

**Council Meeting
Tuesday, July 5, 2022
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes –June 21 & 29, 2022
 - Park & Rec Commission – March 9 & June 15, 2022
 - Telecom Commission – June 27, 2022
 - Utility Commission – June 29, 2022
 - Regular Bills
2. Department Heads
3. Public Hearing –Land Swap Tegels Park
4. Agenda Request – Off Sale Liquor License – Mark Hall/Sonya Sargent
5. Electronic Funds Transfers Policy
 - Review/Approve
 - Authorize Staff to Make Electronic Fund Transfers
6. Call for Public Hearing – Vacation of Utility Easement
7. MNDOT – Limited Use Permit on State Highway Right of Way for City Signs
8. Resolution Appointing Election Judges
9. Personnel Recommendations
 - Community Center Director
 - Pool Lifeguard
10. Mayor Appointment – Planning Commission
11. New Business
12. Old Business
 - Community Center Capital Project - Oven
13. Council Comments
14. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
June 21, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Jayesun Sherman

2. Roll Call:

Council Present: Mayor Pro Tem Jayesun Sherman, Marv Grunig, James Nelson, Jenny Quade and Lisa Farag

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Cheryl Ulferts, Finance Director; Dawn Aamot, Library Director and Jim Hartshorn, Interim Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – June 7, 2022
 - Housing & Redevelopment Authority – January 2022 – May 2022
 - Joint Government Meeting – May 31, 2022
 - Planning Commission – June 2, 2022
 - Economic Development Authority – June 13, 2022
 - Community Center Commission – June 13, 2022
 - Library Board – June 14, 2022
- Regular Bills

Motion by Grunig second by Farag approving the Consent Agenda. Motion carried 5 – 0.

5. Proclamation – Employee Appreciation – Dawn Aamot:

Council Member Quade introduced the Resolution No. 2022-38, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO DAWN AAMOT FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Nelson, Grunig, Farag, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Sherman and members of the City Council thanked Aamot for her dedication and passion for the Windom Library. All wished her well in retirement.

Aamot reflected on her 34+ years at the Windom Library and thanked library staff, library board, friends of the library, City Council’s and other City staff for all their help and support. She recalled a number of significant programs and completed renovations of the building. She is looking forward to retirement and will continue to frequent the library. There is an open house on June 23-24 and the public is encouraged to stop by.

Preliminary

6. Department Heads:

None.

7. Presentation of 2021 Audit:

Sherman said a representative from the audit firm is here to provide information and answer questions along with the City's Finance Director.

Ryan Schmidt, Schlenner Wenner & Company along with Cheryl Ulferts, Finance Director, introduced themselves. Copies of the audit were provided to the Council and included in the Council packet.

Schmidt reviewed a PowerPoint presentation with the Council highlighting the following items:

- The City received an Unmodified or "Clean" Opinion
- Audit went smoothly, positive working relationships with management and nothing unusual
- No significant adjustments
- Minor inventory control errors at the liquor store
- Auditors did prepare the financial statements on behalf of the City, which is common
- City needs to adopt an Electronic Funds Transfer policy
- Overall trend and analysis show Governmental and Enterprise Funds all strong
- General Fund reserve at 84%, which is above policy of 35-60%
- Debt Service Fund good condition and payments made as expected
- Enterprise Funds (Wastewater, Electric, Telecom, Liquor and Hospital each reviewed
- Government-wide assets are up and liabilities down. Stable trends.

Grunig said the handouts and information was useful to prepare and follow. He noted the City in good condition even with COVID the last couple years.

Sherman noted the General Fund balance at 84% and asked if Windom's level is strong and comparative to others. Schmidt said it is strong and most cities have the same 35-60% policy. All funds healthy in Windom whereas other communities may have a mix of strong and weak.

Grunig thanked Cheryl Ulferts for her work on the audit and the Department Heads for their efforts to keep the City in good financial condition.

Motion by Grunig second by Nelson to accept the 2021 Audit. Motion carried 5 – 0.

8. TIF 1-22 Development Agreement – Windom Apartments LLC:

Jim Hartshorn, Interim Development Director, said this is a request for assistance in development of a 60-unit apartment complex on the Spec Building site. The project was started a number of months ago and has gone through some transitions on ownership and development. This will be workforce housing primarily for Hylife employees. The EDA has approved the sale of the Spec Building and property for the development and a closing will be happening soon. The proposed project meets all the City Code requirements. The TIF request is for \$983,316 through a pay-go TIF, which means the developer pays their real estate taxes then those taxes are returned to the developer. There is no risk to the City in that no upfront money is going into the development. The TIF is projected by Ehlers Associates to be completed in nine years, after that the taxes generated will go to the City, County and School. The estimated market value of the project is

approximately \$7.5 million and there will be a covenant for market rate, non-subsidized housing for 25 years. The plan is for half the units to be done in a year and the rest the following year. The City's financial and legal advisors have reviewed the TIF agreement along with a recommendation from the EDA to approve it.

Council Member Grunig introduced the Resolution No. 2022-39, entitled "RESOLUTION APPROVING ASSISTANCE TO WINDOM APARTMENTS LLC" 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. Community Center – Capital Project Request:

Nasby said that former Director Winzenried asked that the Community Center be given permission to spend \$6,000 from their equipment reserve to replace an oven. This 1999 oven has reached the end of its useful life and recently caused a gas leak.

Motion by Farag second by Nelson to approve the Community Center's use of up to \$6,000 from their equipment reserve to replace an oven. Motion carried 5 – 0.

10. Personnel:

Nasby said that the Community Center is requesting approval for on-call positions and bartenders. They have Natalie Burmeister, Karen Fargus and Kacey Hancock recommended for hire at \$12.50/hour for on-call and \$10.33/hour for bartender.

Motion by Nelson second by Quade to hiring Natalie Burmeister, Karen Fargus and Kacey Hancock at the Community Center for on-call work at \$12.50/hour or bartender at \$10.33/hour. Motion carried 5 – 0.

Nasby said an interview team consisting of Council members Grunig & Quade along with two Library Board members interviewed four candidates for the Library Director position out of a field of 11 applicants. The strength of the field was very strong. The recommendation is to offer the position to Kari Hanson who is currently the library director in Mt. Lake. The terms of employment were worked out and shown in the memorandum handed out.

Motion by Quade second by Grunig to hire Kari Hanson for the Library Director position at the employment terms as shown. Motion carried 5 – 0.

Last, Nasby said that the City Council had requested a combined Assistant City Administrator\EDA Director job description as a method to attract more applicants and help with succession planning. A draft job description was included in the packet. He also asked if the City Council wanted to run both the EDA Director posting and the combined posting.

Motion by Grunig second by Nelson to approve the combination job description and to advertise both positions as recommended by staff. Motion carried 5 – 0.

11. New Business:

Nasby noted the July 15th Employee Appreciation Event and asked Council members to RSVP.

Quade said the Night to Unite organizers would like to hold the event on the national night, which is a Tuesday instead of the Monday done in Windom. This will conflict with a Council meeting so she asked the other Council members to consider changing the Council meeting time.

Preliminary

Sherman noted there is a City Council meeting on July 5th.

12. Old Business:

None.

13. Council Comments:

Farag wished Dawn Aamot a happy retirement and thanked her for all her work.

Quade wished Dawn Aamot all the best and welcomed Kari Hanson. She noted the Community Center Director interviews are next week. Quade encouraged local people or those with connections to Windom to apply for the EDA position. She noted the many community celebrations in the area and how well they were run to be successful.

Grunig said school is out so watch for kids on bikes.

Nelson congratulated Dawn Aamot on her retirement.

Sherman congratulated Dawn Aamot and welcomed Kari Hanson. He said he likes transparency in government and appreciated the audit presentation to the Council and public. He noted Kwik Trip is opening in September and the City Council's second facility tour date is June 29th.

14. Adjournment:

Mayor Pro Tem Sherman adjourned the meeting by unanimous consent at 7:33 p.m.

Jayesun Sherman, Mayor Pro Tem

Attest: _____

Steve Nasby, City Administrator

**Special Council Meeting
City Facilities Tour – Part 2
June 29, 2022
5:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Jayesun Sherman at 5:04 p.m.

2. Roll Call:

Council Present: Mayor Pro Tem Jayesun Sherman, Marv Grunig,
Jenny Quade and Jim Nelson

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Kristen Porath,
Ambulance Director; Scott Peterson, Police Chief;
Jeff Dahna, Windomnet General Manager; Jon
Ketzenberg, Streets & Parks Superintendent; Tim
Hogan, Recreation Director; Jason Sykora, Electric
Superintendent and Nancy Sajban, Library

3. City Facilities Tour:

The City Council and staff visited the Emergency Services Facility; Library, Law Enforcement Center and Telecom Network Operations Center. All then boarded a Cottonwood County bus for the rest of the stops in Part 2 of the City Facilities\Building Tour. Staff discussed the operations of these facilities, provided a tour of the facility\building and discussed future plans\projects. Staff answered questions from City Council.

Stops were made at Island Park, Swimming Pool, Power House, Arena, Airport and North Windom Industrial Park. Staff discussed the operations of these facilities, provided a tour of the facility\building and discussed future plans\projects. Staff answered questions from City Council at each stop.

4. Adjournment:

Mayor Pro Tem Sherman adjourned the meeting by unanimous consent at 9:32 p.m.

Jayesun Sherman, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Agenda for Wednesday, March 9th, 2022

City Hall Council Chambers

Roll Call:

Present: Paul Johnson, Jess Smith, Jackie Jurgens, Bryan Joyce, Jill Knapp, Ron Kuecker, Jenny Quade,

Lisa Farag

Absent:

City Staff: Tim Hogan, Arena/Recreation Director, Jon Ketzenberg, Street & Parks

Superintendent. Steve Nasby, City Administrator. Ron Schramel, City Attorney. Drew Hage, EDA

Public Present: Tyann Marcy, Chamber. Eric Haken, Glen Francis,

1. **Call the Meeting to Order at 5:30 p.m.** Meeting was called to order by Johnson at 5:31p.m.
2. **Motion to Approve or amend agenda:** Tim Hogan added an addition to the agenda under old business about the murals to be painted at Tegels Park. Motion to approve the amended agenda was made by Kuecker and second by Jurgens. Motion Carries.
3. **Approve Minutes from the February 9th meeting:** Motion to approve the minutes from the February 9th meeting made by Jurgens and second by Kuecker. Motion Carries.
4. **Tegels Park Southern Access**
 - a. The Cemstone Property on the south side of Cottonwood Lake has been surveyed. The south access to Tegels Park is on Cemstone's Property. Steve Nasby introduced the Tegels Park access discussion by stating that Cemstone is looking to relocate to the north Industrial Park and doing some redevelopment in that current Cemstone area. Nasby Stated that Cemstone bought this property about 5 years ago and at that time when the survey was done there was discussion about the park road. Nasby stated that the entrance to the park is on Cemstone's property. Discussion was held when Cemstone bought the property and while working with them the past few years that they would address this when the property would be sold. Nasby said that they are at the point they are ready to close on this property and that the EDA would be purchasing the property for development. Nasby introduced the idea of a property swap to be approved by the park and rec commission and the city council during the sale of the property so the entrance to the park would be owned by the city and not have to be moved. The proposed swap would give Cemstone approximately 4,550 square feet of park property in exchange for 12,423 feet which would include the park entrance to the city. The new property lines were visually shown to the commission to see what the property swap would look like. The additional 67 feet included in the property swap would allow additional development for the sale as well as reducing costs to move the park entrance for the city. Kuecker asked if Cemstone has plans to develop that area.

Nasby stated that the EDA would be purchasing the property and that they have a developer that would be developing the area for single family housing and another developer for an apartment building. Ron Schramel added that the land swap would then give the city legal access to the park entrance. Johnson said that he thinks the swap makes sense for all parties involved. Johnson asked if the council is looking for a recommendation from the commission to approve the property swap over the sale of the Cemstone property to the EDA. Jess Smith made a recommendation to approve the land swap between the city and Cemstone and a second by Jurgens. Motion carried with one opposed by Kuecker.

5. Chamber/CVB Updates: Tyann Marcy

- a. **Island Park Lights:** Tyann proposed an idea of transitioning the Christmas lighting contest to Island Park and putting up lights in Island Park. The Chamber and CVB has given \$5,000 in prize money to the Christmas light contest in the community. Tyann said that they would like to light up Island Park with that money. Tyann addressed concerns from a previous meeting about the electrical concerns for the commission. Tyann stated that she spoke with Jon Ketzenberg about the path and snow removal as well as the electric commission about the project. Concerns from previous meetings were addressed and the electrical cords would not interfere with lighting up the park or a safety issue for the public. Island Park is the desired location over Tegels Park due to the fact that the park is a staple in our community and would bring people outside of our community to the park which would justify the funding from the CVB. The CVB is involving local businesses to support the project and assisting with costs and equipment to install the lights. A motion was made by Kuecker to approve the CVD to provide lighting in Island Park and a second by Joyce. Motion carries.
- b. **River Fest Dates:** River Fest will be June 10th –June 12th and the Chamber and CVB is asking approval to reserve the dates for River Fest to use the parks. Motion made by Joyce to approve the reservation of the parks for River Fest activities. Second by Smith. Motion Carries.

6. Lions Club

- a. **Tegels Park Shelter:** Glen Francis said that due to price increases on steel that they had to move forward on the purchase of the steel for the shelter to lock in the price of the steel. Johnson stated that he had concerns about site usage of the current shelter and the impact of user groups that would use the shelter and how that would affect use of the shelter during construction. Discussion was held to hold off any construction until after River Fest. Motion by Kuecker to recommend to the city council to approve moving forward with the plans of the Lions Club shelter at the current location of the previous shelter location. Second by Joyce. Further discussion, Jurgens wanted clarification on the design and that the building will still be open to the public when the lions club is not using the shelter. Francis added that the public would have full access to the shelter. Johnson wanted to know about reservations and planning before the start of

construction. It was agreed upon to wait until after River Fest to start construction. A vote was held with a motion by Kuecker to approve moving forward with the Lions Club plans to build a new shelter in the proposed location at Tegels park. Motion Carries

7. Parks Discussion:

- a. Dynamite Park Kayak Launch: Tim said the Drew Hage is leaving his position as EDA director and that he would be taking over the Kayak Launch project. Tim updated the commission that the project will still be completed by Dicks Welding and the plan would push to have this started by May. Kuecker asked if the location would be at Dynamite Park and Tim added that it would be at Dynamite Park and more information would be brought to future meetings when construction begins.
- b. Kastle Kingdom Condition: Tim spoke about the idea that Kuecker had about forming a committee to research options for Kastle Kingdom. Kuecker said that he has a few people in mind to be on the committee and that in discussion with Schramel that parks have certain immunities for liability. Discussion talked about having Schramel coming in to discuss how that liability protects the city. Joyce added that even though we have certain immunity for liability that we still have a responsibility to take care of our parks and the things in our parks. The scope of the committee is to bring information to the commission in regards to the condition of Kastle Kingdom.
- c. Island Park Shelter: Ketzenberg updated the commission on the bids he is getting from contractors for the Island Park Shelter and more information would be coming on costs from the contractors.
- d. Jens Park Playhouse: Tim said that he spoke to Jodi Higley and that she would like to have the playhouse repaired and critter proof the shelter with a door and plexiglass over the windows. Tim said that some estimates of repair costs would be brought to the next meeting. Joyce asked if the playhouse was donated or gifted to the city. Tim said that it was donated to the city.

8. Recreation Director report:

- a. Pool Manager Recommendation: Tim recommended to the commission to hire Julie Donchez for the Pool Manager position. Tim also added that the manager be CPR certified and that she would get certified. Commission is ok with the recommendation.

9. Park Superintendent Report:

- a. Hiring Update Part-Time Seasonal Staff: Ketzenberg said an ad went out in the paper to hire for seasonal staff and that there are a couple returning from last year.

10. Old Business: Murals at Tegels Park. Tyann stated that she was working with an artist that had completed murals in Mankato and he is completely booked for the year. Tyann

reached out to previous resident and graduate of Windom about the project. Tyann contact Crystal Barlow Jensen about doing the mural at Tegels Park. Crystal is a very successful free-lance artist and has worked with companies like Target and Macy's. Crystal is wanting to help with this project as being a native of Windom and giving back to the community. Tyann introduced a couple designs of the murals that may be painted on the south side of the bath house. Motion made by Joyce to approve the mural at Tegels Park and second by Smith. Motion carries with one opposed by Kuecker.

11. New Business: None

12. Open Mike: None

13. Adjourn meeting. Meeting was adjourned at 7:24pm by unanimous consent.

Next Meeting April 13th @ 5:30 in the City Council Chambers

Windom Park & Recreation Commission

Agenda for Wednesday, June 15th, 2022

City Hall Council Chambers

Roll Call:

Present: Paul Johnson, Jackie Jurgens, Jill Knapp, Ron Kuecker, Jenny Quade,

Absent: Jess Smith, Bryan Joyce, Lisa Farag

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

Public Present: Jim Garrison, Windom Baseball Association

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

1. Motion to Approve or amend agenda. Motion to approve the agenda was made Jurgens and a second by Johnson.

2. No Minutes to Approve for May. No Meeting

3. Windom Baseball Association (WBA) Project List

- a) Jim Garrison: Jim Garrison presented some projects that the baseball association is looking to do at the Island Park baseball field. Projects include, New bullpens. The new bullpens would have a cost of around \$60,000. Dugout improvements would include some new concrete and amenities. Project three would be batting cage improvements. A second batting cage would be added including new artificial turf. Fourth project would be a new ballpark entrance. The new entrance would be addressed after the Shelter house and bathrooms are completed at island park and arrangements are made to move the dump station which is currently located by the entrance to the ball park. The fifth project is upgrading the batter's eye out in the center field bleachers. Additional projects would include some gravel upgrades to some areas and potentially additional seating for spectators. Funding would all be provided from the baseball association with no cost to the city. The baseball association has some grant money and donations that would be used for the projects over time. Jim is presenting the projects to the commission as the city owns the facility and would like the city's blessing to be able to move forward with the projects. Discussion was held about the improvements. One comment from Johnson was about any dirt work being done that the association check with the proper individuals regarding the floodway and ensure that any dirt work is allowed. Jim also briefly discussed possible grant money to build a dike and walking path around the park. This is just a thought and Jim knows it would take a lot of people to get a project like that started. Overall the commission likes the improvements and more information will come back when the first project is going to be started.

4. Recreation Director report:

- a) Horse Shows
 - i. Down 30 Stalls for May 2021 (-\$2,000) Tim stated that the first horse was down 30 stalls from the previous year which was about \$2,000 of revenue from the 2021 show.
- b) Pool Opening Date June 10th
 - i. Pool Opened June 9th. Tim said they were able to open the pool a day earlier than what was projected. Tim did say that after the pool was filled that he noticed the

water level was dropping at a fairly significant amount overnight. Tim notified the water department and some pressurizing was done to the system to see if they could locate where the water was leaking. It was discovered that a pipe near the filter room was in fact leaking and the area had to be opened up to view the pipe. A nine foot section of original pipe was cracked along the bottom of the pipe and the pipe was in very poor condition. The section of pipe was replaced and new concrete was poured after the repairs were finished. The pool was closed for half a day for the repairs to be completed.

- c) Pool Paint Increase 40%, New Pump and motor installed, Major leak by filter room. Tim updated that the paint cost had gone up by nearly 40%. Tim said to help offset the costs of the paint increase that the pool staff painted to pool saving the city \$3,000 from hiring someone to paint the pool.
- d) Light Pole damaged at pool. Tim mentioned that a light pole was hit by a vehicle at island park and the electrical department said that the lights are old and can't be fixed and a new light would be installed. We are looking at upgrading all of the lights in island park.

5. Park Superintendent Report:

- a) Island Park Campsites Update
 - i. Locking Boxes. Jon gave an update on the electrical hookups at the campground area in island park. Four stations were installed from the flood damage to the previous electrical boxes. Each unit has two hookups for a total of eight camping spaces. Jon said he is working on getting a new campground sign made as well as a 10 mph speed limit sign put up. The health department said that we are not allowed to make any improvements to the campground otherwise we would have to comply with code which would involve water and bathrooms. Tim stated that people are just hooking up to the electrical at the campground and not paying for the electrical use. Tim is working with Jon on potentially locking the electrical boxes and working on a system to unlock the electrical panels when people request camping.
 - b) Island Park Shelter Update. Jon said that he is just waiting on a couple more bids for some plumbing and he will have all of the costs in for the project. Right now the costs for the shelter is right around \$137,000
 - c) Tegels Park Shelter being moved June 15th. Jon said the Tegels park shelter was purchased by a local individual for \$600 and he is in the process of taking it down.
6. **Old Business:** Kayak Launch has not been started. Tim gave an update that there still has not been any work started on the kayak launch and feels that there most likely would not be anything done this year.
7. **New Business:**
8. **Open Mike:** Jackie Jurgens asked if she could donate a bench to be placed in the tennis courts for seating. Tim said that there two benches that have been purchased by the city that were to be used for some additional projects that Drew Hage was working on. Tim said that he will place the two benches that were purchased in the courts.

Jon also informed the commission that the FLAP grant that was applied for was not granted for the walking trail by Cemstone.

9. **Adjourn meeting.** Meeting was adjourned by unanimous consent at 6:30pm

10. Next Meeting July 13th @ 5:30 in the City Council Chambers

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS June 27th, 2022**

I. Call Meeting to Order. The meeting was called to order by Abraham at 6:04 PM

II. Roll Call:

President:	Travis Eichstadt <i>Absent</i>	City Staff:	Steve Nasby <i>Absent</i>
V President:	<i>vacant</i>	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Dirk Abraham	Others Present:	-
Commissioner:	Cory Malakowsky		

III. Approval of Minutes from April 18th, 2022 meeting

Motion by commissioner Malakowsky, to approve minutes from the April 18th, 2022 meeting. Seconded by commissioner Peterson. Motion approved 3 to 0.

IV. Project Updates: Dahna updates commissioners the various telecom projects. Staff is close to completing the migration of Central Office (CO) Customer Serving Area (CSA) subscribers to E7-2 system and are targeting CSA 06. New subscribers are migrated as applicable.

- Outside Plant (OSP) Expansion – Fiber Optic Service Drops on Co. Rd 13, 17.
- Streaming Video Services – Working on selecting encoders for local channel input. Reviewing network and network changes to accommodate a cache server for the SW Stream video service.
- National Suicide Prevention Hotline - The FCC adopted an Order (FCC 20-100) approving the designation of 988 as the 3-digit abbreviated dialing code for the national suicide prevention and mental health crisis hotline, requiring all telecommunications carriers make any network changes necessary to ensure that users can dial 988 to reach the existing National Suicide Prevention Lifeline: 1-800-273-8255 / 1-800-273 (TALK) by July 16, 2022. GM completed the Metaswitch translations and preliminary testing of the 3-digit abbreviated dialing code 988. It is now active on the Metaswitch.
- Streaming Video Services – NOC Tech is working on a server for channel 3 rollup, recorded (council, church services) video upload via FTP, Live Video (Council) input.

V. Manager's Report:

Dahna reports to Telecom Commissioners- - Cable TV Headend – Maintaining as necessary.

- Personnel item – Telecom Installer/Worker position not filled. Setting up interviews with candidates. NOC Tech has given notice, last work day is May 27th, 2022. Still no viable candidates. Making changes to the Southwest West Central Service Cooperative support contract for IT needs.

Internet customers	1663
Phone customers	862

VI. New Business:

Marketing Company – GM had discussions w/Pinnacle Marketing Group and reviews their proposal with Commissioners. Discussion among Commissioners of the marketing group offerings for GM to use budgeted funds for marketing.

- Data Center 5X Partners – Dahna covers the information sheet from EDA Director regarding a Data Center.

- American Legion – Dahna covers the request for video service to building at county fairgrounds. Commissioners to discuss options for services. Public WiFi signal from Arena might not be viable with metal buildings but they can try it.

-Calix Operations Cloud Limited Service – 1 year. The Netflow analyzer product is moving into Operations Cloud platform. GM requests that Commissioners review and approve GM to sign 1 yr. Ops Cloud Limited agreement.

Motion by commissioner Peterson to approve the 1-year renewal. Seconded by commissioner Malakowsky, Motion approved 3 – 0.

-SWWC Service Coop Agreement – Addendum E Technology Services
GM requests Commissioners review and approve the addendum to the agreement.

Motion by commissioner Malakowsky to approve the addendum E Technology Services from SWWC Services Coop agreement. Seconded by commissioner Peterson, Motion approved 3 – 0.

- MLB Network Agreement – Renewal. GM requests Commissioners review and approve GM to renew agreement.

Motion by commissioner Peterson to approve the MLB Network agreement. Seconded by commissioner Malakowsky, Motion approved 3 – 0.

- Personnel Item – Outside Plant Technician Step advancement. GM and Commissioners discuss current personnel retainability, succession planning, duties, and applicable job candidates.

Motion by commissioner Malakowsky to recommend to Personnel a step advancement for Outside Plant Technician Jordan Bussa. Seconded by commissioner Peterson, Motion approved 3 – 0.

VII. Old Business:

-Next Generation 911 (NG911) Inteliquent – Session Border Controller (SBC) units are being provisioned and NOC Tech / Consultant working with Metaswitch Engineering for next steps towards turnup.

- STIR/SHAKEN – Session Border Controller (SBC) units are installed in the NOC. Next phase of the Robo Call mitigation plan mandated by the FCC.

-Video Service –GM working with City Finance Director and Utility Billing/System Analyst on service package, discounts and rollout plan. Billing system integration with SFN provisioning system timelines.

-SFN Streaming Video Service Provisioning – GM has provided the SFN documentation to Innovative Systems eLation billing system for their software developers to review and give a timeline.

GM is attending weekly SFN engineering conference calls. SFN can see the PEG channel that the former NOC tech setup for channel 3 and video upload. We have access to the SFN provisioning platform. Video cache server is needed in Windom to provide a better experience and it being provisioned by SFN. Will be shipped when ready.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: July 18th, 2022 at 6:00 pm at the City Council Chambers.

X. Adjourn: Meeting adjourned by unanimous consent at 7:55 pm.

XXXX, Telecom Commissioner

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES
Council Chambers
June 29, 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: Glen Francis and Tom Riordan
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 May 25, 2022 Minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Resolution Establishing Water Fees

Motion by Riordan second by Francis to approve RESOLUTION UT #2022-06-01 RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR AN ENTERPRISE FUND. Aye: Francis, Riordan, and Schwalbach. Nay: None. Motion carried 3 – 0.

MESERB Proposed Dues Increase

Anderson stated that the MESERB proposed rate of \$1.00 per water account customer (increase of ten cents). The increase results in an additional \$207. The last noted increase was in 2019-2020 to recover costs incurred from the 2013-2015 River Eutrophication Standards. The MESERB assists with water quality issues throughout greater Minnesota.

MDH Sanitary Survey

Anderson explained that the water samples taken for the survey had no notable deficiencies. Additional sights were added for the bacteriological samples needed. Anderson reviewed the requirements and recommendation from the MDH. Noted items were ensuring a continual power source to equipment for potential outages, testing backflow devices and documentation of operational procedures.

Wellfield Generator Update

Anderson said the generator has been installed and is waiting for the gas service to be connected. He mentioned the power sources in Well 8 and Well 10 have different amperages and will seek an upgrade in the future.

Other Water/Wastewater Items

Anderson received an upgrading price from Chemisolv Corporation and the delivered ferric chloride price has increased to \$2.80 per gallon, a 60% increase from 2021. Carbon pricing has not experienced an increase in 2022 to date.

ELECTRIC ITEMS

Generator Bid Specifications

Sykora reviewed the generator bid specifications. He said the building design would depend upon the generators that are received. Sykora noted that the guaranteed delivery time of the new generators may be an issue due to supply chain challenges. The Commission discussed adding an additional bid item to offset the potential capacity costs the city may incur due to late delivery. Sykora discusses the “lazy engine” clause. This would help guarantee the generated power meets the nameplated generation. Additional alternates include a remote radiator selection and an exhaust silencer. The new generators would be battery start for increased reliability.

Motion by Francis second by Riordan to approve the Advertisement for Bids for the Diesel Generating Equipment Project. Motion carried 3 – 0.

EV Grant for DC Fast Charger

Sykora went over the ZEF Energy Charging Station handout. He said the amount of the grant was decreased in efforts to expand their number of charging sites. The Commission discussed the proposal. Staff was directed to seek payback longevity, electric rate costs, potential private locations, and traffic counts of electric vehicles through Windom.

Western Area Power Agency (WAPA) Rate Increase

Sykora stated that WAPA has begun a rate study. Base rates would increase 18% due to provider maintenance and an added drought calculation. WAPA provides the City of Windom 60% of its contracted power (5.4MW of claimable capacity). Rates will be evaluated in the upcoming 2023 City Budget discussions.

Nest Thermostat Rebate Program

Sykora explained the proposed Nest Thermostat load control program. The utility could offer an installation rebate along with an annual incentive to stay enrolled in the program. The program would allow an external party to adjust temperature settings on days where the city would need assistance to reduce capacity peaks. Residents would be allowed a limited number of overrides to allow their air conditioning/heating to keep running. Sykora will follow up with additional information at a future meeting.

Other Electrical Items

HyLife will be switched on the new service line on July 17th. The switches that had delayed delivery have arrived for installation.

Crew is working on 6th Street boring electric lines.

Sykora stated the Fuel Tank Project is near final completion.

The department has taken possession of their new telehandler and have put it to use.

REGULAR BILLS

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

OLD BUSINESS

None.

NEW BUSINESS

The next meeting was set for July 20th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:28 am

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	100-20202	6,539.00
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	100-20202	16,905.41
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	100-20202	365.00
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	100-20202	65.00
					23,874.41
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41110-326	23.94
CONVENT. & VISITOR BUREAU	LODGING TAX MAY 2022	06/21/2022	AMERICINN LODGING TAXES	100-41110-491	4,641.59
CONVENT. & VISITOR BUREAU	LODGING TAX MAY 2022	06/21/2022	RED CARPET INN LODGING TA	100-41110-491	483.56
Activity 41110 - Mayor & Council Total:					5,149.09
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	100-41310-131	9.00
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	100-41310-133	72.00
INDOFF, INC	3573448	06/21/2022	SUPPLIES	100-41310-200	17.79
INDOFF, INC	3574741	06/21/2022	SUPPLIES	100-41310-200	7.58
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41310-321	52.55
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41310-326	281.47
STEVE NASBY	6-22-22 - 6-24-22	06/28/2022	LMC ANNUAL CONF. TRAVEL/	100-41310-331	10.00
STEVE NASBY	6-22-22 - 6-24-22	06/28/2022	LMC ANNUAL CONF. TRAVEL/	100-41310-331	351.00
STEVE NASBY	6-22-22 - 6-24-22	06/28/2022	LMC ANNUAL CONF. TRAVEL/	100-41310-334	7.70
Activity 41310 - Administration Total:					809.09
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	100-41910-131	18.00
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	624900	06/14/2022	SUPPLIES	100-41910-200	28.87
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41910-321	48.01
Activity 41910 - Building & Zoning Total:					118.88
Activity: 41940 - City Hall					
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41940-381	320.48
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41940-382	88.59
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	100-41940-383	45.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-41940-385	172.80
Activity 41940 - City Hall Total:					626.87
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	100-42120-131	1.80
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	100-42120-133	176.00
INDOFF, INC	3574748	06/23/2022	POLICE/SUPPLIES	100-42120-200	24.99
COTTONWOOD CO AUD/TREA	JULY 2022 RENT	06/14/2022	LEGAL FEES	100-42120-304	3,957.50
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42120-321	25.68
ALPHA WIRELESS - MANKATO	16242	06/14/2022	POLICE/RADIO UNITS	100-42120-323	108.00
LEASE FINANCE PARTNERS	06-22-22	06/28/2022	POLICE/DATA PROCESSING	100-42120-326	534.00
COTTONWOOD CO AUD/TREA	JULY 2022 RENT	06/14/2022	RENTAL	100-42120-412	1,950.00
FLEET SERVICES DIVISION	2022110001	06/28/2022	POLICE/VEHICLE LEASE	100-42120-419	1,740.97
FASTENAL	MNWOR170652	06/20/2022	MISC.	100-42120-480	7.45
Activity 42120 - Crime Control Total:					8,526.39
Activity: 42220 - Fire Fighting					
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42220-321	42.11
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42220-381	281.16
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42220-382	14.08
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	100-42220-383	286.62
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42220-385	32.66

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	4425-342751	06/14/2022	MAINTENANCE - VEHICLE	100-42220-405	73.92
Activity 42220 - Fire Fighting Total:					730.55
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-42500-381	31.20
Activity 42500 - Civil Defense Total:					31.20
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	100-43100-131	1.80
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	100-43100-133	80.00
INDOFF, INC	3574740	06/21/2022	SUPPLIES	100-43100-200	33.90
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-217	70.00
LOCATORS & SUPPLIES, INC	0300068-IN	06/01/2022	UNIFORMS	100-43100-218	352.32
LOCATORS & SUPPLIES, INC	0300253-IN	06/06/2022	UNIFORMS	100-43100-218	291.00
LOCATORS & SUPPLIES, INC	0300723-IN	06/21/2022	UNIFORMS	100-43100-218	35.10
COTTONWOOD CO SWCD	6-15-22 BOULEVARD TREES	06/21/2022	LEGION PARK 6-15-22	100-43100-225	6,000.00
COTTONWOOD CO SWCD	6-15-22 TREES	06/21/2022	GROVE ACRES TREES	100-43100-225	2,060.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-321	45.62
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-381	233.49
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-381	1,297.76
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-382	19.25
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	100-43100-383	58.28
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-43100-385	40.92
LAMPERTS YARDS, INC.	1318532	06/14/2022	SERVICES	100-43100-401	22.50
Activity 43100 - Streets Total:					10,641.94
Activity: 43210 - Sanitation					
KDOM RADIO	22050219	06/01/2022	ADVERTISING	100-43210-340	150.00
KDOM RADIO	22050220	06/01/2022	ADVERTISING	100-43210-340	150.00
Activity 43210 - Sanitation Total:					300.00
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	100-45202-131	1.80
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	100-45202-133	16.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-45202-326	466.67
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-45202-381	568.88
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-45202-382	542.64
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	100-45202-385	159.82
JOHNSON HARDWARE	14766	06/06/2022	MAINTENANCE - GROUNDS	100-45202-406	499.99
Activity 45202 - Park Areas Total:					2,255.80
Fund 100 - GENERAL Total:					53,064.22
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	211-45501-131	9.00
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	211-45501-133	16.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	211-45501-321	159.09
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	211-45501-381	117.04
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	211-45501-382	19.61
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	211-45501-383	108.80
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	211-45501-385	42.06
Activity 45501 - Library Total:					541.60
Fund 211 - LIBRARY Total:					541.60
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
BEST OIL COMPANY	66855	06/29/2022	AIRPORT/AV GAS	225-45127-264	22,474.20
SOUTHWEST MN BROADBAN	886 6-15-22	06/17/2022	TELEPHONE	225-45127-321	26.84
SOUTH CENTRAL ELECTRIC	05-01-22 - 05-31-22	06/29/2022	AIRPORT/ELECTRIC	225-45127-381	307.00
SOUTH CENTRAL ELECTRIC	05-01-22 - 05-31-22	06/29/2022	AIRPORT/ELECTRIC	225-45127-381	188.35
Activity 45127 - Airport Total:					22,996.39
Fund 225 - AIRPORT Total:					22,996.39

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - POOL					
CHELSIE CARLSON	REFUND	06/22/2022	SWIMMING LESSON REFUND/	230-34721	35.00
CHELSIE CARLSON	REFUND	06/22/2022	SWIMMING LESSON REFUND/	230-34721	35.00
					70.00

Activity: 45124 - Pool

HAWKINS, INC	6206716	06/14/2022	CHEMICALS	230-45124-216	2,219.59
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	230-45124-217	265.59
H & H CONSOLIDATION, LLC	3944	06/28/2022	POOL/OPERATING SUPPLIES	230-45124-217	469.17
ATLANTIC COCA-COLA	3341132	06/14/2022	CONCESSIONS	230-45124-260	313.94
AH HERMEL COMPANY	930254	06/14/2022	CONCESSIONS	230-45124-260	515.67
AH HERMEL COMPANY	C81815/C81815	06/28/2022	ARENA/CONCESSIONIS	230-45124-260	-30.58
JULIE DONCHEZ	4-10-2022	06/28/2022	RED CROSS CPR/AED/FIRST AI	230-45124-308	50.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	230-45124-321	64.72
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	230-45124-381	35.02
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	230-45124-382	37.15
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	230-45124-385	21.45

Activity 45124 - Pool Total: 3,961.72

Fund 230 - POOL Total: 4,031.72

Fund: 235 - AMBULANCE

AARON WILLEY	4-18-22	06/28/2022	REVENUE RECAPTURE/AMBU	235-34205	503.00
					503.00

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	235-42153-131	1.80
NCBERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	235-42153-133	16.00
BOUND TREE MEDICAL, LLC	84551210	06/14/2022	AMBULANCE/OPERATING SUP	235-42153-217	147.79
BOUND TREE MEDICAL, LLC	84563298	06/21/2022	OPERATING SUPPLIES	235-42153-217	57.82
LINDE GAS & EQUIPMENT INC	10767980	06/09/2022	OTHER MERCHANDISE - MEDI	235-42153-261	528.04
AED SUPERSTORE	INV3018168	06/10/2022	OTHER MERCHANDISE - MEDI	235-42153-261	404.97
WINDOM AREA HEALTH	734-0024-04-2022-0024	05/10/2022	AMB/APRIL NURSING HOURS	235-42153-312	4,772.80
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	235-42153-321	28.07
TIM HACKER	5-22-22	05/31/2022	MEALS	235-42153-334	7.63
KRISTEN PORATH	6-13-22 - 6-24-22	06/27/2022	MEALS EXPENSE	235-42153-334	51.34
JUSTIN HARRINGTON	6-13-22 - 6-24-22	06/27/2022	MEAL EXPENSE	235-42153-334	80.87
DONNA MARCY	6-15-2022	06/27/2022	MEAL EXPENSE	235-42153-334	13.10
ROB VISKER	6-20-2022	06/27/2022	MEAL EXPENSE	235-42153-334	10.34
JENNA VACHUSKA	6-20-2022	06/27/2022	MEAL EXPENSE	235-42153-334	22.39
KIM POWERS	6-24-22	06/27/2022	MEAL EXPENSE	235-42153-334	26.31
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	235-42153-381	187.44
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	235-42153-382	9.39
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	235-42153-383	191.08
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	235-42153-385	21.77
ARROW MANUFACTURING IN	7123	06/08/2022	MAINTENANCE - OFFICE	235-42153-404	1,414.00
P.M. REPAIR & DETAILING	24665	06/16/2022	MAINTENANCE - VEHICLE	235-42153-405	71.05
O'REILLY AUTOMOTIVE, INC	4425-344022	06/28/2022	AMB/MAINTENANCE - VEHICL	235-42153-405	89.95
SIRIUS XM RADIO INC	X7-1330443360	06/23/2022	MAINTENANCE - VEHICLE	235-42153-405	18.99

Activity 42153 - Ambulance Total: 8,172.94

Fund 235 - AMBULANCE Total: 8,675.94

Fund: 250 - EDA GENERAL**Activity: 46520 - EDA**

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	250-46520-131	3.60
NCBERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	250-46520-133	8.00
CENTURY BUSINESS PRODUCT	624900	06/14/2022	SUPPLIES	250-46520-200	57.73
EHLERS & ASSOC., INC.	90847	06/15/2022	CONSULTING & AUDITING	250-46520-301	1,275.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	250-46520-321	256.14
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	250-46520-321	48.01
FORUM COMMUNICATIONS C	STCOW20522	06/07/2022	ADVERTISING	250-46520-340	50.00

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	250-46520-381	48.29
				Activity 46520 - EDA Total:	1,746.77
				Fund 250 - EDA GENERAL Total:	1,746.77

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	05-01-22 - 05-31-22	06/29/2022	AIRPORT/ELECTRIC	254-46520-381	95.65
DICKS WELDING INC	72730	06/07/2022	STREET/REPAIR MAIL BOX/MA	254-46520-402	709.32
MICKY MASTERS	1033	06/23/2022	MAINTENANCE - GROUNDS	254-46520-406	770.00
				Activity 46520 - EDA Total:	1,574.97
				Fund 254 - NORTH IND PARK Total:	1,574.97

Fund: 277 - TIF 1-22 CEMSTONE

Activity: 46530 - TIF Districts

LAKESIDE APARTMENTS OF W	JUNE TIF PAYMENT	06/20/2022	FIRST HALF TAX INCREMENT -	277-46530-482	31,584.78
				Activity 46530 - TIF Districts Total:	31,584.78
				Fund 277 - TIF 1-22 CEMSTONE Total:	31,584.78

Fund: 601 - WATER

Activity: 49400 - Water

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	601-49400-131	1.80
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	601-49400-133	48.00
HAWKINS, INC	6196233	06/07/2022	WATER/CHEMICALS	601-49400-216	632.79
HAWKINS, INC	6205705	06/10/2022	CHEMICALS	601-49400-216	5,405.51
HAWKINS, INC	6211402	06/17/2022	CHEMICALS	601-49400-216	10.00
MN VALLEY TESTING	1147744	06/15/2022	LAB TESTING	601-49400-310	83.65
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-321	50.14
GOPHER STATE ONE CALL	2050840	06/02/2022	LOCATES	601-49400-321	30.38
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	601-49400-322	225.99
KDOM RADIO	22050217	06/03/2022	RADIO UNITS- HYDRANT FLUS	601-49400-323	72.00
KDOM RADIO	22050218	06/03/2022	RADIO UNITS- HYDRANT FLUS	601-49400-323	72.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	601-49400-326	167.84
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	601-49400-326	813.73
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	601-49400-350	1.50
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-381	4,689.50
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-382	18.20
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	601-49400-383	228.40
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-385	37.55
STANTEC CONSULTING SERVIC	1928159	06/28/2022	MPCA & EPA REPOSE	601-49400-386	11,905.75
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	601-49400-386	1,055.78
MN RURAL WATER ASSOC	AUG 22 - JULY 23	06/24/2022	WATER/MEMBERSHIP	601-49400-433	300.00
SW/WC SERVICE COOPERATIV	JULY 22	06/21/2022	HEALTH INSURANCE - JULY 20	601-49400-480	788.11
				Activity 49400 - Water Total:	27,226.12
				Fund 601 - WATER Total:	27,226.12

Fund: 602 - SEWER

Activity: 49450 - Sewer

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	602-49450-131	3.60
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	602-49450-133	32.00
HAWKINS, INC	6196234	06/07/2022	SEWER/CHEMICALS	602-49450-216	1,000.63
HAWKINS, INC	6211752	06/17/2022	CHEMICALS	602-49450-216	30.00
MN VALLEY TESTING	1146006	06/03/2022	LAB TESTING	602-49450-310	261.20
MN VALLEY TESTING	1146051	06/03/2022	LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1146249	06/08/2022	LAB TESTING	602-49450-310	106.80
MN VALLEY TESTING	1146508	06/08/2022	LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1147200	06/15/2022	LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1147381	06/15/2022	LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1147565	06/17/2022	LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1147814	06/15/2022	LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1147821	06/15/2022	LAB TESTING	602-49450-310	141.60

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	1148146	06/17/2022	LAB TESTING	602-49450-310	106.80
MN VALLEY TESTING	1148160	06/17/2022	LAB TESTING	602-49450-310	134.00
MN VALLEY TESTING	1148163	06/17/2022	LAB TESTING	602-49450-310	146.80
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	602-49450-321	172.61
GOPHER STATE ONE CALL	2050840	06/02/2022	LOCATES	602-49450-321	30.37
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	602-49450-322	225.99
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	602-49450-326	167.84
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	602-49450-326	813.74
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	602-49450-350	1.50
SOUTH CENTRAL ELECTRIC	05-01-22 - 05-31-22	06/29/2022	AIRPORT/ELECTRIC	602-49450-381	124.98
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	602-49450-381	12,551.02
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	602-49450-382	180.38
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	602-49450-383	18.00
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	602-49450-383	27.58
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	602-49450-383	445.05
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	602-49450-383	18.00
EMPIRE PIPE SERVICES LLC	3551	06/17/2022	MAINTENANCE - DISTRIBUTIO	602-49450-408	23,156.80
Activity 49450 - Sewer Total:					41,545.99
Fund 602 - SEWER Total:					41,545.99

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	56065GAT5	06/23/2022	CD PURCHASE	604-10400	200,000.00
WESCO DISTRIBUTION, INC	055026	06/16/2022	ELECTRIC INVENTORY	604-14200	11,250.00
RESCO - RURAL ELECTRIC SUP	843862-00	06/07/2022	INVENTORY	604-14200	5,212.50
IRBY ELECTRICAL DISTRIBUTO	S012808475.002	05/06/2022	EL/INVENTORY	604-14200	593.10
IRBY ELECTRICAL DISTRIBUTO	S012808475.003	05/06/2022	EL/INVENTORY	604-14200	-593.10
IRBY ELECTRICAL DISTRIBUTO	S013012494.001	06/10/2022	HYLIFE UPGRADE	604-14200	372.00
ELECTRIC FUND	# 606	06/24/2022	EL/CAPITAL EAST HILL	604-16300	340.49
DGR ENGINEERING	00252827	06/16/2022	FUEL TANK PROJECT	604-16300	2,614.00
DGR ENGINEERING	00252943	06/16/2022	GENERATION ADDITION	604-16300	336.00
ELECTRIC FUND	605	06/21/2022	EL CONSTRUCTION NEW #1 - E	604-16300	1,808.70
ELECTRIC FUND	609	06/28/2022	CAPITAL EAST HILL	604-16300	6,974.62
ELECTRIC FUND	6-13-22 - 6-26-22	06/27/2022	EAST HILL 3	604-16300	14,755.89
IRBY ELECTRICAL DISTRIBUTO	S013012494.001	06/10/2022	HYLIFE UPGRADE	604-16300	1,800.00
DAKOTA SUPPLY GROUP	S101886034.001	06/10/2022	HYLIFE UPGRADE	604-16300	2,984.16
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	604-20202	8,492.59
					256,940.95

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	604-49550-131	7.20
NCBERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	604-49550-133	88.00
CMP - CENTRAL MUNICIPAL P	7297	06/10/2022	TRANSMISSION	604-49550-263	218,862.34
CMP - CENTRAL MUNICIPAL P	7297	06/10/2022	ENERGY REBATE	604-49550-263	-63,334.45
DEPARTMENT OF ENERGY	BFPB000800522	06/08/2022	ELECTRIC - MERCHANDISE FO	604-49550-263	83,235.52
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	604-49550-321	77.52
GOPHER STATE ONE CALL	2050840	06/02/2022	LOCATES	604-49550-321	30.37
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	604-49550-322	225.99
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	604-49550-326	167.84
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	604-49550-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	604-49550-350	1.50
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	604-49550-381	118.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	604-49550-382	20.82
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	604-49550-383	189.10
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	604-49550-385	41.83
LAMPERTS YARDS, INC.	1312433	06/09/2022	MAINTENANCE - STRUCTURE	604-49550-402	19.98
BARNETT PRO CARE	#540	06/28/2022	ELECTRIC DEPT/MOW & TRIM	604-49550-406	130.00
ELECTRIC FUND	# 607	06/24/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	14.01

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	# 608	06/24/2022	MAINTENANCE - DISTRIBUTIO	604-49550-408	431.25
RON'S ELECTRIC INC	147148	06/14/2022	MAINTENANCE - DISTRIBUTIO	604-49550-408	187.61
ELECTRIC FUND	604	06/16/2022	EL DISTRIBUTION	604-49550-408	459.04
WINDOM AREA HEALTH	5-4-22	05/06/2022	CONSERVATION - ENERGY REB	604-49550-450	11,175.88
TRAVIS FREIWALD	6-20-22	06/20/2022	CONSERVATION - ENERGY REB	604-49550-450	150.00
JESSICA GRANT	6-27-2022	06/27/2022	CONSERVATIONS - ENERGY RE	604-49550-450	300.00
CMP - CENTRAL MUNICIPAL P	7297	06/10/2022	CIP	604-49550-450	2,757.67
MISSOURI RIVER ENERGY SER	SM00000007442	06/21/2022	CONSERVATION - ENERGY REB	604-49550-450	2,068.70
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	604-49550-460	376.00
Activity 49550 - Electric Total:					260,655.56
Fund 604 - ELECTRIC Total:					517,596.51

Fund: 609 - LIQUOR STORE

MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	609-20202	19,689.00
					19,689.00

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	609-49751-131	5.40
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	609-49751-133	32.00
AH HERMEL COMPANY	930209	06/10/2022	OPERATING SUPPLIES	609-49751-217	135.81
VINOCOPIA, INC	0305761-IN	06/06/2022	LIQUOR/FREIGHT	609-49751-251	598.50
DOLL DISTRIBUTING, LLC	1011373	05/27/2022	BEER	609-49751-251	294.00
DOLL DISTRIBUTING, LLC	1015689	06/03/2022	LIQUOR/BEER	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	1020419	06/10/2022	LIQUOR	609-49751-251	114.00
JOHNSON BROS.	2069695	06/10/2022	LIQUOR/FREIGHT	609-49751-251	2,632.86
JOHNSON BROS.	2069696	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-251	175.50
JOHNSON BROS.	2074570	06/17/2022	LIQUOR & FREIGHT	609-49751-251	1,043.49
SOUTHERN GLAZER'S OF MN	2216578	05/27/2022	LIQUOR & FREIGHT	609-49751-251	316.80
SOUTHERN GLAZER'S OF MN	2216777	05/31/2022	LIQUOR,FREIGHT	609-49751-251	2,997.30
SOUTHERN GLAZER'S OF MN	2218663	06/03/2022	LIQUOR/FREIGHT	609-49751-251	142.18
BREAKTHRU BEVERAGE MN	344448270	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-251	3,169.54
BREAKTHRU BEVERAGE MN	409505957	06/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-28.25
BREAKTHRU BEVERAGE MN	409552952	06/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-205.75
BREAKTHRU BEVERAGE MN	409728916	06/14/2022	LIQUOR/FREIGHT CREDIT	609-49751-251	-37.41
SOUTHERN GLAZER'S OF MN	5084670	06/03/2022	LIQUOR/FREIGHT	609-49751-251	3,726.64
SOUTHERN GLAZER'S OF MN	5084671	06/03/2022	LIQUOR/FREIGHT	609-49751-251	103.50
PHILLIPS WINE & SPIRITS	6409756	06/10/2022	LIQUOR/FREIGHT	609-49751-251	1,392.79
PHILLIPS WINE & SPIRITS	6413628	06/17/2022	LIQUOR/FREIGHT	609-49751-251	3,921.40
DOLL DISTRIBUTING, LLC	1011372	05/27/2022	BEER, SOFT DRINKS & MIXES	609-49751-252	10,594.30
DOLL DISTRIBUTING, LLC	1011433	05/27/2022	BEER	609-49751-252	160.00
DOLL DISTRIBUTING, LLC	1012519	05/27/2022	BEER	609-49751-252	1,241.10
DOLL DISTRIBUTING, LLC	1012520	05/27/2022	BEER	609-49751-252	421.55
DOLL DISTRIBUTING, LLC	1015689	06/03/2022	LIQUOR/BEER	609-49751-252	9,388.15
DOLL DISTRIBUTING, LLC	1015690	06/03/2022	BEER	609-49751-252	2,572.50
DOLL DISTRIBUTING, LLC	1020420	06/10/2022	BEER	609-49751-252	8,237.50
DOLL DISTRIBUTING, LLC	1025061	06/17/2022	BEER	609-49751-252	6,546.25
DOLL DISTRIBUTING, LLC	1025062	06/17/2022	BEER	609-49751-252	886.90
BEVERAGE WHOLESALERS	223308	06/10/2022	BEER/SOFT DRINKS CREDIT	609-49751-252	15,555.25
BEVERAGE WHOLESALERS	224468	06/17/2022	BEER/SOFT DRINKS & MIXES	609-49751-252	15,419.15
BEVERAGE WHOLESALERS	224468 CREDIT	06/17/2022	BEER CREDIT	609-49751-252	-10.50
BEVERAGE WHOLESALERS	224469	06/17/2022	BEER	609-49751-252	738.00
ARTISAN BEER COMPANY	3540422	06/10/2022	BEER	609-49751-252	115.20
ARTISAN BEER COMPANY	3541837	06/17/2022	BEER	609-49751-252	60.35
PAUSTIS WINE COMPANY	167509	06/17/2022	WINE/FREIGHT	609-49751-253	480.00
JOHNSON BROS.	2069696	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-253	515.65
JOHNSON BROS.	2074571	06/17/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-253	1,179.29
SOUTHERN GLAZER'S OF MN	2216776	05/31/2022	WINE, FREIGHT	609-49751-253	277.16
ROUND LAKE VINEYARDS & W	3408	05/27/2022	WINE	609-49751-253	675.00
BREAKTHRU BEVERAGE MN	344448270	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-253	133.16
SOUTHERN GLAZER'S OF MN	5084673	06/03/2022	WINE/FREIGHT	609-49751-253	436.34
PHILLIPS WINE & SPIRITS	6409757	06/10/2022	WINE/FREIGHT	609-49751-253	224.00

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	6413629	06/17/2022	WINE/FREIGHT	609-49751-253	214.16
DOLL DISTRIBUTING, LLC	1011372	05/27/2022	BEER, SOFT DRINKS & MIXES	609-49751-254	28.00
JOHNSON BROS.	2069696	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-254	37.00
JOHNSON BROS.	2074571	06/17/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-254	37.00
BEVERAGE WHOLESALERS	223308	06/10/2022	BEER/SOFT DRINKS CREDIT	609-49751-254	-90.00
BEVERAGE WHOLESALERS	223791	06/10/2022	SOFT DRINKS & MIXES	609-49751-254	86.00
BEVERAGE WHOLESALERS	224468	06/17/2022	BEER/SOFT DRINKS & MIXES	609-49751-254	-90.00
PBC - PEPSI BEVERAGES COM	30631311	06/17/2022	SOFT DRINKS & MIXES	609-49751-254	217.48
ATLANTIC COCA-COLA	3375245	06/03/2022	SOFT DRINKS & MIXES	609-49751-254	136.00
ATLANTIC COCA-COLA	3375351	06/17/2022	SOFT DRINKS & MIXES	609-49751-254	268.00
BREAKTHRU BEVERAGE MN	344448270	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-254	128.44
RED BULL DISTRIBUTION CO, I	5002062464	06/10/2022	SOFT DRINKS & MIXES	609-49751-254	104.50
PHILLIPS WINE & SPIRITS	668865	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-18.00
PHILLIPS WINE & SPIRITS	668866	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-3.23
PHILLIPS WINE & SPIRITS	668867	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-44.00
PHILLIPS WINE & SPIRITS	668868	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-24.00
PHILLIPS WINE & SPIRITS	668869	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-36.65
PHILLIPS WINE & SPIRITS	669107	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-44.50
PHILLIPS WINE & SPIRITS	669109	06/17/2022	SOFT DRINKS & MIXES CREDIT	609-49751-254	-11.25
PHILLIPS WINE & SPIRITS	669110	06/17/2022	SOFT DRINKS & MIXES	609-49751-254	-22.50
AH HERMEL COMPANY	930208	06/10/2022	SOFT DRINKS & MIXES	609-49751-254	215.35
AH HERMEL COMPANY	930208	06/10/2022	TOBACCO	609-49751-256	395.33
WATERVILLE FOOD & ICE	00-202307 REPRINT	06/20/2022	ICE	609-49751-257	345.60
WATERVILLE FOOD & ICE	02-227325	06/17/2022	ICE/FREIGHT	609-49751-257	221.20
WATERVILLE FOOD & ICE	02-227364	06/24/2022	ICE/FREIGHT	609-49751-257	211.20
WATERVILLE FOOD & ICE	00-202307 REPRINT	06/20/2022	ICE	609-49751-261	200.00
DOLL DISTRIBUTING, LLC	1026118	06/17/2022	OTHER MERCHANDISE	609-49751-261	290.00
AH HERMEL COMPANY	930208	06/10/2022	OTHER MERCHANDISE	609-49751-261	96.78
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	609-49751-321	130.22
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	609-49751-326	715.10
WATERVILLE FOOD & ICE	02-227325	06/17/2022	ICE/FREIGHT	609-49751-333	5.25
WATERVILLE FOOD & ICE	02-227364	06/24/2022	ICE/FREIGHT	609-49751-333	5.25
VINOCOPIA, INC	0305761-IN	06/06/2022	LIQUOR/FREIGHT	609-49751-333	7.50
PAUSTIS WINE COMPANY	167509	06/17/2022	WINE/FREIGHT	609-49751-333	12.50
JOHNSON BROS.	2069695	06/10/2022	LIQUOR/FREIGHT	609-49751-333	37.95
JOHNSON BROS.	2069696	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-333	33.19
JOHNSON BROS.	2074570	06/17/2022	LIQUOR & FREIGHT	609-49751-333	11.70
JOHNSON BROS.	2074571	06/17/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-333	37.93
SOUTHERN GLAZER'S OF MN	2216578	05/27/2022	LIQUOR & FREIGHT	609-49751-333	12.30
SOUTHERN GLAZER'S OF MN	2216776	05/31/2022	WINE, FREIGHT	609-49751-333	12.30
SOUTHERN GLAZER'S OF MN	2216777	05/31/2022	LIQUOR, FREIGHT	609-49751-333	55.69
SOUTHERN GLAZER'S OF MN	2218663	06/03/2022	LIQUOR/FREIGHT	609-49751-333	0.68
BREAKTHRU BEVERAGE MN	344448270	06/10/2022	LIQUOR/WINE/SOFT DRINKS/	609-49751-333	77.40
BREAKTHRU BEVERAGE MN	409505957	06/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-0.31
BREAKTHRU BEVERAGE MN	409552952	06/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	409728916	06/14/2022	LIQUOR/FREIGHT CREDIT	609-49751-333	-0.46
SOUTHERN GLAZER'S OF MN	5084670	06/03/2022	LIQUOR/FREIGHT	609-49751-333	47.66
SOUTHERN GLAZER'S OF MN	5084671	06/03/2022	LIQUOR/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	5084673	06/03/2022	WINE/FREIGHT	609-49751-333	25.11
PHILLIPS WINE & SPIRITS	6409756	06/10/2022	LIQUOR/FREIGHT	609-49751-333	25.19
PHILLIPS WINE & SPIRITS	6409757	06/10/2022	WINE/FREIGHT	609-49751-333	3.90
PHILLIPS WINE & SPIRITS	6413628	06/17/2022	LIQUOR/FREIGHT	609-49751-333	62.41
PHILLIPS WINE & SPIRITS	6413629	06/17/2022	WINE/FREIGHT	609-49751-333	6.64
AH HERMEL COMPANY	930208	06/10/2022	FREIGHT	609-49751-333	8.95
KDOM RADIO	04-30-2022	06/24/2022	LIQUOR S./ADVERTISING	609-49751-340	661.47
KDOM RADIO	05-31-2022	06/24/2022	LIQUOR S./ADVERTISING	609-49751-340	1,276.23
WINDOM AREA HEALTH	062422	05/11/2022	LIQUOR S./ADVERTISING	609-49751-340	100.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	609-49751-381	792.75
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	609-49751-382	20.27
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	609-49751-383	89.04

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	609-49751-385	40.18
RON'S ELECTRIC INC	147166	06/17/2022	MAINTENANCE - UTILITIES	609-49751-409	442.06
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	609-49751-460	8.00
				Activity 49751 - Liquor Store Total:	104,047.26
				Fund 609 - LIQUOR STORE Total:	123,736.26

Fund: 614 - TELECOM

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	614-49870-131	3.60
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	614-49870-133	48.00
CITY LAUNDERING CO.	1774321	06/09/2022	CLEANING/SUPPLIES	614-49870-211	21.38
OLSEN THIELEN & CO.,LTD	69210	06/09/2022	CONSULTING & AUDITING	614-49870-301	77.33
INTERSTATE TRS FUND	82580760054-0622	06/29/2022	514b OBLIGATION	614-49870-304	119.01
INTERSTATE TRS FUND	82580760054-0622	06/29/2022	514a OBLIGATION	614-49870-304	333.06
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	614-49870-321	250.18
GOPHER STATE ONE CALL	2050840	06/02/2022	LOCATES	614-49870-321	30.38
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	614-49870-322	225.99
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	614-49870-326	167.84
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	614-49870-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-03484	06/01/2022	BILLING SYSTEM SOFTWARE P	614-49870-326	936.25
NEUSTAR, INC.	L-0000039479	06/09/2022	DATA PROCESSING	614-49870-326	9.25
KDOM RADIO	22050496	06/09/2022	ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	APR-22	06/07/2022	POSTAGE/DATA PROCESSING/	614-49870-350	1.50
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	614-49870-381	2,735.20
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	614-49870-382	19.34
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	614-49870-383	25.94
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	614-49870-385	37.38
CENTURY LINK	JUNE-22 518478	06/21/2022	DIRECTORY LISTINGS	614-49870-441	277.31
BTN - BIG TEN NETWORK	146974	06/15/2022	SUBSCRIBER FEES	614-49870-442	1,439.80
FOX TELEVISION STATIONS, LL	146975	06/15/2022	SUBSCRIBER FEES	614-49870-442	234.30
FOX TELEVISION STATIONS, LL	146976	06/15/2022	SUBSCRIBER FEES	614-49870-442	2,556.00
NEXSTAR BROADCASTING GR	445824	06/15/2022	SUBSCRIBER FEES	614-49870-442	228.49
CONSOLIDATED COMMUNICA	507-151-0204/0 6/1/22	06/20/2022	SUBSCRIBER FEES	614-49870-442	1,443.00
SHOWTIME NETWORKS INC	50751	06/15/2022	SUBSCRIBER FEES	614-49870-442	164.34
ADARA TECHNOLOGIES INC	AP100223CW-50	06/20/2022	SUBSCRIBER FEES	614-49870-442	10,500.00
MLB NETWORK	MAY 2022	06/15/2022	SUBSCRIBER FEES	614-49870-442	369.34
BALLY SPORTS NORTH	T99819	06/15/2022	SUBSCRIBER FEES	614-49870-442	6,929.82
CONSOLIDATED CALL CENTER	21196	06/09/2022	SWITCH FEES	614-49870-445	121.95
1623 FARNAM LLC	006376	06/09/2022	INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2022060027696	06/28/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389559	06/20/2022	INTERNET EXPENSE	614-49870-447	1,053.17
MANKATO NETWORKS, LLC	389572	06/20/2022	INTERNET EXPENSE	614-49870-447	370.00
SWWC - SOUTHWEST WEST C	69416	06/09/2022	ON CALL SUPPORT	614-49870-448	950.00
CENTURY LINK	06-16-22	06/29/2022	507 831-1075 104	614-49870-451	83.91
ONVOY, LLC dba INTELIGENT	237289	06/09/2022	CALL COMPLETION	614-49870-451	3,648.09
ONVOY, LLC dba INTELIGENT	237358	06/09/2022	CALL COMPLETION	614-49870-451	115.98
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	614-49870-460	337.00
				Activity 49870 - Telecom Total:	40,777.58
				Fund 614 - TELECOM Total:	40,777.58

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	615-49850-131	5.40
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	615-49850-133	32.00
CITY LAUNDERING CO.	1774318	06/07/2022	CLEANING/SUPPLIES	615-49850-211	50.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	615-49850-321	124.68
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	615-49850-381	2,193.38
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	615-49850-382	113.06
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	615-49850-383	257.49

Expense Approval Report

Payment Dates: 6/18/2022 - 7/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	615-49850-385	83.86
LAMPERTS YARDS, INC.	1319939	06/14/2022	MAINTENANCE - OFFICE	615-49850-404	101.28
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	615-49850-460	15.00
SW/WC SERVICE COOPERATIV	JULY 22	06/21/2022	HEALTH INSURANCE - JULY 20	615-49850-480	788.11
Activity 49850 - Arena Total:					4,197.26
Fund 615 - ARENA Total:					4,197.26

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	5-25-22 COMM. CENTER	06/16/2022	CASH FOR COMMUNITY CENT	617-10200	1,500.00
SECR REV FUND/CITY OF WD	EVENT JULY 3RD	06/24/2022	PETTY CASH	617-10200	1,500.00
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	617-20202	176.00
					3,176.00

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	EAP - JULY 22	06/21/2022	JULY 22 EAP	617-49860-131	1.80
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	617-49860-133	48.00
CITY LAUNDERING CO.	1774319	06/08/2022	CLEANING/SUPPLIES & OPERA	617-49860-211	45.15
CITY LAUNDERING CO.	1774319	06/08/2022	CLEANING/SUPPLIES & OPERA	617-49860-217	117.00
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	617-49860-321	59.04
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	617-49860-326	473.33
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	617-49860-381	1,098.72
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	617-49860-382	70.80
MN ENERGY RESOURCES	26329036	06/29/2022	GAS BILL	617-49860-383	341.97
ELECTRIC FUND	20220531	06/15/2022	MONTHLY UTILITY	617-49860-385	153.71
MN REVENUE	JUNE 2022	06/17/2022	SALES TAX	617-49860-460	314.00
Activity 49860 - M/P Center Total:					2,723.52
Fund 617 - M/P CENTER Total:					5,899.52

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002130	07/01/2022	Federal Tax Withholding	700-21701	10,535.30
MN Department of Revenue -	INV0002131	07/01/2022	State Withholding	700-21702	5,412.16
Internal Revenue Service-Payr	INV0002130	07/01/2022	Social Security	700-21703	14,494.50
MN Pera	INV0002128	07/01/2022	PERA	700-21704	787.26
MN Pera	INV0002128	07/01/2022	PERA	700-21704	13,316.40
MN Pera	INV0002128	07/01/2022	PERA	700-21704	8,094.27
MN State Deferred	INV0002129	07/01/2022	Deferred Compensation	700-21705	5,576.91
MN State Deferred	INV0002129	07/01/2022	Deferred Roth	700-21705	1,425.00
SW/WC SERVICE COOPERATIV	JULY 22	06/21/2022	HEALTH INSURANCE	700-21706	60,987.63
LOCAL UNION #949	JUNE 2022	06/15/2022	UNION DUES	700-21707	1,523.78
LAW ENFORCEMENT LABOR S	JUNE 2022	06/15/2022	POLICE UNION DUES	700-21708	520.00
BRANNON PAPLOW	DEDUCTION RETURN 6-17-22	06/20/2022	CHILD SUPPORT DEDUCTION	700-21709	103.36
Internal Revenue Service-Payr	INV0002130	07/01/2022	Medicare Withholding	700-21711	4,136.76
FURTHER (Select Account)	40272607	06/21/2022	FLEX SPENDING	700-21712	858.15
FURTHER (Select Account)	40283194	06/28/2022	FLEX SPENDING	700-21712	200.00
AFLAC	775592	06/23/2022	INSURANCE JUNE 2022	700-21715	189.18
AFLAC	775592	06/23/2022	INSURANCE JUNE 2022	700-21716	599.39
MN BENEFIT ASSOCIATION	2022-0166455	06/15/2022	JUN-22	700-21717	4.84
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	700-21718	16.00
NCPERS MINNESOTA	844600062022	06/21/2022	INSURANCE 844600 - JUNE 22	700-21718	16.00
MN BENEFIT ASSOCIATION	2022-0166455	06/15/2022	JUN-22	700-21719	404.78
MII LIFE	JUNE 2022	06/28/2022	VEBA	700-21720	9,303.11
MII LIFE	JUNE 2022	06/28/2022	VEBA/HSA	700-21720	592.85
MII LIFE	JUNE 2022	06/28/2022	HSA	700-21722	3,854.25
FURTHER (Select Account)	INV0002127	07/01/2022	HSA Employee Contribution	700-21723	509.92
					143,461.80
Fund 700 - PAYROLL Total:					143,461.80
Grand Total:					1,028,657.43

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	53,064.22
211 - LIBRARY	541.60
225 - AIRPORT	22,996.39
230 - POOL	4,031.72
235 - AMBULANCE	8,675.94
250 - EDA GENERAL	1,746.77
254 - NORTH IND PARK	1,574.97
277 - TIF 1-22 CEMSTONE	31,584.78
601 - WATER	27,226.12
602 - SEWER	41,545.99
604 - ELECTRIC	517,596.51
609 - LIQUOR STORE	123,736.26
614 - TELECOM	40,777.58
615 - ARENA	4,197.26
617 - M/P CENTER	5,899.52
700 - PAYROLL	143,461.80
Grand Total:	1,028,657.43

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	23,874.41
100-41110-326	Data Processing	23.94
100-41110-491	Payments to Other Orga	5,125.15
100-41310-131	Employer Paid Insurance	9.00
100-41310-133	Employer Paid Insurance	72.00
100-41310-200	Office Supplies	25.37
100-41310-321	Telephone	52.55
100-41310-326	Data Processing	281.47
100-41310-331	Travel Expense	361.00
100-41310-334	Meals/Lodging	7.70
100-41910-131	Employer Paid Insurance	18.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	28.87
100-41910-321	Telephone	48.01
100-41940-381	Electric Utility	320.48
100-41940-382	Water Utility	88.59
100-41940-383	Gas Utility	45.00
100-41940-385	Sewer Utility	172.80
100-42120-131	Employer Paid Insurance	1.80
100-42120-133	Employer Paid Insurance	176.00
100-42120-200	Office Supplies	24.99
100-42120-304	Legal Fees	3,957.50
100-42120-321	Telephone	25.68
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	534.00
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	1,740.97
100-42120-480	Other Miscellaneous	7.45
100-42220-321	Telephone	42.11
100-42220-381	Electric Utility	281.16
100-42220-382	Water Utility	14.08
100-42220-383	Gas Utility	286.62
100-42220-385	Sewer Utility	32.66
100-42220-405	Repairs & Maint - Vehicl	73.92
100-42500-381	Electric Utility	31.20
100-43100-131	Employer Paid Insurance	1.80
100-43100-133	Employer Paid Insurance	80.00

Account Summary

Account Number	Account Name	Payment Amount
100-43100-200	Office Supplies	33.90
100-43100-217	Other Operating Supplie	70.00
100-43100-218	Uniforms	678.42
100-43100-225	Landscaping Materials	8,060.00
100-43100-321	Telephone	45.62
100-43100-381	Electric Utility	1,531.25
100-43100-382	Water Utility	19.25
100-43100-383	Gas Utility	58.28
100-43100-385	Sewer Utility	40.92
100-43100-401	Repairs & Maint - Buildi	22.50
100-43210-340	Advertising & Promotion	300.00
100-45202-131	Employer Paid Insurance	1.80
100-45202-133	Employer Paid Insurance	16.00
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	568.88
100-45202-382	Water Utility	542.64
100-45202-385	Sewer Utility	159.82
100-45202-406	Repairs & Maint - Groun	499.99
211-45501-131	Employer Paid Insurance	9.00
211-45501-133	Employer Paid Insurance	16.00
211-45501-321	Telephone	159.09
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	117.04
211-45501-382	Water Utility	19.61
211-45501-383	Gas Utility	108.80
211-45501-385	Sewer Utility	42.06
225-45127-264	Merchandise For Resale	22,474.20
225-45127-321	Telephone	26.84
225-45127-381	Electric Utility	495.35
230-34721	Pool Instruction	70.00
230-45124-216	Chemicals and Chemical	2,219.59
230-45124-217	Other Operating Supplie	734.76
230-45124-260	Concessions	799.03
230-45124-308	Training & Registrations	50.00
230-45124-321	Telephone	64.72
230-45124-381	Electric Utility	35.02
230-45124-382	Water Utility	37.15
230-45124-385	Sewer Utility	21.45
235-34205	Ambulance Revenues -	503.00
235-42153-131	Employer Paid Insurance	1.80
235-42153-133	Employer Paid Insurance	16.00
235-42153-217	Other Operating Supplie	205.61
235-42153-261	Other Merchandise-Med	933.01
235-42153-312	Nursing	4,772.80
235-42153-321	Telephone	28.07
235-42153-334	Meals/Lodging	211.98
235-42153-381	Electric Utility	187.44
235-42153-382	Water Utility	9.39
235-42153-383	Gas Utility	191.08
235-42153-385	Sewer Utility	21.77
235-42153-404	Repairs & Maint - M&E	1,414.00
235-42153-405	Repairs & Maint - Vehicl	179.99
250-46520-131	Employer Paid Insurance	3.60
250-46520-133	Employer Paid Insurance	8.00
250-46520-200	Office Supplies	57.73
250-46520-301	Auditing & Consulting Se	1,275.00
250-46520-321	Telephone	304.15
250-46520-340	Advertising & Promotion	50.00

Account Summary

Account Number	Account Name	Payment Amount
250-46520-381	Electric Utility	48.29
254-46520-381	Electric Utility	95.65
254-46520-402	Repairs & Maint - Struct	709.32
254-46520-406	Repairs & Maint - Groun	770.00
277-46530-482	TIF Payments	31,584.78
601-49400-131	Employer Paid Insurance	1.80
601-49400-133	Employer Paid Insurance	48.00
601-49400-216	Chemicals and Chemical	6,048.30
601-49400-310	Lab Testing	83.65
601-49400-321	Telephone	80.52
601-49400-322	Postage	225.99
601-49400-323	Radio Units	144.00
601-49400-326	Data Processing	1,569.07
601-49400-350	Printing & Design	1.50
601-49400-381	Electric Utility	4,689.50
601-49400-382	Water Utility	18.20
601-49400-383	Gas Utility	228.40
601-49400-385	Sewer Utility	37.55
601-49400-386	Landfill	12,961.53
601-49400-433	Dues & Subscriptions	300.00
601-49400-480	Other Miscellaneous	788.11
602-49450-131	Employer Paid Insurance	3.60
602-49450-133	Employer Paid Insurance	32.00
602-49450-216	Chemicals and Chemical	1,030.63
602-49450-310	Lab Testing	1,958.40
602-49450-321	Telephone	202.98
602-49450-322	Postage	225.99
602-49450-326	Data Processing	1,569.08
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	12,676.00
602-49450-382	Water Utility	180.38
602-49450-383	Gas Utility	508.63
602-49450-408	Repairs & Maint - Distrib	23,156.80
604-10400	Investments - Current	200,000.00
604-14200	Inventory	16,834.50
604-16300	Improvements Other Th	31,613.86
604-20202	Sales Tax Payable	8,492.59
604-49550-131	Employer Paid Insurance	7.20
604-49550-133	Employer Paid Insurance	88.00
604-49550-263	Merchandise for Resale -	238,763.41
604-49550-321	Telephone	107.89
604-49550-322	Postage	225.99
604-49550-326	Data Processing	3,021.68
604-49550-350	Printing & Design	1.50
604-49550-381	Electric Utility	118.00
604-49550-382	Water Utility	20.82
604-49550-383	Gas Utility	189.10
604-49550-385	Sewer Utility	41.83
604-49550-402	Repairs & Maint - Struct	19.98
604-49550-406	Repairs & Maint - Groun	130.00
604-49550-408	Repairs & Maint - Distrib	1,091.91
604-49550-450	Conservation	16,452.25
604-49550-460	Miscellaneous Taxes	376.00
609-20202	Sales Tax Payable	19,689.00
609-49751-131	Employer Paid Insurance	5.40
609-49751-133	Employer Paid Insurance	32.00
609-49751-217	Other Operating Supplie	135.81
609-49751-251	Liquor	20,415.59

Account Summary

Account Number	Account Name	Payment Amount
609-49751-252	Beer	71,925.70
609-49751-253	Wine	4,134.76
609-49751-254	Soft Drinks & Mix	873.64
609-49751-256	Tobacco Products	395.33
609-49751-257	Ice	778.00
609-49751-261	Other Merchandise	586.78
609-49751-321	Telephone	130.22
609-49751-326	Data Processing	715.10
609-49751-333	Freight and Express	488.93
609-49751-340	Advertising & Promotion	2,037.70
609-49751-381	Electric Utility	792.75
609-49751-382	Water Utility	20.27
609-49751-383	Gas Utility	89.04
609-49751-385	Sewer Utility	40.18
609-49751-409	Repairs & Maint - Utilitie	442.06
609-49751-460	Miscellaneous Taxes	8.00
614-49870-131	Employer Paid Insurance	3.60
614-49870-133	Employer Paid Insurance	48.00
614-49870-211	Cleaning Supplies	21.38
614-49870-301	Auditing & Consulting Se	77.33
614-49870-304	Legal Fees	452.07
614-49870-321	Telephone	280.56
614-49870-322	Postage	225.99
614-49870-326	Data Processing	3,775.81
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	1.50
614-49870-381	Electric Utility	2,735.20
614-49870-382	Water Utility	19.34
614-49870-383	Gas Utility	25.94
614-49870-385	Sewer Utility	37.38
614-49870-441	Transmission Fees	277.31
614-49870-442	Subscriber Fees	23,865.09
614-49870-445	Switch Fees	121.95
614-49870-447	Internet Expense	3,573.17
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	3,847.98
614-49870-460	Miscellaneous Taxes	337.00
615-49850-131	Employer Paid Insurance	5.40
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	50.00
615-49850-321	Telephone	124.68
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	2,193.38
615-49850-382	Water Utility	113.06
615-49850-383	Gas Utility	257.49
615-49850-385	Sewer Utility	83.86
615-49850-404	Repairs & Maint - M&E	101.28
615-49850-460	Miscellaneous Taxes	15.00
615-49850-480	Other Miscellaneous	788.11
617-10200	Petty Cash	3,000.00
617-20202	Sales Tax Payable	176.00
617-49860-131	Employer Paid Insurance	1.80
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	45.15
617-49860-217	Other Operating Supplie	117.00
617-49860-321	Telephone	59.04
617-49860-326	Data Processing	473.33
617-49860-381	Electric Utility	1,098.72

Account Summary

Account Number	Account Name	Payment Amount
617-49860-382	Water Utility	70.80
617-49860-383	Gas Utility	341.97
617-49860-385	Sewer Utility	153.71
617-49860-460	Miscellaneous Taxes	314.00
700-21701	Federal Withholding	10,535.30
700-21702	State Withholding	5,412.16
700-21703	FICA Tax Withholding	14,494.50
700-21704	PERA Contributions	22,197.93
700-21705	Retirement	7,001.91
700-21706	Medical Insurance	60,987.63
700-21707	Union Dues	1,523.78
700-21708	PD Union Dues	520.00
700-21709	Wage Levy	103.36
700-21711	Medicare Tax Withholdi	4,136.76
700-21712	Flex Account	1,058.15
700-21715	Individual Insurance-Afla	189.18
700-21716	Individual Insurance-Afla	599.39
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	404.78
700-21720	VEBA Contributions	9,895.96
700-21722	HSA Contribution	3,854.25
700-21723	HSA Employee Contribu	509.92
	Grand Total:	1,028,657.43

Project Account Summary

Project Account Key
 None

Grand Total:

Payment Amount
1,028,657.43
1,028,657.43

CW
6/30/22

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING LAND SWAP FOR PROPERTY LOCATED IN TEGELS PARK (4/5 vote required)

WHEREAS, pursuant to Minnesota Statutes §412.851, the Windom City Council desires to consider a land swap of two tracts of land located in Tegels Park in the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Tegels Park access road is currently located on Cemstone property creating the need to swap land to allow continued access to the city park; and

WHEREAS, Tract "A" includes a portion of undeveloped park land in the Southeasterly corner of Tegels Park which is owned by the City of Windom and legally described as follows:

Tract "A" - A TRACT IN GOVERNMENT LOT 1 OF SECTION 25-105-36

That part of Government Lot 1 of Section Twenty-five (25), Township 105 North, Range 36 West of the 5th P.M., Cottonwood County, Minnesota, described as follows:
Commencing at the Southwest Corner of said Government Lot 1; thence South 89°54'59" East on the south line of said Government Lot 1 for a distance of 295.00 feet to the Point of Beginning; thence continuing South 89° 54'59" East on said south line for a distance of 156.83± feet to the shore of Cottonwood Lake; thence North 32°28'54" West on said shore for a distance of 66.00 feet; thence South 61°25'37" West for a distance of 89.52± feet; thence North 89°54'59" West for a distance of 42.83 feet; thence South 00°15'31" East for a distance of 12.70 feet to the Point of Beginning, containing 4,215 square feet, more or less.

SUBJECT TO EASEMENTS, IF ANY, OF RECORD OR APPARENT.

WHEREAS, Tract "B" includes land in the Southwesterly corner of Tegels Park on which the South entrance to Tegels Park and a portion of the park road are located. Tract "B" is currently owned the Economic Development Authority of Windom ("EDA") and legally described as follows:

Tract "B" - A TRACT IN GOVERNMENT LOT 2 OF SECTION 25-105-36

That part of Government Lot 2 of Section Twenty-five (25), Township 105 North, Range 36 West of the 5th P.M., Cottonwood County, Minnesota, described as follows:
Beginning at the Northwest Corner of said Government Lot 2; thence South 89°54'59" East on the north line of said Government Lot 2 for a distance of 295.00 feet; thence South 46°14'15" West for a distance of 82.728 feet; thence North 89°54'59" West for a distance of 235.00 feet to the west line of said Government Lot 2; thence North 00°15'31" West on said west line for a distance of 57.30 feet to the Point of Beginning, containing 15,185 square feet, inclusive of 1,891 square feet of public road right-of-way on the west side thereof.

SUBJECT TO EASEMENTS, IF ANY, OF RECORD OR APPARENT.; and

WHEREAS, the required Notice of Public Hearing has been given to the Minnesota Department of Natural Resources; and

WHEREAS, the EDA Board has approved the proposed land swap; and

WHEREAS, following the required public hearing, the City Council has reviewed the proposed land swap in Tegels Park and finds the land swap would be in the best interest of the public.

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

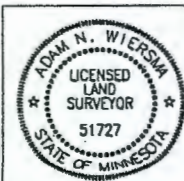
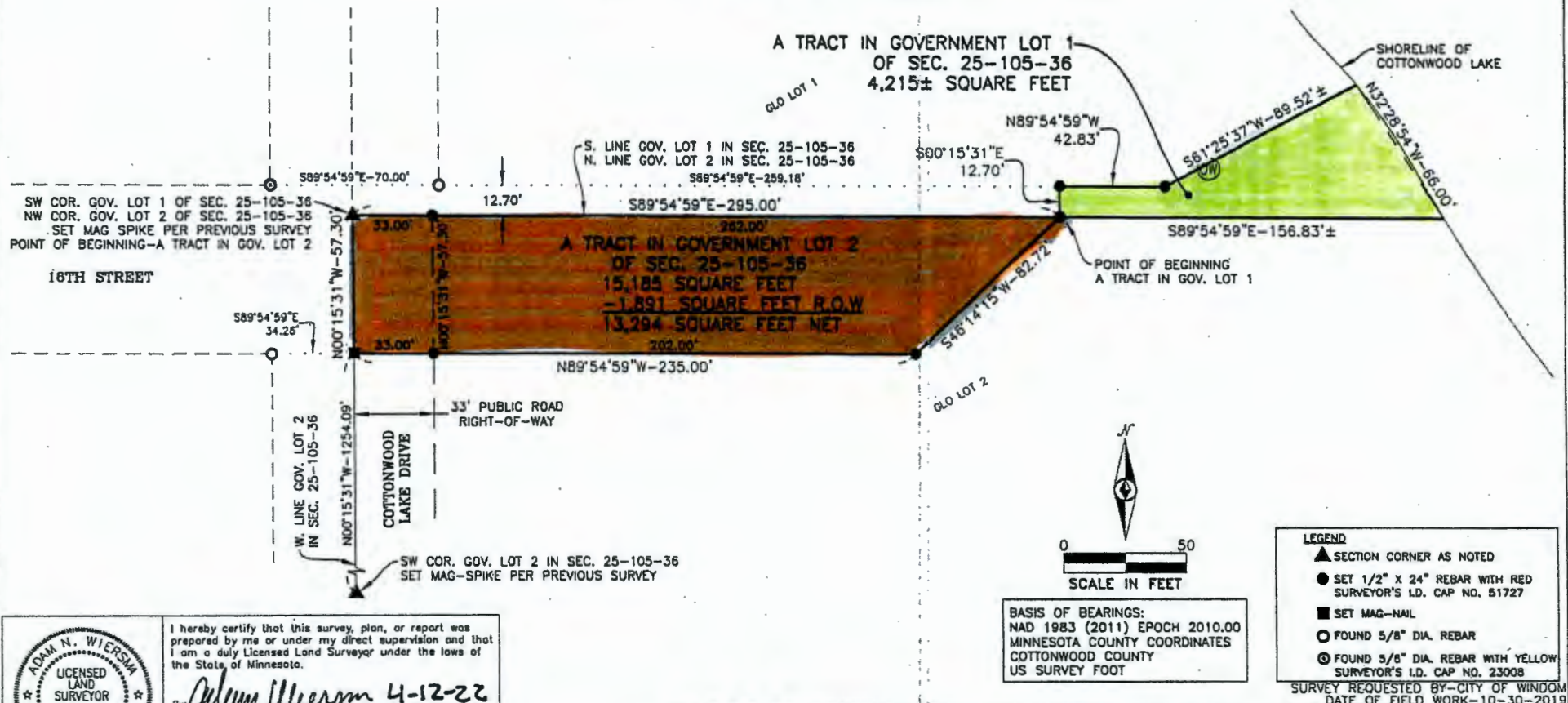
1. The City of Windom consents to the proposed land swap of Tract "A" and Tract "B".
2. The Mayor and City Administrator are hereby authorized to execute documents necessary to complete the land swap transaction.

Adopted by the Council this 5th day of July, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**CERTIFICATE OF SURVEY
A TRACT IN GOVERNMENT LOT 1 AND A TRACT IN GOVERNMENT LOT 2
OF SECTION 25-105-36
COTTONWOOD COUNTY, MINNESOTA**



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By: *Adam Wiersma* 4-12-22
Adam N. Wiersma, L.S. License No. 51727 (Date)

My license renewal date is June 30, 2022

Sheets covered by this set: SHEET 1 OF 2 AND SHEET 2 OF 2



DGR ENGINEERING
Rock Rapids, Iowa 712-472-2531
Sioux City, Iowa
Sioux Falls, South Dakota

Date 4-12-22
Drawn By ANW
Approved ANW
Revised

PROJECT NO. 369202

DWG. # P:031069V2020369202\DWG\369202\BOUNDARY-SWAP.DWG

SHEET 1 OF 2

Park City property to be swapped w/ Cemstone.

Cemstone property to be swapped w/ City of Windom

NOTICE OF PUBLIC HEARING

Notice is hereby given that on Tuesday, July 5, 2022, during the regularly-scheduled City Council Meeting beginning at 6:30 p.m. in the Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, the City Council of the City of Windom will conduct a hearing regarding a land swap between the City of Windom and the EDA of Windom of two tracts of land located in Tegels Park, and described as follows:

DESCRIPTION (FOR LAND SWAP IN TEGELS PARK)

Tract "A" includes a portion of undeveloped park land in the Southeasterly corner of Tegels Park which is owned by the City of Windom and legally described as follows:

Tract "A" - A TRACT IN GOVERNMENT LOT 1 OF SECTION 25-105-36

That part of Government Lot 1 of Section Twenty-five (25), Township 105 North, Range 36 West of the 5th P.M., Cottonwood County, Minnesota, described as follows: Commencing at the Southwest Corner of said Government Lot 1; thence South 89°54'59" East on the south line of said Government Lot 1 for a distance of 295.00 feet to the Point of Beginning; thence continuing South 89° 54'59" East on said south line for a distance of 156.83± feet to the shore of Cottonwood Lake; thence North 32°28'54" West on said shore for a distance of 66.00 feet; thence South 61°25'37" West for a distance of 89.52± feet; thence North 89°54'59" West for a distance of 42.83 feet; thence South 00°15'31" East for a distance of 12.70 feet to the Point of Beginning, containing 4,215 square feet, more or less.

Tract "B" includes land in the Southwesterly corner of Tegels Park on which the South entrance to Tegels Park and a portion of the park road are located. Tract "B" was previously owned by Cemstone Concrete Materials, LLC ("Cemstone") and legally described as follows:

Tract "B" - A TRACT IN GOVERNMENT LOT 2 OF SECTION 25-105-36

That part of Government Lot 2 of Section Twenty-five (25), Township 105 North, Range 36 West of the 5th P.M., Cottonwood County, Minnesota, described as follows: Beginning at the Northwest Corner of said Government Lot 2; thence South 89°54'59" East on the north line of said Government Lot 2 for a distance of 295.00 feet; thence South 46°14'15" West for a distance of 82.728 feet; thence North 89°54'59" West for a distance of 235.00 feet to the west line of said Government Lot 2; thence North 00°15'31" West on said west line for a distance of 57.30 feet to the Point of Beginning, containing 15,185 square feet, inclusive of 1,891 square feet of public road right-of-way on the west side thereof.

Those persons wishing to be heard on the proposed land swap of two tracts of land located in a public park (Tegels Park) are requested to attend this meeting.

By order of the Windom City Council:

Steven Nasby
City Administrator

Published June 15 & 22, 2022

Denise Nichols

From: sonyasnewbeginnings@gmail.com
Sent: Tuesday, June 28, 2022 7:32 AM
To: Denise Nichols
Subject: New submission from Agenda Request Form

Name

Sonya Sargent Mark Hall

Email

sonyasnewbeginnings@gmail.com

Phone

(507) 822-3554

Address

1204 2nd Ave
1204 2nd Ave
Windom, Minnesota 56101
United States
[Map It](#)

Date of Council Meeting:

07/05/2022

Subject:

Off sale liquor license

Have you brought this to the attention of the appropriate department head?

Not applicable

Have you brought this to the attention of the appropriate committee?

No

Applicants Signature

Sonya K Sargent

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: City Administrator and Finance Director
DATE: June 30, 2012
RE: Electronic Funds Transfer Policy
DEPT: Finance\Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com and Cheryl Ulferts: Cheryl.Ulferts@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve an Electronic Funds Transfer Policy for the City of Windom.

Issue Summary/Background

During the 2021 audit presentation, Ryan Schmidt with Schlenner & Wenner, noted the lack of an Electronic Funds Transfer (EFT) policy and recommended the adoption of such a policy.

Staff obtained a model EFT policy from the League of Minnesota Cities and a policy from another community. These samples were reviewed and the City's proposed policy was drafted. The new policy will require annual City Council action to designate the City Administrator and Finance Director responsibility and ability to do EFTs. The City's auditors have reviewed the proposed policy and approved its content.

Fiscal Impact

None.

Attachments

1. Electronic Funds Transfer Policy

City of Windom

Electronic Funds Transfers Policy

I. Purpose

- Cities are incorporating more activities on the internet and electronic banking is widely accepted. Effective internal control policies and procedures need to be adopted to protect city funds from fraudulently being disbursed.
- This policy sets citywide guidelines to allow certain payments by electronic funds transfers (EFTs) including wire transfers for payables, payroll and receivables. It also
 - 1) sets guidelines to ensure that the use of electronic funds transfers and receipts are initiated, executed and approved in a secure manner,
 - 2) identifies the proper documents to be completed by city staff who might have a new electronic funds transfer request, receipt or employee payroll deposit change, and
 - 3) seeks to mitigate the risks of fraud within the electronic funds transfer process.

II. Policy

- The City of Windom may make certain payments by electronic funds transfer if certain policies, described in MN Statute 471.38 are in place. Electronic funds are defined as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions.
- The City Council shall annually authorize the Finance Director, City Administrator, or their designee, to make electronic funds transfers.

III. Scope

- This policy applies to all city departments and employees that have control over city disbursement transactions and governs the actions of all city employees.

IV. Accounts Payable

- Vendors Direct Deposit Authorization Form
 - i. Any Vendor that the City pays via electronic funds transfer must have a completed Direct Deposit Authorization Form with handwritten signature and a follow up phone call to verify the vendor identity. The phone call will be made to a trusted number not identified in the same communication as the request to set up electronic payments.
 - ii. This form must be reviewed by the Office Admin Assistant as well as the Finance Director.
 - iii. Any changes requested by a vendor must also follow this process with a follow up phone call to verify the vendor identity and that the vendor initiated the change.
- Vendor Payment Approvals
 - i. Payments must have proper approval by department head or designee.
 - ii. The Office Admin Assistant will prepare the Vendor payments, and the Finance Director will review and approve for payment.
 - iii. With the exception of payroll and investments transfers, a list of all electronic fund transfers shall be submitted to the City Council at the next regular City Council Meeting following the transfer, if not specifically approved beforehand.

- Vendor Payment Verification
 - i. Written confirmation of each online electronic funds transfer shall be available within one business day of each transaction.
- Additional processes:
 - i. Conduct an annual review of vendors
 - 1. Remove duplicate vendors
 - 2. Inactivate old or unused vendors
 - 3. Review for unusual activity such as fluctuation in payment amounts, activity for inactive vendors
 - ii. Always require a signed Form W-9 from every new payee in advance of making any payments or change in a mailing address.

V. Payroll

- Direct Deposit Authorization Form
 - i. All employees must bring in a voided check or bank document upon start of employment.
 - ii. This will be reviewed by the Finance/Admin Assistant.
- Any changes requested by an employee must be made by bringing in a new voided check or bank document. A follow up phone call (to a trusted phone number not obtained with the change request) is required from the Finance/Admin Assistant to verify identity, if employee did not personally turn in the form.
- Payroll Payments
 - i. The Finance/Admin Assistant will prepare the payroll file and upload to bank. The Finance Director or Billing Clerk will review and approve file.

VI. Receivables

- Online one-time utility billing payments
 - i. Payments are initiated by the customer and reconciled against the city's accounting software to verify the amount sent by the merchant transaction processor matches the amount processed through the city's financial software.
- Recurring utility billing ACH and Credit Card payments
 - i. The customer must complete the Automatic Payment form for any ACH or Credit Card recurring payments. Customer has the choice of two payment dates.
 - ii. The Billing Clerk creates and uploads the monthly recurring utility bill ACH and Credit Card payment files. The Finance Director or Finance/Admin Assistant reviews and approves file for payment.
- Miscellaneous receipts
 - i. Any intergovernmental or other payments received electronically by the city are reconciled to the bank by the Finance Director. It is the city's policy to limit customers with authorization to credit the city's bank account. Therefore, unless transactions are part of a professional relationship with a vendor, the city prefers to collect payments via cash, check, or credit card. For example, a fire call invoice should be paid by cash, check, or credit card, but a credit card merchant company can electronically deposit settlement batches into the city's bank account.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROPOSED VACATION OF A UTILITY EASEMENT

WHEREAS, a petition signed by the property owner and purchaser of the property was received by the City Administrator on the 30th day of June, 2022; and

WHEREAS, the petition requested that the City Council consider the vacation of a portion of an existing Utility Easement legally described as:

LEGAL DESCRIPTION OF PORTION OF UTILITY EASEMENT TO BE VACATED

20' wide utility easement being the northwesterly 154 feet of the existing easement lying and adjacent to the northeasterly line of Tract "A", Lot 2 , Block 1, Pamida Subdivision in the City of Windom, Cottonwood County, Minnesota.

WHEREAS, the City Administrator has reviewed said petition and determined that the petition was signed by the owner and purchaser of the property where the utility easement is located.

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

1. That the City Council will consider the vacation of said Utility Easement, described herein, at a public hearing which shall be held on July 19, 2022, in the Council Chambers at 444 9th Street in the City of Windom, Minnesota, at the City Council Meeting which begins at 6:30 P.M.

2. That the City Administrator is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted this 5th day of July, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

PETITION FOR VACATION OF EXISTING UTILITY EASEMENT

The Economic Development Authority of Windom ("EDA") is the owner of a tract of land (identified as Tract "A") and located in Lot 2, Block 1 of Pamida Subdivision to the City of Windom, Cottonwood County, Minnesota, which is shown and described on the attached Survey.

The "EDA" has entered into a contract for the sale of Tract "A" to CBC DT LLC, a Delaware limited liability company, ("CBC").

CBC has also entered into a contract for the purchase of Tract "B" (which adjoins Tract "A") and is situated in Lot 3, Block 1 of Pamida Subdivision) from TJBm Properties LLC. Tract "B" is also shown and described on the attached Survey.

On May 17, 2022, the Windom City Council approved a minor subdivision for Lots 2 and 3, Block 1 of Pamida Subdivision to allow the combination of Tracts "A" and "B" into one new parcel.

At the time that the final plat of the Pamida Subdivision was approved, a utility easement was reserved along the Northerly 20 feet of Lot 2, Block 1 of Pamida Subdivision. (See excerpt from plat on which the location of easement is highlighted in yellow.)

In the process of examining proposed plans for the construction of a new retail store on Tracts "A" and "B", it was determined that the proposed new building will be placed over the existing utility easement in Lot 2.

After consultation with City Department Heads, it has been verified that there are no existing utilities in this easement.

The EDA, as contract seller of Tract "A", and CBC, as contract purchaser of Tract "A", are requesting that the City of Windom vacate the Northwesterly 154 feet of the 20-foot wide utility easement situated adjacent to the Northeasterly line of Lot 2, Block 1 of Pamida Subdivision, as highlighted in orange on the attached map.

The closings on the sales of Tracts "A" and "B" to CBC are scheduled for mid-July 2022. At the time of closing on Tract "B", CBC agrees to execute a written Utility Easement in favor of the City of Windom granting a 20-foot wide utility easement along the Southeasterly and Northeasterly lines of Tract "B" which it is purchasing from TJBm Properties LLC. (The proposed areas for the new utility easement are highlighted in yellow on the attached map.)

Please consider this petition for vacation of the above-described portion of the utility easement on Tract "A" in Lot 2, Block 1 of Pamida Subdivision.

DATED this 29 day of June, 2022.

CBC DT LLC

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

By Daniel Carr

By Ryan McNamara

Name: Daniel Carr

Ryan McNamara, EDA President

Title: Manager

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING MINNESOTA DEPARTMENT OF TRANSPORTATION LIMITED USE PERMIT FOR CITY SIGNS

IT IS RESOLVED that the City of Windom enter into Limited Use Permit No. 1703-0003 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the City of Windom upon, along, and adjacent to Trunk Highway No. 60, 71 and the limits of which are defined in said Limited Use Permit.

IT IS FURTHER RESOLVED by the City Council of the City of Windom, Minnesota that the Mayor and the City Council are authorized to execute the Limited Use Permit.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota at an authorized meeting held on the 5th day of July, 2022, as shown by the minutes of the meeting in my possession.

Adopted by the Council this 5th day of July, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Subscribed and sworn to before me this
_____ day of _____, 2022

Notary Public _____

My Commission Expires _____

C.S. 1703 (T.H. 60)
C.S. 1706 (T.H. 71)
LUP # 1703-0003

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
LIMITED USE PERMIT**

1703 T.H. 60 C.S. 1703 (T.H. 60)
C.S. 1706 (T.H. 71)
County of Cottonwood
LUP # 1703-0003
Permittee: City of Windom
Expiration Date: 08/17/2032

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, ("MnDOT"), hereby grants a Limited Use Permit (the "LUP") to City of Windom ("Permittee"), to use the area within the right of way of Trunk Highway No. 60, 71 as shown in red on Exhibit "A", (the "Area") attached hereto and incorporated herein by reference. This Limited Use Permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto as Exhibit B.

Municipal Identification Entrance Sign

The Permittee's use of the Area is limited solely for the purpose of constructing and maintaining a Municipal Identification Entrance Sign ("Facility"), and the use thereof may be further limited by Minnesota Statutes Section 173.02 Subdivision 6(a) and Section 173.025.

The Permittee will be allowed access to the Area from said trunk highway for the purpose of constructing and maintaining the Facility at a time and in a manner designated by MnDOT's District Engineer. When working on the Area, the Permittee will conduct its operations in accordance with the requirements of the "Minnesota Field Manual on Temporary Traffic Control Zone Layouts". The Permittee must not block or close any lane of traffic during construction or maintenance activities unless prior written approval has been obtained from MnDOT.]

No advertising of any nature is permitted on the Facility except that the Permittee may incorporate a pictograph or a short promotional slogan which has historically been used in the identification of the Permittee.

The Permittee agrees that this permit totally replaces and supersedes the previously issued permit affecting the Area, specifically: The first permit, #1703-0002 was issued on August 17, 2012 on C.S. 1703 (T.H. 60) and C.S. 1706 (T.H. 71). The issuance of this permit cancels each of these earlier issued permits.

In addition, the following provisions shall apply:

1. **TERM.** This LUP terminates at 11:59PM on ("Expiration Date") subject to the right of cancellation by MnDOT, with or without cause, by giving the Permittee ninety (90) days written notice of such cancellation. This LUP will not be renewed except as provided below.

Provided this LUP has not expired or terminated, MnDOT may renew this LUP for a period of up to ten (10) years, provided Permittee delivers to MnDOT, not later than ninety (90) days prior to the Expiration Date, a written request to extend the term. Any extension of the LUP term will be under the same terms and conditions in this LUP, provided:

- (a) At the time of renewal, MnDOT will review the Facility and Area to ensure the Facility and Area are compatible with the safe and efficient operation of the highway and the Facility and Area are in good condition and repair. If, in MnDOT's sole determination, modifications and repairs to the Facility and Area are needed, Permittee will perform such work as outlined in writing in an amendment of this LUP; and
- (b) Permittee will provide to MnDOT a certified copy of the resolution from the applicable governmental body authorizing the Permittee's use of the Facility and Area for the additional term.

If Permittee's written request to extend the term is not timely given, the LUP will expire on the Expiration Date.

Permittee hereby voluntarily releases and waives any and all claims and causes of action for damages, costs, expenses, losses, fees and compensation arising from or related to any cancellation or termination of this LUP by MnDOT. Permittee agrees that it will not make or assert any claims for damages, costs, expenses, losses, fees and compensation based upon the existence, cancellation or termination of the LUP. Permittee agrees not to sue or institute any legal action against MnDOT based upon any of the claims released in this paragraph.

2. **REMOVAL.** Upon the Expiration Date or earlier termination, at the Permittee's sole cost and expense Permittee will:
 - (a) Remove the Facility and restore the Area to a condition satisfactory to the MnDOT District Engineer; and
 - (b) Surrender possession of the Area to MnDOT.

If, without MnDOT's written consent, Permittee continues to occupy the Area after the Expiration Date or earlier termination, Permittee will remain subject to all conditions, provisions, and obligations of this LUP, and further, Permittee will pay all costs and expenses, including

attorney's fees, in any action brought by MnDOT to remove the Facility and the Permittee from the Area.

3. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

The Facility shall be constructed according to the plans that are attached as Exhibit A. Approval in writing from MnDOT District Engineer shall be required for any changes from the approved plan.

The Permittee shall construct the Facility only at the location shown in the attached Exhibit "A" subject to verification by MnDOT that the construction geometrics and procedures result in a Facility that is compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all existing survey monuments and utilities located on the lands covered by this LUP at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

4. **MAINTENANCE.** The Permittee shall keep the Facility in good repair. Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way. MnDOT may, without prior notice, remove any Facility that presents a safety risk or which has not been properly maintained.
5. **USE.** Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this LUP shall remain subordinate to the right of MnDOT to use the property for highway and transportation purposes. This LUP does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge that would become subject to Section 4(f) of the Federal-Aid Highway Act of 1968. No rights to relocation benefits are established by this LUP.

This LUP is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

6. **APPLICABLE LAWS.** This LUP does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.

Permittee at its sole cost and expense, agrees to comply with, and provide and maintain the Area, Facilities in compliance with all applicable laws, rules, ordinances and regulations issued by any federal, state or local political subdivision having jurisdiction and authority in connection with said Area including the Americans with Disabilities Act ("ADA"). If the Area and Facilities are not in compliance with the ADA or other applicable laws MnDOT may enter the Area and perform such obligation without liability to Permittee for any loss or damage to Permittee thereby incurred, and Permittee shall reimburse MnDOT for the cost thereof, plus 10% of such cost for overhead and supervision within 30 days of receipt of MnDOT's invoice.

7. **CIVIL RIGHTS.** The Permittee for itself, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on the property described in this permit for a purpose for which a MnDOT activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Permittee will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency (LEP) will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
8. **SAFETY.** MnDOT shall retain the right to limit and/or restrict any activity, including the time and manner of access to the Facility located on the trunk highway right of way, so as to maintain the safety of both the traveling public and Permittee.
9. **ASSIGNMENT.** No assignment of this LUP is allowed.
10. **IN WRITING.** Except for those which are set forth in this LUP, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this LUP.
11. **ENVIRONMENTAL.** The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall notify in writing MnDOT's District Engineer and shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.

12. **MECHANIC'S LIENS.** The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.
13. **NOTICES.** All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows: to Permittee at:

Steven Nasby
City Administrator
City of Windom
444 Ninth Street, POB 38
Windom, MN 56101

and to MnDOT at:

State of Minnesota
Department of Transportation
District 7 Right of Way
2151 Bassett Drive
Mankato, MN 56001-6888

The address to which notices are mailed may be changed by written notice given by either party to the other.

14. **INDEMNITY.** Permittee shall indemnify, defend to the extent authorized by the Minnesota Attorney General's Office, hold harmless and release the State of Minnesota, its Commissioner of Transportation and employees and any successors and assigns of the foregoing, from and against:
- (a) all claims, demands, and causes of action for injury to or death of persons or loss of or damages to property (including Permittee's property) occurring on the Facility or connected with Permittee's use and occupancy of the Area, except when such injury, death, loss or damage is caused solely by the negligence of State of Minnesota, but including those instances where the State of Minnesota is deemed to be negligent because of its failure to supervise, inspect or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person;
 - (b) claims arising or resulting from the temporary or permanent termination of Facility user rights on any portion of highway right of way over which this LUP is granted;
 - (c) claims resulting from temporary or permanent changes in drainage patterns resulting in flood damages;

(d) any laborers', mechanics', or materialmens' liens or other liens or claims of any kind whatsoever filed or maintained for or on account of any work done or materials furnished; and
(e) any damages, testing costs and clean-up costs arising from spillage of regulated materials attributable to the construction, maintenance or operation of the Facility.

MINNESOTA DEPARTMENT
OF TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____
Transportation District Engineer

Date _____

APPROVED BY:

COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

Date _____

CITY OF WINDOM

By _____
Its _____

And _____
Its _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.

CITY OF WINDOM

Approximate Sign
Location (3)

Approximate Sign
Location (1)

Approximate Sign
Location (2)

REV	REVISION DESCRIPTION	DWN	APP	REV DATE



Wenck
Web Site: www.wenck.com
1012 5th Avenue, Suite 10
Windom, MN 56101 (507) 831-8703
(507) 831-8271

DWN BY MRR	CHK'D DJJ	APP'D DJJ
DWG DATE 8/13/2012	SCALE Not to Scale	

PROJECT City of Windom WINDOM ENTRANCE SIGNS	CLIENT City of Windom 444 9th Street, P.O. Box 38 Windom, MN 56101
--	---

SHEET TITLE Windom Entrance Signs	PROJECT NO.	SHEET NO. G-100	REV NO.
---	-------------	--------------------	---------

Windom Municipal Interconnection

Windom/Cottonwood Co., Minnesota

Legend



Windom Municipal Interconnection

Windom/Cottonwood Co., Minnesota

Legend

New 2-way switch to accommodate new Windom REC line along Hwy 60.

Str #38

Existing pole TBR

40'

6'

Google Earth

© 2022 Google

100 ft



RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2022

WHEREAS, pursuant to Minnesota Statutes, a Primary and a General Election will be held on August 9, 2022, and November 8, 2022, respectively; and

WHEREAS, it is necessary that election judges be appointed.

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

1. That the hours for voting at the above-mentioned elections shall be from 7:00 a.m. until 8:00 p.m.
2. The polling place for Wards I and II shall be at the Windom Community Center at 1750 Cottonwood Lake Drive.
3. The following election judges are hereby appointed to serve at the above-mentioned primary and general election.

WARD I PRECINCT I

NAME

Rosie Schwalbach
Jackie Jurgens
Joe LaCanne
Kathryn Nemitz
Clarice Gregg
Verna Jans
Tary Johnson
Darris Snelling
Lynne Elston
Wayne Alink
Jo Alink
Jane Cartwright
Lindsey Cartwright
Steven Clark
James Garrison
Steven Kuntz

ADDRESS

1325 20th Street
829 12th Street
2265 7th Ave
905 River Road
1261 5th Avenue, Apt 2
640 Des Moines Dr
3125 Matthew Dr
380 1st Street
688 River Road
1187 River Road
1187 River Road
709 River Road
709 River Road
955 6th Street
783 Highland Road
760 Highland Road

WARD I PRECINCT 11

NAME

Marlene Nordquist
Jeanette Schuur
Rosalee Davis
Nancy Meyer
Carol Paplow
Linda Dawson
Thomas Wickie
Mary Franz
Carol Jensen
Mary Meyer
Virginia Cook
Rose Purrington
Mary Klosterbuer
Dale Boyer
Laura Fresk
Juanita Grunewald
Marlene Smith
Carolyn Torkelson
Karla Sorensen
Elaina Nichols
Fran Swenson
James Krueger
Angella Blanshan
Nathaniel Klassen
Dennis Johnson

ADDRESS

1995 Great Bend Blvd
2001 Great Bend Blvd
861 18th Street
628 18th Street
1156 River Rd
2570 River Rd
2411 Douglas Street
2034 Great Bend Blvd
410 1st Street
480 19th Street
1620 6th Ave
665 22nd Street
616 17th Street
2000 River Road
2700 Kalash Road
2215 River Road
2654 River Road
325 16th Street
1128 River Road
2055 Great Bend Blvd
848 12th Street
641 16th Street
1360 7th Ave
1433 11th Ave
1890 Red Leaf Court

WARD 11 PRECINCT I

NAME

Romelle Wojahn
Barb LaCanne
Karen Wickie
Bruce Olson
Mary Mohlencamp
Claudia Lopez
Sharon Snelling
Kathy Brandt
Lisa Farag
Laura White
Tom Riordan
Eugene Hanchett
Jane Moldeschel
Christa Stall
Amy Berger
Diane Vellema
Pam Hogan

ADDRESS

35677 US Hwy 71
2265 7th Ave
2411 Douglas St
853 Collins Ave
688 Prospect Ave
1053 River Road
380 1st Street
455 1st Street
837 Prospect Ave
1535 17th Street
144 9th Street
629 4th Ave
825 18th St
825 18th St
1104 Redding Ave
1224 Collins Ave
43806 410th Ave

WARD 11 PRECINCT 11

NAME

Jean Hoppe
Linda Ebeling
Deborah Polzin
Katherine Hansen
Ruby Wilson
Carol Hartman
Julienne Antes
Sandi Hunter
Alice Odden
Dona Purrington
Carol Brand
Barb Christians
Lori Collins

ADDRESS

1705 Langley
1535 3rd Ave
1220 Drake
49219 County Rd 13
1036 Lakeview Ave
1114 Lakeview Ave
1165 Drake Ave
1532 2nd Ave N
2175 Cottonwood Lake Drive
645 5th Street
PO Box 302
2216 River Road
349 5th Ave

REGISTRATION & SUBSTITUTES

NAME

Denise Nichols
Leesa Arndt
Lisa Vollan
Emily Prokosch

ADDRESS

2815 Cottonwood Lake Dr
93277 480th Ave
300 Highcroft Dr.
755 21st St

Adopted this 5th day of July, 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: Community Center Director Interview Team
DATE: June 28, 2022
RE: Community Center Director – Hiring Recommendation
DEPT: Community Center\Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Community Center Director Interview team recommends that the City Council take the following action:

1. Hire Tim Snyder as Community Center Director according to the terms outlined in the employment offer.

Issue Summary/Background

In June 2022, Spencer Winzenried, Community Center Director, resigned to accept a position in Oklahoma. The position was then advertised for a replacement. The City received four applications and all of them were interviewed on June 27th.

The interview team, consisting of Linda Stuckenbroker, Community Center Commission chair; Council member Quade; Tom Riordan (Personnel Committee) and Al Baloun, Community Center Commission board member, are recommending the hiring of Tim Snyder. Mr. Snyder's personality, experience and ideas for the Community Center separated him from the other candidates.

Fiscal Impact

Funds have been budgeted for the Community Center Director position for 2022. The salary is slightly higher for Mr. Snyder, but due to the month vacancy in the position there should not be a negative impact to the budget.

Attachments

1. Employment terms for Tim Snyder.

MEMORANDUM



CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: Tim Snyder
FROM: Steve Nasby, City Administrator
DATE: June 28, 2022
RE: Community Center Director Position – Terms of Employment

Welcome to the City of Windom! The interview team and City Council are looking forward to your employment as Community Center Director. This offer of employment is subject to final approval by the City Council on July 5, 2022.

Starting Date	On or before July 11, 2022.
Salary	\$59,134 as Step 6 on the 2022 Supervisory pay scale. Upon successful completion of Probationary Period, advancement to Step 7
Federal Status	This is an exempt position. Flexible hours depending on work schedule.
Vacation Accrual	Vacation accrual according to City Policy starting on Year 3 (80 hours).
Vacation Bank	24 hours of vacation credited upon start of employment
Holidays	Eleven paid holidays (City Policy)
Sick Leave	One day per month (City Policy)
Retirement	State of Minnesota – Public Employee Retirement Account (PERA).
Deferred Compensation	State of Minnesota (employee's option – no City matching)
Health Insurance	Health Plan with applicable VEBA and/or HSA contributions by City.
Medical\Dependent Care Flex Acct	Available pre-tax deductions (employee's option – no City contribution)
Life Insurance	\$50,000 decreasing term life policy (100% premium paid by City)
Probation Period	6 months (terms according to City Policy).


Tim Snyder

City of Windom

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: July 6th, 2022
RE: Seasonal Part Time
DEPT: Pool
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the hiring of the following Pool employee for 2022 season.

Pool Staff:
Rachel Wright

Issue Summary/Background

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the pool and recreation.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: City Administrator
DATE: June 30, 2022
RE: Community Center – Oven Replacement
DEPT: Community Center
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Amend the Community Center's request to use reserved Capital Funds for the purchase of a new oven.

Issue Summary/Background

At the City Council's June 21, 2022 meeting it approved a Capital request from the Community Center to use up to \$6,000 for the replacement of oven equipment. That cost was inaccurate. The quote for the equipment is attached and shows a cost of \$8,800 plus the staff is asking to add casters to the oven so it can be easily moved for cleaning. The casters will add another \$300 to the expense, plus possible installation cost. As such, the request to the City Council is to amend their purchase authority to \$9,500.

A local vendor is being utilized for this purchase and the Community Center has an order pending.

Fiscal Impact

Funds were retained in the 2022 CIP budget for replacement of mechanical items and equipment. This purchase would be funded with those monies.

Attachments

1. Price Quote

TOWN 'N COUNTRY Appliance, Inc.

SALES & SERVICE
205 9th Street, Windom
507-831-3938

Estimate

Date	Estimate #
6/16/2022	553

Windom Community Center
Po Box 38
Windom MN 56101

Item	Description	Qty	Rate	Total
Parts	Royal 60" double oven 8 burner with 12" griddle Freight approx \$200 as of today. Price includes delivery. Installation is Time and Material.	1	8,799.99	8,799.99

	Subtotal	\$8,799.99
	Sales Tax (6.875%)	\$0.00
	Total	\$8,799.99

tncappliance@windomnet.com

Casters to add \$300.00

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: Mayor Dominic Jones
DATE: July 1, 2022
RE: Mayor Appointments
DEPT: Mayor/Council
CONTACT: Mayor Dominic Jones

Recommendations/Options/Action Requested

Recommendation from the Mayor to the City Council for approval of the following appointment.

Issue Summary/Background

Planning Commission

Dustin Harrold

Term Expires

12/31/2025

Fiscal Impact

None.

Attachments

None.