

	<u>2023</u>	<u>2022</u>	<u>Change</u>	<u>Change</u>
<u>General Fund</u>				
Operational Expenses	\$ 3,074,884	\$ 2,900,249	6.02%	\$ 174,635
Capital Outlay	\$ 303,500	\$ 993,113	-69.44%	\$ (689,613)
Reserve Funded Projects	\$ 200,450	\$ -	100.00%	\$ 200,450
Transfers for Fire Truck/SCBA	\$ -	\$ 27,247	-100.00%	\$ (27,247)
	<u>\$ 3,578,834</u>	<u>\$ 3,920,609</u>	<u>-8.72%</u>	<u>\$ (341,775)</u>
<u>Special Revenue/Levy Funds</u>				
Operational Expenses	\$ 2,122,167	\$ 1,894,888	11.99%	\$ 227,280
Capital Outlay	\$ 408,000	\$ 252,500	61.58%	\$ 155,500
Debt Service	\$ 73,434	\$ 74,784	-1.81%	\$ (1,350)
Depreciation	\$ 147,000	\$ 140,000	5.00%	\$ 7,000
	<u>\$ 2,750,601</u>	<u>\$ 2,362,172</u>	<u>16.44%</u>	<u>\$ 388,430</u>
<u>Enterprise Funds</u>				
Operational Expenses	\$ 11,571,447	\$ 11,481,007	0.79%	\$ 90,441
Capital Outlay	\$ 5,088,000	\$ 3,760,000	35.32%	\$ 1,328,000
Debt Service	\$ 2,094,961	\$ 2,229,550	-6.04%	\$ (134,589)
Transfers	\$ 300,750	\$ 300,000	0.25%	\$ 750
Depreciation	\$ 2,469,270	\$ 2,419,270	2.07%	\$ 50,000
	<u>\$ 21,524,428</u>	<u>\$ 20,189,827</u>	<u>6.61%</u>	<u>\$ 1,334,602</u>
<u>Debt Service</u>				
Bond/Loan Payments & Fees	\$ 1,084,299	\$ 1,026,284	5.65%	\$ 58,015
Tax Levy - Intra-Fund Repayment	\$ -	\$ 45,673	-100.00%	\$ (45,673)
	<u>\$ 1,084,299</u>	<u>\$ 1,071,957</u>	<u>1.15%</u>	<u>\$ 12,342</u>
<u>Special Projects</u>				
TIF Funds & Revolving Loan Funds	\$ 797,167	\$ 953,640	-16.41%	\$ (156,473)
Dilapidated Housing Program	\$ 37,500	\$ 17,500	114.29%	\$ 20,000
	<u>\$ 834,667</u>	<u>\$ 971,140</u>	<u>-14.05%</u>	<u>\$ (136,473)</u>
<u>Grand Total</u>	<u>\$ 29,772,830</u>	<u>\$ 28,515,704</u>	<u>4.41%</u>	<u>\$ 1,257,126</u>
Non-Cash Depreciation	\$ 2,616,270	\$ 2,559,270	2.23%	\$ 57,000
Total Net of Non-cash items	<u>\$ 27,156,560</u>	<u>\$ 25,956,434</u>	<u>4.62%</u>	<u>\$ 1,200,126</u>

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

GENERAL FUND

Operational Revenue and Expenses

<u>Revenue</u>	<u>2023</u>	<u>2022</u>	<u>% Change</u>
Local Govt Aid (LGA)	\$ 1,608,531	\$ 1,588,681	1.25%
Operational Tax Levy	\$ 610,333	\$ 534,395	14.21%
Interfund Transfers	\$ 245,000	\$ 245,000	0.00%
Misc. Revenue	\$ 611,020	\$ 559,420	9.22%
TOTAL	\$ 3,074,884	\$ 2,927,496	5.03%

<u>Expenses</u>	<u>2023</u>	<u>2022</u>	<u>% Change</u>
Mayor & Council	\$ 124,784	\$ 136,036	-8.27%
Elections	\$ -	\$ 7,000	-100.00%
City Office	\$ 144,251	\$ 132,997	8.46%
Planning & Zoning	\$ 186,793	\$ 160,845	16.13%
City Hall	\$ 40,550	\$ 35,955	12.78%
Police Department	\$ 1,488,357	\$ 1,399,818	6.33%
Fire Department	\$ 210,248	\$ 180,077	16.75%
Emergency Mgmt	\$ 6,780	\$ 6,280	7.96%
Animal Control	\$ 2,200	\$ 2,200	0.00%
Street Department	\$ 580,502	\$ 553,563	4.87%
Health/Sanitation	\$ 28,500	\$ 25,000	14.00%
Recreation	\$ 49,866	\$ 48,947	1.88%
Parks	\$ 212,054	\$ 211,533	0.25%
Transfers for Fire Equipment	\$ -	\$ 27,247	-100.00%
TOTAL	\$ 3,074,884	\$ 2,927,496	5.03%

<u>General Fund Capital</u>	\$ 303,500	\$ 993,113	-69.44%
-----------------------------	------------	------------	---------

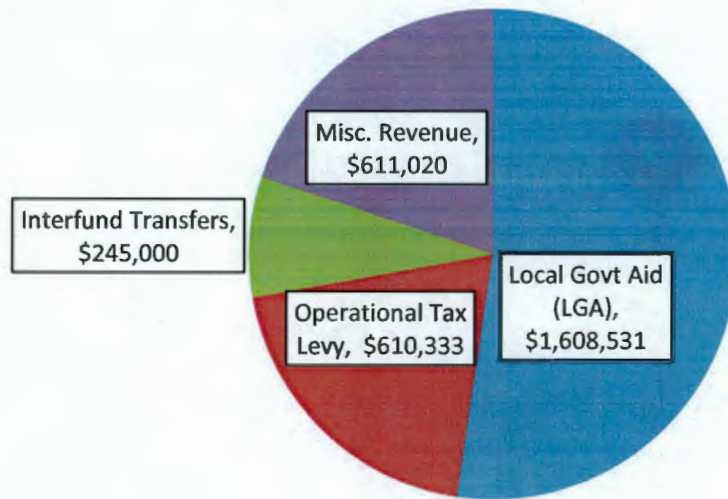
Reserve Funded Special Projects

Street Cul-de-sac	\$ 161,450	-	100.00%
Flood Plain Survey-Perkins Creek	\$ 39,000	\$ -	100.00%
	\$ 200,450	\$ -	100.00%

2023 General Fund

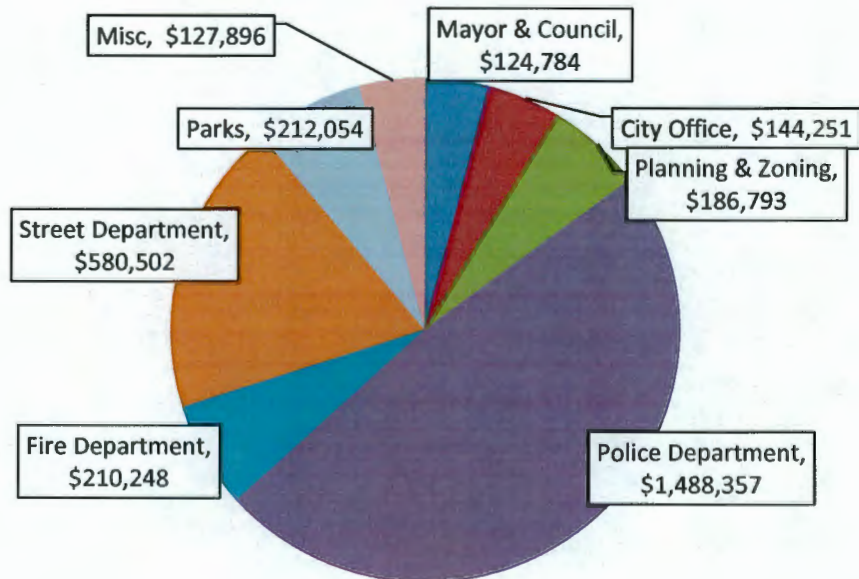
Operational Revenues

Budgeted Revenue \$3,074,884



Operational Expenses

Budgeted Expenses \$3,275,334



**BUDGET
CITY OF WINDOM
2023 CAPITAL OUTLAY
(General Fund)**

<u>CAPITAL/EQUIPMENT FUND</u>		<u>Amount</u>	<u>Reserves/ Tax Levy</u>
City Hall:			
	City Hall Roof	\$ 30,000	
	Multiple Dept Server & Network Upgrade	\$ 1,500	
	Sub-total	\$ 31,500	\$ 31,500
Fire:			
	Fire - Boat Replacement (USDA match)	\$ 8,000	
	Fire - 6-wheeler (USDA match)	\$ 18,000	
	Fire - Unit 25 Wildland Truck (USDA Grant Match)	\$ 40,000	
	Sub-total	\$ 66,000	\$ 66,000
Police/Fire:			
	Police/Fire - Hand Held Radios(USDA Grant Match)	\$ 39,000	
		\$ -	
	Sub-total	\$ 39,000	\$ 39,000
Parks:			
	Building Improvement/Maintenance	\$ 10,000	
	Trail Improvements	\$ 10,000	
	Park CIP - Kastle Kingdom	\$ 62,000	
	Sub-total	\$ 82,000	\$ 82,000
Streets:			
	Streets - Equipment Reserves	\$ 25,000	
	Streets - Pick-up Replacement	\$ 30,000	
	Streets - Front End Loader Snowplow	\$ 30,000	
	Sub-total	\$ 85,000	\$ 85,000
TOTAL CAPITAL FUND			\$ 303,500
	Less: Use of Reserves Arena, Council Chambers & transfer Enterprise Funds		\$ 70,000
	General Fund Capital Subject to Levy		\$ 233,500

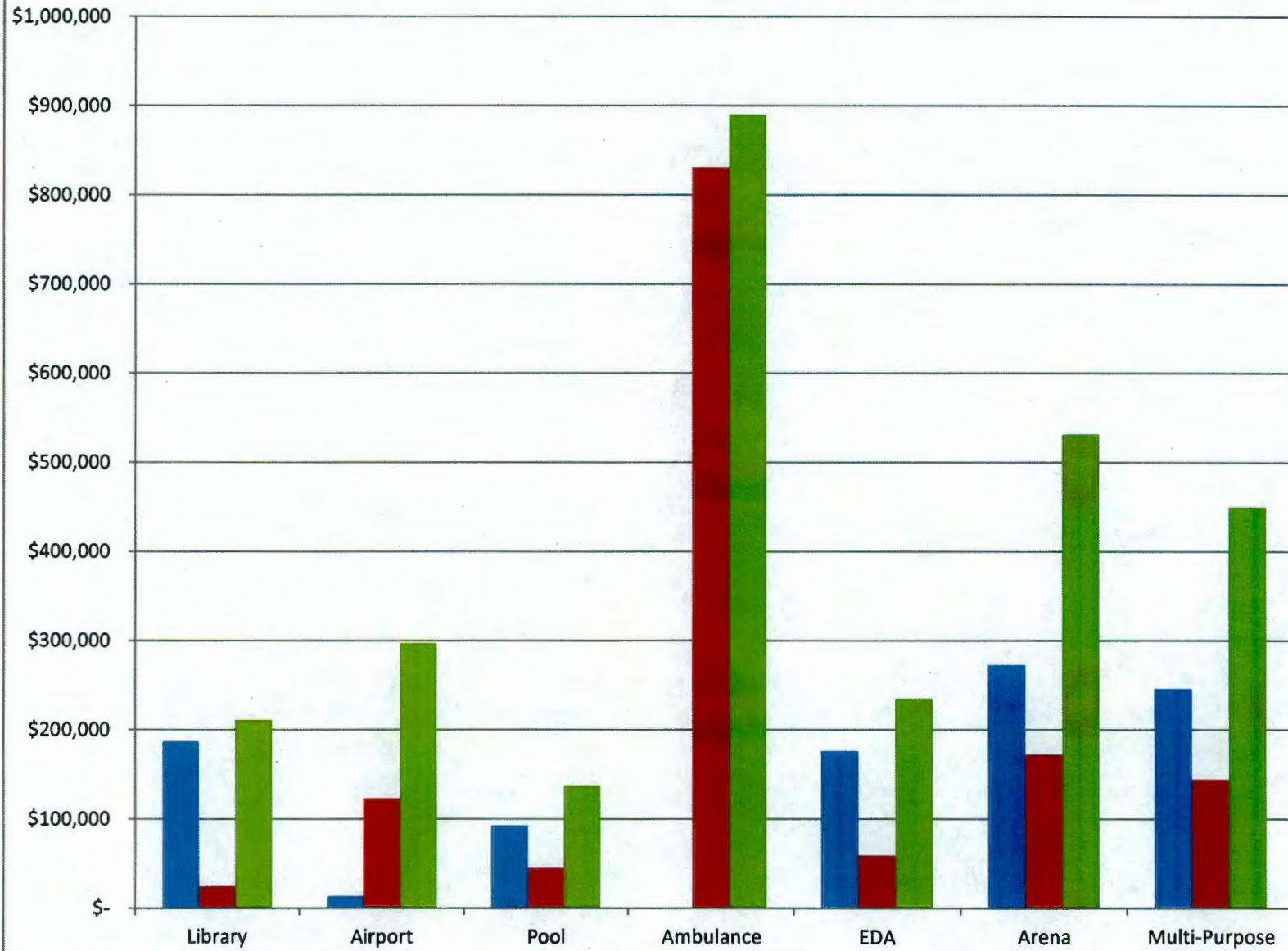
**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

SPECIAL REVENUE/LEVY FUNDS

<u>Library</u>	<u>2023</u>	<u>2022</u>	<u>Change</u>
+ Tax Levy	\$ 186,885	\$ 202,949	-7.92%
+ Other Revenue	\$ 24,000	\$ 24,000	0.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (208,885)	\$ (224,449)	-6.93%
- Capital Outlay	\$ (2,000)	\$ (2,500)	-20.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ -	\$ (0)	
<u>Airport</u>			
+ Tax Levy	\$ 13,064	\$ 8,502	53.66%
+ Federal State Grants/Aids	\$ 160,346	\$ 119,000	34.74%
+ Other Revenue	\$ 123,100	\$ 107,100	14.94%
- Expenses	\$ (141,510)	\$ (124,602)	13.57%
- Capital Outlay	\$ (155,000)	\$ (110,000)	40.91%
- Debt Service	\$ -	\$ -	0.00%
	\$ -	\$ (0)	
<u>Pool</u>			
+ Tax Levy	\$ 92,779	\$ 77,833	19.20%
+ Other Revenue	\$ 44,700	\$ 42,600	4.93%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (137,479)	\$ (120,433)	14.15%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ 0	\$ (0)	
<u>Ambulance</u>			
+ Tax Levy	\$ -	\$ -	0.00%
+ Other Revenue	\$ 830,500	\$ 814,500	1.96%
+ Reserves	\$ 59,378	\$ -	100.00%
- Expenses	\$ (664,878)	\$ (528,313)	25.85%
- Capital Outlay	\$ (225,000)	\$ (125,000)	80.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ 0	\$ 161,187	
<u>EDA</u>			
+ Tax Levy	\$ 176,204	\$ 124,631	41.38%
+ Other Revenue	\$ 57,700	\$ 55,735	3.53%
+ Reserves	\$ -	\$ -	0.00%
+ Interfund Loan Receipts	\$ 900	\$ 29,500	-96.95%
- Expenses	\$ (234,804)	\$ (209,866)	11.88%
+ Non Cash Exp	\$ -	\$ -	0.00%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ (0)	\$ 0	
<u>Arena</u>			
+ Tax Levy	\$ 272,421	\$ 238,923	14.02%
+ Other Revenue	\$ 172,034	\$ 183,032	-6.01%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (458,021)	\$ (427,171)	7.22%
- Capital Outlay	\$ -	\$ -	
- Debt Service	\$ (73,434)	\$ (74,784)	-1.81%
+ Depreciation	\$ 87,000	\$ 80,000	8.75%
	\$ 0	\$ (0)	
<u>Multi-Purpose</u>			
+ Tax Levy	\$ 245,820	\$ 261,283	-5.92%
+ Other Revenue	\$ 143,770	\$ 93,770	53.32%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (423,590)	\$ (400,053)	5.88%
- Capital Outlay	\$ (26,000)	\$ (15,000)	73.33%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 60,000	\$ 60,000	0.00%
	\$ (0)	\$ 0	
Total Levy	\$ 987,173	\$ 914,121	7.99%

2023 Special Revenue Funds

■ Tax Levy ■ User Fees ■ Expenditures



**BUDGET
CITY OF WINDOM
2023 CAPITAL OUTLAY**

SPECIAL REVENUE/LEVY FUNDS

<u>Fund</u>	<u>Description</u>	<u>Amount</u>	<u>Tax Levy</u>
Library:			
	Computer Replacements	<u>\$2,000</u>	
		Sub-total	\$2,000
Multi-purpose:			
	Equipment Replacement Reserve	\$12,000	
	Outdoor Grounds & Equipment	\$4,000	
	Mechanical Replacement Reserve	<u>\$10,000</u>	
		Sub-total	\$26,000
Airport:			
	Crosswind Runway Design	<u>\$155,000</u>	\$5,000
		Sub-total	\$5,000
Ambulance:			
	Unit #27 Ambulance Replacement	<u>\$225,000</u>	\$0
		Sub-total	\$0
	Less: Reserve/Grant Funds	<u>\$ (375,000)</u>	
Total Subject to Levy		<u>\$33,000</u>	

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

ENTERPRISE FUNDS

Telecom

	<u>2023</u>	<u>2022</u>	<u>Change</u>
+ Revenue	\$ 2,885,940	\$ 2,813,180	2.59%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (2,338,279)	\$ (2,351,385)	-0.56%
- Capital Outlay	\$ (66,000)	\$ -	
- Debt Service	\$ (848,276)	\$ (842,970)	0.63%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 352,050	\$ 352,050	0.00%
Cash Flow	\$ (14,565)	\$ (29,125)	

Water

+ Revenue	\$ 1,255,400	\$ 1,250,400	0.40%
+ Special Assessments	\$ 1,081	\$ -	100.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (1,182,816)	\$ (1,117,097)	5.88%
- Capital Outlay	\$ (30,000)	\$ (45,000)	-33.33%
- Debt Service	\$ (220,844)	\$ (284,520)	-22.38%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 440,000	\$ 420,000	4.76%
Cash Flow	\$ 262,821	\$ 223,783	

Sewer

+ Revenue	\$ 2,266,300	\$ 2,166,300	4.62%
+ Cost Sharing Funds	\$ 396,468	\$ 396,468	0.00%
+ Special Assessments	\$ 463	\$ -	100.00%
+ Reserves	\$ -	\$ -	
- Expenses	\$ (2,096,365)	\$ (2,113,158)	-0.79%
- Capital Outlay	\$ (40,000)	\$ (165,000)	-75.76%
- Debt Service	\$ (1,025,841)	\$ (1,102,060)	-6.92%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 997,220	\$ 967,220	3.10%
Cash Flow	\$ 498,245	\$ 149,770	

Electric*

+ Revenue	\$ 7,003,385	\$ 6,930,395	1.05%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ 3,723,254	\$ 2,467,823	50.87%
- Expenses	\$ (6,235,888)	\$ (6,303,218)	-1.07%
- Capital Outlay	\$ (4,940,000)	\$ (3,545,000)	0.00%
- Debt Service	\$ -	\$ -	
- Transfer to General/CIP	\$ (200,750)	\$ (200,000)	0.37%
+ Depreciation	\$ 650,000	\$ 650,000	0.00%
Cash Flow	\$ 0	\$ 0	

Liquor

+ Revenue	\$ 2,308,300	\$ 2,130,500	8.35%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (2,187,369)	\$ (2,015,419)	8.53%
- Capital Outlay	\$ (12,000)	\$ (5,000)	140.00%
- Debt Service	\$ -	\$ -	
- Transfer to General	\$ (100,000)	\$ (100,000)	0.00%
+ Depreciation	\$ 30,000	\$ 30,000	0.00%
Cash Flow	\$ 38,931	\$ 40,081	

* Electric Transmission Project moved from 2022 to 2023

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR
SPECIAL PROJECTS**

(Tax Increment Finance, Revolving Loan Funds and Other)

<u>Name</u>	<u>Revenue</u>	<u>Expense</u>
407 Dilapidated Housing Program	\$ 20,000	\$ 37,500
252 Small Cities Development Program	\$ 200	\$ 400
253 RiverBluff Estates	\$ -	\$ 2,100
254 North Industrial Park Project	\$ 23,071	\$ 40,888
255 EDA General RLF	\$ -	\$ 8,425
1-10 Runnings TIF (266)	\$ 46,674	\$ 44,507
1-12 Prime Pork, LLC. TIF (268)	\$ 320,623	\$ 302,711
1-13 River Bluff TIF (260)	\$ 38,000	\$ 6,000
1-17 NWIP TIF (273)	\$ -	\$ 17,476
1-18 AG Builders TIF (271)	\$ 14,000	\$ 13,555
1-19 NWIP II TIF (274)	\$ 249,760	\$ 173,425
1-20 New Vision TIF (276)	\$ 34,000	\$ 33,100
1-21 Tibodeau's Center (261)	\$ 90,000	\$ 85,000
1-22 Cemstone (277)	\$ 74,000	\$ 69,580
TOTAL	\$ 910,328	\$ 834,667

City of Windom, Minnesota
City of Windom -- Capital Improvement Plan
2023 thru 2027

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Administration								
Computer Replacement	ADMIN 002	1		3,200		2,500		5,700
Administration Total				3,200		2,500		5,700
Airport								
Land Acquisition - Runway Extension	AIRPORT 003	2					200,000	200,000
Instrument Landing Equipment	AIRPORT 005	1				150,000		150,000
Crosswind Runway Design	AIRPORT 007	2	150,000					150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2		600,000				600,000
Runway Extension Environmental Reivew	AIRPORT 011	1				75,000		75,000
Crosswind Runway Construction	AIRPORT 012	1			2,000,000			2,000,000
New 4 Bay Hanger & Site Prep	AIRPORT 014	1		525,000				525,000
Unit 46A Replacement - Snow Plow	AIRPORT 015	1		130,000				130,000
Zoning Update	AIRPORT 022	3		100,000				100,000
Airport Total			150,000	1,355,000	2,000,000	225,000	200,000	3,930,000
Ambulance								
Radio & Pager Equipment	AMB 006	1		125,000				125,000
Unit 30 - Ambulance Replacement	AMB 011	1					235,000	235,000
Unit 28 - Ambulance Replacement	AMB 007	1		250,000				250,000
Unit 27 - Ambulance Replacement	AMB 005	1	225,000					225,000
Defibulators	AMB 002	1		100,000				100,000
Unit 29 - Ambulance Replacement	AMB 010	1				235,000		235,000
Ambulance Total			225,000	475,000		235,000	235,000	1,170,000
Arena								
Livestock Building\Riding Rink	ARENA 011	3		200,000				200,000
Arena Total				200,000				200,000
Building\Zoning								
Blighted Homes Incentive Program	BUILD 005	2	20,000	20,000	20,000	20,000	20,000	100,000
Building\Zoning Total			20,000	20,000	20,000	20,000	20,000	100,000
City Hall								
Window Replacement	CH 001	2			20,000			20,000
Tuckpointing and Foundation Repair	CH 008	2		75,000	50,000			125,000
EDA\Building Office Windows	CH 010	2			7,500			7,500
Roof Replacement	CH 011	1	92,000					92,000
City Hall Total			92,000	75,000	77,500			244,500
Community Center								

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Meeting Room Maintenance\Improvements	COMM 001	2		5,000				5,000
Mechanical Systems	COMM 009	1	10,000	10,000	10,000			30,000
Outdoor - Grounds and Equipment	COMM 014	2	4,000					4,000
Gym Renovation	COMM 012	2		85,000				85,000
Garage Doors w\ Openers	COMM 011	2		9,800				9,800
Stage	COMM 006	3			8,500			8,500
Dance Floor Replacement	COMM 002	3		20,000				20,000
Equipment Replacement\Upgrades	COMM 007	1	12,000	15,000	15,000			42,000
Sound System	COMM 003	3			60,000			60,000
Community Center Total			26,000	144,800	93,500			264,300

EDA

NWIP South 80 Addition Infrastructure	EDA 003	1			425,000			425,000
EDA Total					425,000			425,000

Electric

Generation and Building	ELE 016	1	350,000	8,650,000				9,000,000
New Truck Shed\Shop	ELE 032	1	500,000					500,000
Mini Excavator - Replacement	ELE 031	2	50,000					50,000
Bucket Truck - Unit 320	ELE 030	1			250,000			250,000
Power Plant Building - Exterior	ELE 028	2	100,000					100,000
Transmission Line Reconstruction	ELE 023	1	3,500,000					3,500,000
Meter Replacement Program	ELE 011	1			500,000			500,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000	40,000	200,000
Distribution System Upgrades	ELE 001	1	350,000	350,000	350,000	350,000	350,000	1,750,000
Truck Shed\shop Demolition	ELE 027	2	50,000					50,000
Electric Total			4,940,000	9,040,000	1,140,000	390,000	390,000	15,900,000

Fire

Wildland Truck - Unit 25	FIRE 013	1	75,000	50,000				125,000
First Response Truck - Unit 24	FIRE 005	3	230,000					230,000
Engine\Pumper - Unit 23	FIRE 006	1			350,000			350,000
Six Wheeler Replacement	FIRE 014	1	33,500					33,500
Rescue Boat Replacement	FIRE 015	2	15,000					15,000
Tanker Truck - Unit 26	FIRE 016	1				265,000		265,000
Radio Replacement	FIRE 007	1	125,000					125,000
Fire Total			478,500	50,000	350,000	265,000		1,143,500

Library

Computer Replacement	LIB 007	1	2,000	2,000				4,000
Library Remodel Project	LIB 008	2	5,000					5,000
Library Total			7,000	2,000				9,000

Liquor

Landscaping	LIQUOR 012	3	10,000					10,000
Liquor Store - Construction\Expansion	LIQUOR 014	3	2,500	500,000				502,500
Computer Replacement	LIQUOR 015	1				3,500		3,500
Equipment Replacement Fund	LIQUOR 016	1	7,000	7,000	7,000	7,000	7,000	35,000
Liquor Total			19,500	507,000	7,000	10,500	7,000	551,000

Multiple Depts

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
City-wide Network & Server Upgrades	MULTI 003	1			6,850	6,650		13,500
Multiple Depts Total					6,850	6,650		13,500
Parks								
Playground Replacement Fund (inc. Kastle Kingdom)	PARK 014	3	62,000					62,000
Tractor	PARK 024	2				60,000		60,000
Pick-up Truck	PARK 023	2		40,000				40,000
Island Park - New Shelter & Restrooms	PARK 019	1	142,500					142,500
Windom Rec Area - Trail Improvements	PARK 006	4	10,000					10,000
Buildings CIP	PARK 021	2	10,000	5,000	5,000			20,000
Parks Total			224,500	45,000	5,000	60,000		334,500
Police								
Taser Replacement	POLICE 003	1			22,800			22,800
Computer Replacement - Mobile Units	POLICE 006	2			1,500			1,500
Bolo Wraps	POLICE 020	3		10,000				10,000
Police Total				10,000	24,300			34,300
Pool								
New or Renovated Pool	POOL 003	2		4,000,000				4,000,000
Pool Total				4,000,000				4,000,000
Streets								
Insect Sprayer Replacement	STR 012	2		14,000				14,000
Front End Loader Snowplow	STR 030	1	25,000					25,000
Front-end Loader	STR 029	2			250,000			250,000
Pick-Up Replacement	STR 028	2	47,000					47,000
Traffic Signal Lights	STR 025	1		250,000				250,000
2024 Street Project	STR 019	1		3,000,000				3,000,000
Pick-up Replacement (Unit 40)	STR 009	1		47,500				47,500
Equipment Fund Reserve	STR 005	2	25,000	25,000	25,000			75,000
Sno-Go Snow Blower Replacement	STR 013	1		140,000				140,000
Streets Total			97,000	3,476,500	275,000			3,848,500
Telecom								
Cottonwood Co Fiber - Comfrey Expansion	TEL 033	3			1,995,000			1,995,000
Co Rd 13/15 North Expansion	TEL 034	2		110,500				110,500
Transport Project - CO Fiber Trunk North	TEL 030	2		38,000				38,000
Transport Project - CO Fiber Trunk South	TEL 029	2		35,000				35,000
Spam Email Server Replacement	TEL 028	1	13,500					13,500
Cisco 15454 Replacement - OC3 Transport	TEL 027	1	28,000					28,000
Cottonwood Co Fiber - Jeffers Expansion	TEL 023	3			1,215,000			1,215,000
Fiber Optic Splicing Trailer	TEL 035	1	24,500					24,500
Telecom Total			66,000	183,500	3,210,000			3,459,500
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000	5,000	5,000	25,000
General Equipment	SEWER 006	3	20,000	20,000	20,000	20,000	20,000	100,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000	10,000	50,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000	5,000	25,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Wastewater Total			40,000	40,000	40,000	40,000	40,000	200,000
Water								
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000	5,000	25,000
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000	5,000	25,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	10,000	10,000	10,000	10,000	10,000	50,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000	5,000	25,000
Water Total			30,000	30,000	30,000	30,000	30,000	150,000
GRAND TOTAL			6,415,500	19,657,000	7,704,150	1,284,650	922,000	35,983,300

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

	<u>2023 Levy Uses</u>	<u>Percent Of Levy</u>
General Fund Operational	\$ 610,333	25.16%
General Fund Capital	\$ 303,500	12.51%
Less: Use of Reserves		0.00%
Excess Council Chambers CIP & Arena Roof funds	\$ (70,000)	-2.89%
Dilapidated Housing Program	\$ 20,000	0.82%
Special Revenue Fund Operational	\$ 954,173	39.33%
Special Revenue Fund Capital	\$ 33,000	1.36%
 <i>Sub Total</i>	 \$ 1,851,006	
 Tax Abatement	 \$ 25,700	 1.06%
Plus Debt Service	\$ 549,412	22.65%
 Levy Total	 \$ 2,426,118	 100.00%

	0	
2022 Levy Total	\$ 2,253,394	92.88%
 City Operation & Capital Levy Addition	 \$ 373,174	 16.56%
Use of Reserve Funds	\$ (200,450)	-8.90%
2023 Levy Total	\$ 2,426,118	
 Total Levy Increase	 \$ 172,724	 7.67%

Debt Service Levy

402 Capital - ESF Loan	\$ 57,090
401 Street Shop - Loader & Sweeper Interfund Payment	\$ -
401 Ice System Replacement Project (2018A)	\$ 73,434
303 2007 Street Project (2012A Refi)	\$ -
305 2009 Street Project (2017C Refi)	\$ 82,737
306 2013 Street Project (2020D Refi)	\$ 93,233
307 2017A Street Project	\$ 81,463
308 2020 B&C Street Project	\$ 161,455
406 2013 Equip Bond - Fire Truck & SCBA	\$ -
Total	\$ 549,412

**BUDGET
CITY OF WINDOM
2023 BUDGET YEAR**

<u>Debt Service Levy</u>	<u>2023</u> Levy	<u>2024</u> Levy	<u>2025</u> Levy	<u>2026</u> Levy	<u>2027</u> Levy
402 Capital - ESF Loan	\$ 57,090	\$ 55,190	\$ 53,290	\$ 56,340	\$ 54,340
401 Street Shop - Loader & Sweeper Interfund P	\$ -	\$ -	\$ -	\$ -	\$ -
401 Ice System Replacement Project (2018A)	\$ 73,434	\$ 72,084	\$ 75,659	\$ 74,159	\$ 72,659
303 2007 Street Project (2012A Refi)	\$ -	\$ -	\$ -	\$ -	\$ -
305 2009 Street Project (2017C Refi)	\$ 82,737	\$ 85,328	\$ 93,476	\$ -	\$ -
306 2013 Street Project (2020D Refi)	\$ 93,233	\$ 97,118	\$ 95,465	\$ 93,719	\$ 97,132
307 2017A Street Project	\$ 81,463	\$ 82,461	\$ 83,301	\$ 83,983	\$ 84,508
308 2020 B&C Street Project	\$ 161,455	\$ 161,665	\$ 161,717	\$ 161,612	\$ 161,348
406 2013 Equip Bond - Fire Truck & SCBA	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 549,412	\$ 553,846	\$ 562,908	\$ 469,813	\$ 469,987
		\$ 4,434	\$ 9,062	\$ (93,095)	\$ 174

ESF Loan Funding

	2023	2024	2025	2026	2027
Debt Service	\$ (122,090.00)	\$ (120,190.00)	\$ (118,290.00)	\$ (121,340.00)	\$ (119,340.00)
Hospital Transfer	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Electric Transfer	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Liquor Transfer	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Levy	\$ 57,090.00	\$ 55,190.00	\$ 53,290.00	\$ 56,340.00	\$ 54,340.00
Total Funds	<u>\$ 122,090.00</u>	<u>\$ 120,190.00</u>	<u>\$ 118,290.00</u>	<u>\$ 121,340.00</u>	<u>\$ 119,340.00</u>
	0	0	0	0	0
Levy Offset (Project Contingency Funds)					
Net Levy	<u>\$ 57,090.00</u>	<u>\$ 55,190.00</u>	<u>\$ 53,290.00</u>	<u>\$ 56,340.00</u>	<u>\$ 54,340.00</u>

General Fund Reserve Estimates

		<u>Available Funds</u>
2023 Budgeted Expense	\$ 4,062,057.00	
2021 Audited Reserve	\$ 2,846,064.00	70.06%
Less: Prior General Fund Commitments		
Proposed 2022 Budget use Reserves	\$ (111,000.00)	
Close out 302 4th Ave Improvment Bond	\$ (41,159.00)	
Estimate of Close-out 2007 & 2009 Street Improvement	\$ (285,000.00)	
Fund Remainder of 2022 Fire Truck purchase	\$ (117,000.00)	
Cul-de-sac from Reserves moved to 2023	\$ (161,450.00)	
Flood Plain Survey	\$ (39,000.00)	
Nuisance Abatement	\$ (10,000.00)	
	\$ (764,609.00)	
Remaining General Fund Reserve	\$ 2,081,455.00	51.24%
35% Required Minimum	\$ 1,421,719.95	\$ 659,735.05
40% Reserve Amount	\$ 1,624,822.80	\$ 456,632.20
45% Reserve Amount	\$ 1,827,925.65	\$ 253,529.35
50% Reserve Amount	\$ 2,031,028.50	\$ 50,426.50
60% Reserve Amount	\$ 2,437,234.20	\$ (355,779.20)

Reserve calculation changed in Budget 2022 to Office of the State Auditors Note:

General Fund Balance should be 35 to 50 % of operating revenues or no lesss than 5 months of operating expenditures in general & special revenue funds.

CITY OF WINDOM
DEBT SCHEDULE/STATEMENT OF BOND INDEBTEDNESS
YEAR ENDING DECEMBER 31, 2022

	Issue Date	Maturity Date	Interest Rate	Original Issue	New Issue	Outstanding December 31, 2021	2022 Principal Payment	2022 Interest Payment	Outstanding December 31, 2022
<u>GENERAL OBLIGATION BONDS</u>									
BTS	GO Improvement Bonds Series 2017C (2009A Refunding)	2017	2025	2.00%	830,000.00	0.00	485,000.00	115,000.00	370,000.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B)	2012	2023	.55-2.2	620,000.00	0.00	165,000.00	80,000.00	85,000.00
BTS	GO Improvement Bonds Series 2017A	2017	2039	1.15-3.40%	2,870,000.00	0.00	2,625,000.00	130,000.00	2,495,000.00
BTS	GO Improvement Bonds Series 2020B	2020	2041	2.25-3%	3,135,000.00	0.00	3,135,000.00	135,000.00	3,000,000.00
BTS	GO Improvement Bonds Series 2020C	2020	2041	2.0-3%	345,000.00	0.00	345,000.00	15,000.00	330,000.00
BTS	GO Improvement Bonds Series 2020D (2013A Refund)	2020	2034	1.35-2%	1,600,000.00	0.00	1,600,000.00	140,000.00	1,460,000.00
BTS	GO Improvement Bonds Series 2020D (2016 Lease Refund)	2020	2037	1.35-2%	1,680,000.00	0.00	1,680,000.00	85,000.00	1,595,000.00
TOTAL GENERAL OBLIGATION BONDS					0.00	10,035,000.00	700,000.00	236,600.00	9,335,000.00
<u>GENERAL OBLIGATION EQUIPMENT CERTIFICATES</u>									
34	GO Equipment Bonds, Series 2013B	2013	2023	1.60%	425,000.00	0.00	100,000.00	50,000.00	50,000.00
TOTAL GENERAL EQUIPMENT CERTIFICATES					0.00	100,000.00	50,000.00	1,425.00	50,000.00
<u>EDA/HOUSING DEVELOPMENT TAX INCREMENT BONDS</u>									
34 BTS	GO Improvement NWIP 2013B	2013	2023	1.60%	190,000.00	0.00	50,000.00	25,000.00	25,000.00
BTS	GO Improvement NWIP II 2018A	2018	2026	3-3.4%	1,015,000.00	0.00	750,000.00	140,000.00	610,000.00
TOTAL EDA/HOUSING DEVELOPMENT BONDS					0.00	800,000.00	165,000.00	21,112.50	635,000.00
<u>GENERAL OBLIGATION REVENUE BONDS</u>									
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B) - Water	2012	2023	.55-2.2	382,200.00	0.00	36,400.00	18,200.00	18,200.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B) - Sewer	2012	2023	.55-2.2	277,800.00	0.00	33,600.00	16,800.00	16,800.00
BTS	GO Improvement Bonds Series 2017A - Sewer Hwy 60 Line	2017	2039	1.15-3.40%	555,000.00	0.00	495,000.00	25,000.00	470,000.00
BTS	GO Improvement Bonds Series 2017A - Water Tower	2017	2039	1.15-3.40%	595,000.00	0.00	525,000.00	25,000.00	500,000.00
BTS	GO Equipment Certificates, Series 2017B (Core Upgrade)	2017	2027	3.00%	855,000.00	0.00	595,000.00	95,000.00	500,000.00
BTS	GO Equipment Certificates, Series 2018A (Ice Project)	2018	2038	3-3.4%	1,095,000.00	0.00	965,000.00	45,000.00	920,000.00
PFA	CWRF Wastewater Treatment Plant MN PFA	2019	2038	1.00%	9,624,333.00	0.00	7,055,310.42	577,386.10	6,477,924.32
BTS	GO Improvement Bonds Series 2020B - Sewer	2020	2041	2.25-3%	465,000.00	0.00	465,000.00	20,000.00	445,000.00
BTS	GO Improvement Bonds Series 2020B - Water	2020	2041	2.25-3%	640,000.00	0.00	640,000.00	25,000.00	615,000.00
BTS	Communication System Appropriation Bonds 2020A (Refund 2012B) BB & T	2020	2032	1.95%	7,820,000.00	0.00	7,249,000.00	596,000.00	6,653,000.00
BTS	GO Improvement Bonds Series 2020D (Refund 2011A Sewer)	2020	2029	1.35-2%	1,570,350.00	0.00	1,570,350.00	187,050.00	1,383,300.00
BTS	GO Improvement Bonds Series 2020D (Refund 2011A Water)	2020	2029	1.35-2%	234,650.00	0.00	234,650.00	27,950.00	206,700.00
BTS	GO Improvement Bonds Series 2020D (Refund 2013A Sewer)	2020	2034	1.35-2%	570,000.00	0.00	570,000.00	40,000.00	530,000.00
BTS	GO Improvement Bonds Series 2020D (Refund 2013A Water)	2020	2034	1.35-2%	660,000.00	0.00	660,000.00	45,000.00	615,000.00
TOTAL GENERAL OBLIGATION REVENUE BONDS					0.00	21,094,310.42	1,743,386.10	367,001.85	19,350,924.32
<u>NOTES PAYABLE EDA/ENTERPRISE FUNDS</u>									
	NOTE PAYABLE OTHER: MHFA NOTE PAYABLE	2001			353,305.00	0.00	353,305.00	0.00	353,305.00
	NOTE PAYABLE OTHER: GMHF NOTE PAYABLE	2001			180,000.00	0.00	149,079.28	0.00	152,075.77
	NOTE PAYABLE BANK OF THE WEST	2001			488,847.00	0.00	224,423.36	0.00	224,423.36
	WATER PURCHASE - RED ROCK RURAL WATER SYSTEM	2023			230,000.00	0.00	38,333.99	23,000.00	15,333.99
TOTAL EDA/ENTERPRISE NOTES PAYABLE					0.00	765,141.63	23,000.00	2,996.49	745,138.12
TOTAL OBLIGATIONS					0.00	32,794,452.05	2,681,386.10	629,135.84	30,116,062.44
					20970000			NOTES BONDS	745,138.12
									29,370,924.32

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Windom City Council will hold a public hearing in the City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, during the regularly-scheduled Council meeting which begins at 6:30 p.m. on Tuesday, December 6, 2022, to provide an opportunity for public comment on the proposed Police Department Use and Policy of Unmanned Aerial Vehicles (UAVs).

A copy of the proposed policy is available for inspection in the City Administrator's Office, City Hall, 444 Ninth Street, or on the city website: www.windom-mn.com.

Such persons as desire to be heard with reference to the proposed Police Department Use and Policy of UAVs (also known as drones) are encouraged to attend this hearing or may submit written comments to the City of Windom.

By order of the Windom City Council:

Steve Nasby
City Administrator

Published: November 23 & 30, 2022

Unmanned Aerial System (UAS) Operations

Use of Unmanned Aerial Vehicles Policy (DRONE)

Effective Date: _____

I. Purpose and Scope

- A. The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS (Minn. Stat. § 626.19).

II. Definitions

- A. **Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. § 626.19).

III. Policy

- A. Unmanned aerial systems may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights.

IV. Privacy

- A. The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

V. Program Coordinator

- A. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:
 - 1. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
 - 2. Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
 - 3. Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
 - 4. Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
 - 5. Developing an operational protocol governing the deployment and operation of a UAS,

including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.

6. Developing a protocol for fully documenting all missions.
7. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
8. Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
9. Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
10. Facilitating law enforcement access to images and data captured by the UAS.
11. Recommending program enhancements, particularly regarding safety and information security.
12. Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of police.
13. Developing protocols for reviewing and approving requests for use of the office UAS by government entities (Minn. Stat. § 626.19).
14. Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. § 626.19).
15. Posting the office policies and procedures regarding the use of UAV on the office website, as applicable (Minn. Stat. § 626.19).
16. Reviewing the program and UAS use for compliance with Minn. Stat. § 626.19

VI. Use of UAS

- A. Only authorized operators who have completed the required training shall be permitted to operate the UAS.
- B. Use of vision enhancement technology (e.g., thermal, and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.
- C. Members shall not use a UAS without a search warrant, except (Minn. Stat. § 626.19):
 1. During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
 2. Over a public event where there is a heightened risk to the safety of participants or bystanders.

3. To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
4. To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
5. To conduct a threat assessment in anticipation of a specific event.
6. To collect information from a public area if there is reasonable suspicion of criminal activity.
7. To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
8. Over a public area for officer training or public relations purposes.
9. For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

VII. Documentation Required

- A. Each use of a UAS should be properly documented by providing the following (Minn. Stat. § 626.19)
 1. A unique case number.
 2. A factual basis for the use of a UAS.
 3. The applicable exception, unless a warrant was obtained.

VIII. Prohibited Use

- A. The UAS video surveillance equipment shall not be used:
 1. To conduct random surveillance activities.
 2. To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
 3. To harass, intimidate, or discriminate against any individual or group.
 4. To conduct personal business of any type.
- B. The UAS shall not be weaponized (Minn. Stat. § 626.19).

IX. Additional Prohibitions

- A. Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometric matching technology (Minn. Stat. § 626.19).
- B. Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

X. Retention Of UAS Data

- A. The Program Coordinator shall ensure that data collected by the UAS is disclosed or deleted as required by Minn. Stat. § 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. § 626.19)

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE WINDOM LIBRARY TO THE WINDOM LIBRARY FOR THE TEENTOBER PAINTING PROGRAM

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 \$26.99 from Friends of the Windom Library for the Windom Library; and

WHEREAS, the donation requires that the donation be used to purchase supplies for the Teentober Painting Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$26.99 offered by Friends of the Windom Library to be used to purchase supplies for the Teentober Painting Program.

Adopted by the Council this 6th 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 6, 2022 (City Council Meeting Date)
RE: Decertification of TIF District No. 1-16
DEPT: EDA
CONTACT: City Administrator Steve Nasby or Mary Hensen, EDA/B&Z Admin. Asst. (832-8659)

Recommendations/Options/Action Requested

After review, adopt the "Resolution Approving the Decertification of Tax Increment Financing District No. 1-16".

Issue Summary/Background

TIF District 1-16 was created on June 5, 2012. This district is locally known as the "GDF" District and covers property along First Avenue and Highway 60. The District includes River Valley Fitness property (owned by GDF Properties LLC), the warehouse property owned by GDF Properties, property owned by Gene and Donna Pankonin, and property owned by Peter Koep.

Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of twenty-five years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July 2014. The obligations of the District were satisfied upon payment of the June 2022 installment of tax increment and all eligible costs of this redevelopment project have been paid. Thus, the District needs to be decertified by the Cottonwood County Auditor effective December 31, 2022.

To begin the process, the EDA Board adopted a resolution on November 14, 2022, approving the decertification of TIF District 1-16. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this District. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-16.

Fiscal Impact

The real estate taxes collected for these properties will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that after December 31, 2022, the City, School and County will all receive their proportionate shares of the property taxes paid for the properties that were included in this TIF District.

Attachments

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-16.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-16

WHEREAS, upon the recommendation of the Economic Development Authority of Windom, on June 5, 2012, the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-16, County Number 30, (locally known as "GDF" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, on June 5, 2012, the City Council for the City of Windom, Minnesota, adopted a Tax Increment Financing Plan ("TIF Plan") for said District; and

WHEREAS, the property covered by this District includes five parcels of land identified as:

Parcel No. 25-024-0400 – 2275 First Avenue (aka 2275 Highway 60), Windom, MN
Parcel No. 25-024-0710 - 2295 First Avenue (aka 2295 Highway 60), Windom, MN
Parcel Nos. 25-024-0760 & 25-024-0740 – 2305 Highway 60, Windom, MN
Parcel No. 25-024-0690 – 2345 Highway 60, Windom, MN.

All of these parcels are described in metes and bounds and are tracts in Section 24, Township 105 North, Range 36 West of the 5th Principal Meridian in the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, pursuant to Minnesota Statutes and the TIF Plan, the duration of this District was to be 25 years from the date of receipt of first tax increment unless the obligations of the District are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2014; and

WHEREAS, it has been determined that the obligations of the District were satisfied upon payment of the June 2022 installment of tax increment and all eligible costs of this redevelopment project have been paid; and

WHEREAS, there are no parcels located in this District which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this District pursuant to

the TIF Plan and statutory requirements; and

WHEREAS, any excess tax increment received for this TIF District will be returned to the Cottonwood County Auditor/Treasurer before December 31, 2022; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration of this District effective December 31, 2022, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor/Treasurer.

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

1. All eligible obligations of this District were paid in June 2022, and Tax Increment Financing District No. 1-16, (County No. 30), (locally known as "GDF" District) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said District.

2. City/EDA Staff is directed to take all action necessary to return any excess tax increment from this District, which may be received in 2022, to the Cottonwood County Auditor/Treasurer before December 31, 2022.

3. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County required for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify Windom TIF District No. 1-16 as a tax increment district effective December 31, 2022.

ADOPTED this 6th 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 6, 2022 (City Council Meeting Date)
RE: Decertification of a Tract in TIF District No. 1-22
DEPT: EDA
CONTACT: City Administrator Steve Nasby or Mary Hensen, EDA/B&Z Admin. Asst. (832-8659)

Recommendations/Options/Action Requested

After review, adopt the "Resolution Approving the Decertification of a Tract in Tax Increment Financing District No. 1-22".

Issue Summary/Background

TIF District 1-22 was created on June 18, 2019. On October 6, 2020, the City approved modification of TIF District 1-22 to include additional land. This district is locally known as the "Cemstone" District and covers Lot 6, Block 2 of Windom Industrial Park Subdivision; the Community Center parking lot; Lots 1 and 2, Block 1 of Windom Industrial Park Subdivision; North Redding Avenue and an undeveloped portion of 19th Street; connecting property between that area and the former Cemstone Property; the former Cemstone Property, and the former Bosshart-Rode Property.

In the Summer of 2022, the EDA sold Lot 6, Block 2 of Windom Industrial Park Subdivision, except the East 65 feet thereof, to Windom Apartments LLC. The EDA has no plans for development of the East 65 feet, this tract has been assigned a new parcel number, and this tract is now tax exempt. Therefore, this tract should be decertified from TIF District 1-22.

To begin the process, the EDA Board adopted a resolution on November 14, 2022, approving the decertification of this tract. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this tract of land. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of this tract of land in TIF District 1-22.

Fiscal Impact

There should be no fiscal impact to the City. This tract is currently tax exempt.

Attachments

1. Resolution Approving the Decertification of a Tract in Tax Increment Financing District No. 1-22.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

CITY OF WINDOM

RESOLUTION APPROVING THE DECERTIFICATION OF A TRACT IN TAX INCREMENT FINANCING DISTRICT NO. 1-22

WHEREAS, upon the recommendation of the Economic Development Authority of Windom (the "EDA"), on June 18, 2019, the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-22, (now locally known as the "Cemstone" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, on October 6, 2020, the City approved modification of TIF District 1-22 to include additional land; and

WHEREAS, one of the properties covered by this TIF District is the former EDA Spec Building property legally described as Lot 6 in Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-839-0075); and

WHEREAS, in the Summer of 2022, the EDA sold Lot 6, Block 2 of Windom Industrial Park Subdivision, except the East 65 feet thereof, to Windom Apartments LLC; and

WHEREAS, this 65-foot wide tract of undeveloped land has been assigned a new Parcel No. (25-839-0076) and is now tax exempt; and

WHEREAS, the EDA has no plans for development of this tract of land and it should be decertified from TIF District 1-22.

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

1. The East 65 feet of Lot 6 in Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-839-0076) should be decertified from TIF District 1-22 (County District No. 40).

2. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County required for the County Auditor to decertify the East 65 Feet of Lot 6 in Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-839-0076) from TIF District 1-22 (County District No. 40).

ADOPTED this 6th day of December, 2022.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

Agreement for Professional Services

This Agreement is effective as of December 6, 2022, between City of Windom (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Airport Zoning Enactment**

Client's Authorized Representative: Steve Nasby
Address: 444 9th Street, Windom, Minnesota, 56101, United States
Telephone: 507-831-6129 **email:** Steve.Nasby@windommn.com

Project Manager: Jacqueline Zirbes
Address: 3535 Vadnais Center Drive, St. Paul, Minnesota, 55110
Telephone: 303-949-2323 **email:** jzirbes@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

See Attachment A for Scope of Services included in this agreement.

Payment: The lump sum fee is **\$48,000** including expenses and equipment, further described in Attachment B.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Windom

By: 
Full Name: Shawn McMahon
Title: Principal

By: _____
Full Name: _____
Title: _____

Exhibit A-2

**to Agreement for Professional Services
Between City of Windom (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated December 6, 2022**

**Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Attachment A
Scope of Work
Airport Zoning Enactment
Windom Municipal Airport
Windom, Minnesota
October 27, 2022

General – The Windom Municipal Airport (MWM) is a public use, publicly owned airport in the City of Windom, Minnesota. The Airport currently has one paved runway, Runway 17/35, which is 3,599 feet long and 75 feet wide.

The Airport's existing zoning (adopted March 1979) is for a 'future' design of 3,600 feet for Runway 17/35, and a future paved crosswind Runway 10/28 at a length 4,200 feet. The 2020 approved Airport Layout Plan (ALP) recommends an ultimate extension for Runway 17/35 to the north for a total length of 4,400 feet, and future turf crosswind Runway 12/30 at a length of 2,500 feet.

The Airport Sponsor desires to update its Airport Zoning Ordinance to reflect the planned ultimate condition as shown on the approved 2020 ALP to stay in compliance with Minnesota State Statutes set forth in Chapter 360 Section 260.061 to 360.074 and remain eligible for State funding.

Project Deliverables – SEH's project deliverables for this scope include:

1. An updated Airport Zoning Ordinance and associated maps to reflect the Airport's ultimate runway condition and the current rules of MnDOT Office of Aeronautics.

This work scope includes:

Study Element 1: Project Initiation, Coordination, and Administration

Task 1.1 – Project Scoping and Contract Development – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the City of Windom to develop the appropriate work scope, define tasks, lines of communication and establish project goals, objectives, or areas of interest. Project fees will be prepared using the final Scope of Work. An agreement will be developed from the Final Scope of Work and approved fees. The scope and fee will be provided to MnDOT for review and approval prior to a contract being executed.

Task 1.2 – Project Coordination - SEH will maintain contact with the City, Joint Airport Zoning Board (JAZB), and MnDOT through e-mail, regular mail, phone, and deliverables. The City, JAZB, and MnDOT will have the opportunity to review and comment on the project deliverables. This task includes time to coordinate and build consensus with these groups and time to make revisions per their recommendations. *No meetings are included in this task.*

Task 1.3 – Project Administration – SEH will provide project administration and management services as required to complete the project within the conditions of this agreement. Administration and management duties include preparation of a budget and schedule, holding internal project meetings to monitor progress, and preparing monthly invoices.

Task 1.4 – Quality Assurance and Control – SEH will implement and carry-out internal quality control for the project. Independent peer review will be conducted at each phase of the project to check content and product quality. Throughout the project, SEH will be responsible for draft and final proof-reading, final word processing, editing, graphics, reports, and other products included in this Scope of Work.

Deliverables: Project scope, fee, and agreement.

Study Element 2: Airport Zoning Procedural Steps and Documents

The Zoning Procedural Steps, Maps, and Ordinance will comply with Minnesota State Statutes set forth in Chapter 360 Section 260.061 to 360.074, and Minnesota Rules Chapter 8800.2400. The deliverable for this element is stated at the end of this section:

Task 2.1 – Creation or Recall of Joint Airport Zoning Board (JAZB) - *The City will be responsible for either Recalling JAZB and/or Creating the JAZB.*

Task 2.2 – Prepare Jurisdiction Invitations - SEH will assist the City with identifying jurisdictions within Part 77 Height Zoning and Zones A, B, and C, and will prepare a jurisdiction invitation letter to join the JAZB. An electronic copy of the invitation letter will be provided to the City. *The City will be responsible for distributing and mailing the invitation letters.*

Task 2.3 – Meeting Attendance –

Tasks 2.3.1 - JAZB Meeting - SEH will attend one (1) in-person meeting with the JAZB (Kick-Off Meeting). *The City is responsible for providing facilities for the in-person JAZB meeting.*

Tasks 2.3.2 – Public Hearings (required) - SEH will attend and assist the City in conducting up to two (2) public hearings. SEH will prepare presentation materials that displays proposed zoning information. *The City is responsible for providing facilities for the Public Hearings, and meeting minutes/transcriptions/records, including records of comments received.*

Task 2.4 – Develop “Draft” Airport Zoning Maps - SEH will develop draft Airport Zoning Maps that reflect the existing and ultimate proposed condition of Runway 17/35 and Runway 12/30, and conforms to Minnesota Rules Chapter 8800.2400. It is expected that the Zoning Maps will include:

- Title Sheet,
- Airport Airspace Height Zoning Sheet,
- Airport Land Use and Safety Zoning Sheet,
- Runway 17 Safety Zone Sheet,
- Runway 35 Safety Zone Sheet,
- Runway 12 Safety Zone Sheet, and
- Runway 30 Safety Zone Sheet.

Task 2.5 – Develop “Draft” Airport Zoning Ordinance - SEH will develop a draft Airport Zoning Ordinance that will amend and replace the 1979 Windom Municipal Airport Zoning Ordinance and conforms to Minnesota Rules Chapter 8800.2400.

Task 2.6 – Research property owners’ names, addresses in proposed Safety Zones A & B – SEH will provide the parcel ID numbers for parcels within Safety Zones A & B for the proposed zoning ordinance. *The City will be responsible for identifying names and mailing addresses for parcel owners impacted.*

Task 2.7 – Research existing variances, nonconforming uses, and/or “Established Residential Neighborhood” residences in the proposed Safety Zones – SEH will identify existing parcel ID numbers with variances, nonconforming uses, and/or “Established Residential Neighborhood” residences within Safety Zones A & B for the proposed zoning ordinance. *The City will be responsible for identifying contact names and mailing addresses for parcel owners impacted.*

Task 2.8 – Legal Review of Draft Ordinance and Maps - *The City will be responsible for legal review of the Draft Ordinance and Maps.*

Task 2.9 – Publish and Mail Hearing Notice and Hearing Costs - *The City will be responsible for publishing notices of each Public Hearings in at least three (3) newspapers. For each Public Hearing, the City will also be responsible for mailing out notices to any property owners within Safety Zones A and B, “Established Residential Neighborhood”*

Residents, and to the governing body of each political subdivision whose territory is affected by the area to be zoned.

Task 2.10 – File Ordinance with the County Recorder - *The City will be responsible for this task, including fees, and will file the adopted ordinance with the County Recorder.*

Task 2.11 – Submittals to MnDOT – SEH will submit the "Draft" Airport Zoning Maps and Ordinance for MnDOT Aeronautics' for first review and comment. SEH will submit required Forms No. 1-9 and Exhibits A-E completed as part of the Airport Zoning Ordinance Process to MnDOT Aeronautics. SEH will submit the "Final" of Airport Zoning Maps and Ordinance to MnDOT Aeronautics for Commissioner's Order of Approval. SEH will submit the Recorded Ordinance to MnDOT Aeronautics.

Deliverables: "Draft" Airport Zoning Maps and Ordinance; "Final" Airport Zoning Maps and Ordinance.

The final airport zoning maps will be delivered to the MnDOT and the Airport. Electronic plans will be prepared using AutoCAD and/or GIS. Draft and review copies will be submitted in paper and PDF format. Electronic copies of the AutoCAD, GIS shapefiles, and PDF files of the final ALP will be submitted to MnDOT and the City as requested.

Attachment B
Estimated Fee and Expenses
Airport Zoning Enactment
Windom Municipal Airport
Windom, Minnesota

Task No.	Task Description	Sr. Planner / Project Manager	Graduate Planner	Sr. Engineer	Senior CAD Technician	Admin Technician
Study Element 1: Project Initiation, Coordination, and Administration						
1.1	Project Scoping and Contract Development	8				
1.2	Project Coordination	12	4			
1.3	Project Administration	12	4	2		
1.4	Quality Assurance and Control	16	4	8		
Study Element 2: Airport Zoning Procedural Steps and Documents						
2.1	Creation or Recall of Joint Airport Zoning Board (JAZB)	City is responsible for this task				
2.2	Prepare Jurisdiction Invitations	2	2			2
2.3	Meeting Attendance					
2.3.1	JAZB Meetings (1 In-Person)	16	20			
2.3.2	Public Hearings (2)	32	32			
2.4	Develop "Draft" Airport Zoning Maps	8	40		4	
2.5	Develop "Draft" Airport Zoning Ordinance	4	16			2
2.6	Research property owners names in proposed Safety Zones A & B	4	16			2
2.7	Research existing variance, nonconforming uses, &/or ERN Residences	2	8			2
2.8	Legal Review of Draft Ordinance and Maps	City is responsible for this task				
2.9	Publish and Mail Hearing Notice and Hearing Costs	City is responsible for this task				
2.10	File Ordinance with the County Recorder	City is responsible for this task				
2.11	Submittals to MnDOT	2	6			4
Total hours per labor category		118	152	10	4	12

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Sr. Planner / Project Manager	118	\$53.73	\$6,339.72
Graduate Planner	152	\$38.01	\$5,777.82
Sr. Engineer	10	\$76.41	\$764.09
Senior CAD Technician	4	\$46.12	\$184.50
Admin Technician	12	\$33.75	\$404.98
Total Direct Labor Costs:	296		\$13,471.10
Labor and Administrative Overhead:			\$23,170.29
Total Labor Costs			\$36,641.39
Fee (15%) on Total Labor Costs:			\$5,496.21

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Equipment usage	296	\$5.80	\$1,716.80
Travel Expenses (1 In-Person JAZB Meeting, 2 Public Hearings)	3	\$950.00	\$2,850.00
Mileage	852	\$0.62	\$528.24
Meeting Materials	LS	\$250.00	\$250.00
Reproductions	LS	\$500.00	\$500.00
Total Expenses			\$5,845.04

SUMMARY:

Total Labor Costs + Expenses + Fee	\$47,982.64
Estimated Total	\$48,000.00

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: 11/30/2022
RE: Street Foreman
DEPT: Street Dept
CONTACT: Jon.Ketzenberg@windommn.com

Recommendations/Options/Action Requested

Interviews for the Street/Park Maintenance position were recently conducted by the Street Committee. A Candidate has been selected and an offer of employment will be made to the candidate.

Pending acceptance of the offer additional information and further action requested by the Council will be provided at the Council meeting.

Issue Summary/Background

Fiscal Impact

Attachments

1. None