

**Council Meeting
Tuesday, October 18, 2022
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes –October 4 & 11, 2022
 - Telecom Commission – July 18, 2022
 - EDA – October 10, 2022
 - Community Center Commission – October 10, 2022
 - Library Board – October 11, 2022
 - Planning Commission – October 11, 2022
- Regular Bills

2. Department Heads

3. First Reading Ordinance #195, 2nd Series - Establishing City Council Salaries

4. Planning Commission Recommendations

- Minor Subdivision – 222 3rd Avenue
- Variance – Lot Width – 240 3rd Avenue

5. Audit Contract Revision Recommendation - Schlenner Wenner & Co

6. Disposition of Equipment

7. Mayor Appointment – Community Center Commission

8. New Business

9. Old Business

- Citywide Cleanup Continued Discussion

10. Council Comments

11. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
October 4, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Tim Hogan, Recreation Director and Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – September 20, 2022 and September 27, 2022
 - Housing & Redevelopment Authority – August 10, 2022 and September 14, 2022
 - Park & Recreation Commission – September 14, 2022
 - Community Center Commission – September 12, 2022
 - Utility Commission – September 28, 2022
- Regular Bills

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

5. Public Hearing – Residential Tax Abatement Program – Gove Acres – Lot 4, Block 2:

Nasby said that a request for tax abatement has been made for a new unit at 1923 Bud Road, Gove Acres. The program is for a five-year abatement and consistent with the Cottonwood County Housing Initiative Program. The City's share of the abatement is estimated to be \$7,536 over the five-year period based on the estimated value of the home.

Jones opened the public hearing at 6:33 pm. No comments were received. Jones closed the public hearing at 6:34 pm.

Council Member Farag introduced the Resolution No. 2022-58, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINNESOTA STATUTE §469.1813" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Quade, Farag, Grunig and Nelson. Nay: None. Absent: None. Abstain: Sherman. Resolution passed 4 – 0 – 1.

6. Department Heads:

None.

7. Resolution Accepting Donation – Judith Hintze - Library:

Council Member Grunig introduced the Resolution No. 2022-59, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM JUDITH HINTZE TO THE WINDOM LIBRARY" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye:

Quade, Sherman, Nelson, Grunig and Farag. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Fire Department – Compeer Financial Grant Acceptance:

Ben Derickson, Fire Chief, said that he had applied for several years for this grant. There is no required City match and the funds will be used for drop tanks.

Quade asked how drop tanks are used. Derickson replied that they are foldable tanks that are placed on site as water reserves. The tanks can be filled with water to fight a fire on scene and the tanker truck can then get back into town to fill up and bring more water to the scene.

Motion by Quade second by Nelson to accept the Compeer Financial Grant for the Windom Fire Department in the amount of \$1,300. Motion carried 5 – 0.

9. Park & Recreation Commission – Recommendation – Horse Shows:

Tim Hogan, Recreation Director, said that over the last few years there has been declining numbers in horse shows, even prior to COVID. Last year the Park & Recreation Commission met with user groups to discuss the shows and use of the Arena. The direction provided was to go another year (2022) and track costs along with doing more promotion of the Arena. Staff attended the MN Horse Expo and reached out to user groups. In 2022 there were more shows than in 2021 but the number of participants and stalls continued to decline. Horse show income and costs for the footing and clean-up were included for the Council's information.

Quade said the Commission understands there are a number of users and this is an agricultural area, but the costs for the prep and clean-up of the Arena are high and exceed revenues. As the number of participants declines the situation will not change. The users such as the fair, 4-H and horse shows like having the indoor facility and not having it is a change. The outdoor rink is the alternative.

Hogan noted that there are other outdoor facilities that host horse\livestock shows, so if a decision were made to not use the indoor rink there could be future shows. If outdoor, weather is a factor since there is cost to the horse shows to bring in judges, etc. Also, some improvements to the outdoor arena will be needed if the decision is to no longer do the clay\sand indoor.

Jones noted the lease with the fair board. Hogan said there is a lease and the parties exchange payments and there is language about the footing which gives the City discretion. Jones thought the City Attorney should be consulted before any action is taken.

Consensus of the Council to table the discussion following City Attorney review of the lease.

10. Annual Firefighters Relief Association Report:

Nasby said that this report is required by the State as the City is responsible for the Relief Association benefits if there is a shortfall. He said that the Relief Board is independent of the City and they manage the resources. The Board has done a very good job of managing the funds and adjusts if needed. He noted the approximate \$660,000 surplus shown and recommended approval. Nasby said that the Relief Association was awaiting their audit to be completed so they could do the report.

Motion by Sherman second by Nelson to approve the Annual Fire Fighters Relief Association report as presented. Motion carried 5 – 0.

11. Call For A Public Hearing – Miscellaneous Special Assessments:

Nasby said this action is to call for a public hearing on November 15, 2022 for miscellaneous assessments totaling about \$8,000. These are primarily for unpaid fire calls, mowing, snow removal

and nuisance clean-ups. The terms are one-year to pay with a five percent interest rate.

Council Member Grunig introduced the Resolution No. 2022-60, entitled “RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE 2022 MISCELLANEOUS SPECIAL ASSESSMENTS” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Sherman, Farag, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

12. Airport MNDOT State Grant Agreement – Crack Seal and Beacon Projects:

Nasby said that the crack sealing project and Beacon replacement was on the 2022 Capital Improvement Plan and we are now getting the FAA grant. This grant will be for 90% Federal funding, 5% State funding and 5% City funds. City funds were allocated in the 2022 budget, but we may be able to use some other Federal grant funds to cover the cost.

Council Member Sherman introduced the Resolution No. 2022-61, entitled “AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Sherman, Nelson, Quade, Farag and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

13. Resolution – Additional Election Judges:

Council Member Quade introduced the Resolution No. 2022-62, entitled “A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2022” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Nelson, Grunig, Sherman, Farag and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

14. New Business:

None.

15. Old Business:

Jones said that last meeting the Council discussed the striping on Highway 60/71 and he has had some public comments both in support and against. He encouraged the public to reach out to him and other Council members to let them know how they feel. MNDOT will be at the November 1st Council meeting to review the work with the Council, this is not a public hearing so questions and comments need to get to the Council so they can convey it to MNDOT.

16. Council Comments:

Farag encouraged the public to support the Windom Eagles.

Jones noted the Walk to School day on October 12th and asked Council members to participate. This is also highlighting the Safe Routes to School program.

Nelson echoed Jones’ call to the public for comments on the Highway 60/71 striping.

Grunig thanked Jim Hartshorn for his interim EDA work and noted he moved on to another job. At this time Mary Hensen and Steve Nasby would be the EDA contacts.

Quade also thanked Hartshorn for his work. She noted the EDA position is still open and encouraged anyone with interest to consider application. She also thanked election judges for their help.

Preliminary

Sherman also asked for thoughtful comments, questions and solutions for the highway.

Nasby noted the work of the volunteers on the Boards and Commissions and thanked them for their work. He also recognized the work of the Council and thanked them for serving the public.

Jones noted that there are two positions open on the Telecom Commission and one opening on the Park & Recreation Commission. Interested parties should contact either himself or City Hall.

17. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:30 p.m.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

**Special Council Meeting – Budget Workshop
Windom Community Center
October 11, 2022
5:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Mayor Dominic Jones (arrived 5:40 pm), Jayesun Sherman, Marv Grunig, James Nelson, Jenny Quade and Lisa Farag

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Cheryl Ulferts, Finance Director; Tim Snyder, Community Center Director and Mary Hensen, Administrative Assistant.

3. 2023 Budget Workshop Meeting #2:

Nasby said the Council will have a review of operational highlights and hear the Capital Improvement Plan (CIP) requests on the Special Revenue Funds and minor General Fund budgets.

EDA – Nasby presented the EDA operational budget noting the largest change from last year was budgeting for a full-time position at mid-grade with family health benefits since the position is open at this time. There is a Special Projects expense in the “Other” categories which is used for when projects pop up that need some legal work, engineering or financing reviews. One capital project is on the list for 2025 which is a placeholder for infrastructure construction on the south 40 acres of the North Windom Industrial Park.

Nasby noted the sale of the Cemstone property from the EDA to DVK Diversified in September. Next steps are the preliminary and final plats. Once the plats are done some property will revert to the EDA for the apartment project and some property to the Water utility for well-head protection. He expects construction on the infrastructure to start in early 2023.

Community Center – Tim Snyder, Community Center Director, said that the Community Center’s goal has been to increase revenue and this is done through more bookings and events. The bookings for 2022 was strong, exceeding 2021, and events are looking good for 2023. This increase in use has dictated the need for additional staffing as the three full-time employees and on-call bartenders cannot keep up with the demands. He is proposing to add at least a part-time 20-30 hours/week staff person. Ideally, he would like full-time but understands the costs. The Council asked about on-call help, contracting out tear down\set-up and looking at all options.

Jones asked the staff to provide a five-year history of labor costs and revenue at the Community Center for review in the staffing request.

Motion by Nelson second by Sherman to refer the request for additional staffing to the Personnel Commission for a recommendation to the Council. Motion carried 5 – 0.

Capital items included putting in funds for mechanical systems and equipment replacements. The request is for \$26,000 to be put into these accounts so money is there to replace AC units, furnaces, ovens, refrigerators, etc. when they go bad. Snyder said he is currently getting quotes on a rooftop AC

Preliminary

HVAC unit. There are 4 large units (two have been replaced to date) and 5 small units. At this time the temperatures are being held stable, but loss of a unit or two could be problematic.

Airport – Nasby said the operational budget change is in the prices paid for fuel and the revenue generated from the sales. The capital projects for 2023 would include rehab of the AWOS tower and work on Airport Zoning and Crosswind runway study\design. The City gets a federal allocation of funds annually and with the new federal infrastructure law that amount would be over \$300,000 per year. There is still a local match required on federal projects of 10%, but often the State provides half and the City half. Should the crosswind runway come to fruition in a few years the cost will require a sizeable local match for land acquisition and construction.

Mayor\Council – Nasby said this budget is similar to 2022 and noted that this fund is where the hotel\motel tax flows. The hotel\motel tax is collected and then 95% is given to the Convention & Visitors Bureau with the 5% kept for administrative expenses. In the past the Council has occasionally used budget time to talk about the Council salaries. He said the current salary was set in 2006 (effective 2007) and the technology stipend of \$700 every odd-numbered year started in 2013. He had solicited input from a number of area communities on Mayor\Council salaries and shared that data with the Council. Council members put in significant amounts of time to serve and since it has been 15 years from the last salary adjustment a discussion is warranted.

Council reviewed the data from 15 other area communities and felt the fairest way would be to use the per capita average. To eliminate the gaps in considering Council salaries the suggestion was made to index a new amount to the adjustments provided annually to Supervisory employees. Also, as all the Council packets, Board\Commission packets, website resources and most communication is electronic the existing technology stipend should be retained. Consensus of the Council was to have staff draft an ordinance with these changes and have it for the October 18th Council meeting so if passed the new salary would begin in 2023.

City Office – Nasby said the budget changes were for scheduled labor adjustments and health insurance increases.

Elections – Nasby said there were no scheduled elections for 2023 so no funds were budgeted.

Civil Defense – Nasby said that there was a \$350 increase for supplies. Earlier in 2022 Dan Ortman, had resigned as Emergency Management Coordinator, and he is filling in. This position is a Mayor appointment and should be discussed for 2023.

Animal Control – Nasby noted no changes from 2022.

Sanitation – Nasby said this is the fund for City-wide Clean-up and is consistent with prior years. Hometown Sanitation is anticipated to be at the next Council meeting to continue the discussion on what to do for 2023 and beyond.

Donation Requests – Nasby said that the SW Minnesota Initiative Fund is requesting a donation of \$500 to support their efforts in Cottonwood County and the Windom Area Chamber is requesting \$5,000 to support their operations\events. He passed around the request letters. Nasby noted that Council has not previously donated to SWIF and the City currently donates \$1,000 to the Chamber.

Council discussion on the donations and City support. The Chamber is doing a number of events and promotions that are good for the community and the City provides a lot of in-kind time such as barricades for the parade and events, electrical crew assistance, kayak and snow shoe oversight\storage, etc. Council asked staff to request a copy of the Chamber budget and resources of

Preliminary

their revenues. Further discussion on whether a decision should be made now on the donations or await until more of the budget was settled.

Motion by Nelson second by Farag to increase the City's donation to the Windom Area Chamber of Commerce from \$1,000 to \$2,000 annually. Motion failed 2-3 (Sherman, Quade and Grunig).

ARPA Funds & General Fund Reserve – Nasby said that in the September property tax memo he had suggested using ARPA funds to purchase the dump truck\snow plows and absorb the balance of the fire engine purchase through the reserve. He noted that the original plan was to issue an equipment bond to cover the purchases, but with the delays to the ability to order dump truck\snow plows that financing plan was difficult. If the Council wished to use the remaining ARPA funds then the City would not be looking to issue any debt in 2022 or 2023.

ARPA funds were previously approved by the Council to purchase new radars and a drone for the Police Department, but all remaining funds would go to the dump truck\snow plows with a little left over to help cover the fire engine. Consensus of the Council was to approve the plan for using the ARPA funds and use the General Fund Reserve to cover any costs of the fire engine not already budgeted for or covered by any remaining ARPA funds.

Future Budget Item – Nasby said that Council previously discussed the possibility of doing a Special Census as the 2020 Census did not include the Lakeside Apartments and Guardian Inn conversion. Additionally, there are 60 apartments being constructed on the Spec Building site with 45 more planned for 2023/24 in the Cemstone area. Council asked staff to do some research into potential costs for a future discussion.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:18 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS July 18th , 2022**

I. Call Meeting to Order. The meeting was called to order by Commissioner Abraham at time 6:02 PM

II. Roll Call:

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

III. Approval of Minutes from June 27th , 2022 meeting

Motion by commissioner Peterson, to approve minutes from the June, 27th 2022 meeting. Seconded by commissioner Malakowsky. Motion approved 3 to 0.

IV. Project Updates: Dahna update Telecom Commissioners on the various projects.

V. Manager's Report: Dahna reports to the Commissioners regarding Cable TV Headend issues, Personnel Item, FCC Broadband Data Collection requirement, 911 Audits, Number Validation Audit, and subscriber counts.

VI. New Business:

- Personnel item – Telecom Installer/Worker position. Interviewed candidate, made offer and was accepted. Memo sent to City Council recommending hiring of candidate. Grade 6 Step 5 \$20.39

- Fox Television Holdings Retransmission Consent Agreement - Renewal.

Motion by commissioner Malakowsky, to renew the Fox Television Holdings Retransmission Consent Agreement. Seconded by commissioner Peterson, Motion approved 3 to 0.

- Fox Cable Network Services, LLC Affiliation Agreement – Big 10 Renewal.

Motion by commissioner Peterson, to renew the Fox Cable Network Services, LLC Affiliation Agreement. Seconded by commissioner Malakowsky, Motion approved 3 to 0.

VII. Old Business:

-Next Generation 911 (NG911) Inteliquent – Session Border Controller (SBC) units are being provisioned and GM / Consultant working with Metaswitch Engineering dashboard 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 with billing system** – No timeline or updates from billing system vendor for the SFN API integration timeline with the billing system. Video cache server will be shipped to Windom.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: August 15th, 2022 at 6:00 pm at the City Council Chambers.

X. Adjourn: Meeting adjourned by unanimous consent at 6:47 pm.

Abraham, Telecom Commissioner

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
OCTOBER 10, 2022

1. Call to Order: The meeting was called to order by Vice President Wepplo at 12:05 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes: September 12, 2022:

Motion by Commissioner Seigfreid, seconded by Commissioner Nelson, to approve the Minutes of the EDA Meeting held on September 12, 2022. Motion carried 4-0.

4. Cemstone Property – Update: On September 28th, the closing was held on the sale of the Cemstone property by the EDA to DVK Diversified, LLC. David Voss and Bob Braun from DVK were in attendance at the closing. The purchase price of \$238,000 was paid at closing.

Pursuant to the Contract for Private Redevelopment and the Attachment (“Agreement”) between the City/EDA and DVK, the Developer (DVK) was to receive the \$400,000 in tax increment financing upfront. City Admin. Nasby advised that this amount was associated with the property acquisition and the new lift station to be installed on the property. This amount was to be paid within a certain period of time following execution of the Agreement by all parties and was paid to DVK at closing.

DVK’s next steps will be to prepare a preliminary plat for the new “South Cottonwood Lake Subdivision” and submit the preliminary plat to the Building & Zoning Office. The City’s Department Heads will review the preliminary plat and it will come before the Planning Commission for a public hearing and recommendation to the City Council. If approved, DVK will then prepare and submit the final plat for review by the Planning Commission and City Council. City Admin. Nasby advised that this it is anticipated this process will be completed prior to the end of the year.

DVK also purchased the adjoining property from Brian Bosshart and Dennis Rode.

Cemstone Site Demolition – Update: Pursuant to the Purchase Agreement between Cemstone and the EDA, Cemstone has the right to occupy its current site at 1405 Cottonwood Lake Drive until May 19, 2023. The date when Cemstone vacates the property is in part dependent on when the new site in NWIP is ready for use as a concrete plant. DVK’s plans are to coordinate with Cemstone to allow some demolition on the current site (such as some of the concrete bunkers) in 2022. This will keep the demolition process moving in compliance with the redevelopment grant.

5. Windom Apartments – Workforce Housing Project

A. Update on Construction Project: Construction continues on the workforce housing project. Andy Spielman, Building & Zoning Official, provided the following update for the packet: The retaining wall and fence on the north side of the property have been installed. The floors have been poured in two buildings and they are framing walls in one building. Next week (week of October 9th), they will be installing geo piers for the last two buildings. City Admin. Nasby updated the Board that the units will be stick-built and not modular as originally planned. In answer to a question, Commissioner Seigfreid said that it was his understanding that the contractor was waiting for trusses before working on the second floor of the buildings that are being framed. Commissioner Grunig said that the City

needs to find another place for the compost site.

6. CBC Property – 2055 First Avenue

A. Update on Project Progress: Andy Spielman, Building & Zoning Official, provided the following update for the packet: By the end of the day on October 6th, the footings and floor were to be poured. The pause in the work on the site was due to the contractor's work schedule. City Admin. Nasby advised that CBC is constructing essentially the same building for the new Family Dollar Store in Jackson.

7. Cottonwood County Home Initiative Program

A. Discussion – Extension of Application Period: The purpose of the Cottonwood County Home Initiative was to provide incentives to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures within Cottonwood County, and increase future tax revenues in Cottonwood County.

An eligible participant in the program would be any person who constructs a new single-family home, duplex, or multi-family complex and who files application material and seeks formal approval from the appropriate local jurisdictions (*prior to construction of the new home*).

In the Fall of 2016, the Cottonwood County Commissioners approved the Guidelines for the Cottonwood County Home Initiative Program. Also in the Fall of 2016, the City of Windom and the Windom School District approved the guidelines of the program and participation in the program. The County Commissioners approved Cottonwood County's participation in the program in January 2017. Other Cities participating in the program include Mountain Lake and Bingham Lake—both of which limit the eligible properties to certain areas of their respective cities.

The initial program provided for a 3-year application period (January 2017 to December 31, 2019). In December 2019, the various taxing entities approved extension of the application period for another three-year period (January 2020 to December 31, 2022). A summary of the program data to date relating to the City's abatements was provided at the meeting by Admin. Asst. Hensen.

There was a discussion of the pros and cons of extending the application period for another 3-year term. The consensus of the Board was favorable for continuation of the program. City Admin. Nasby will obtain input from the County Commissioners and School Board concerning their thoughts about extending the application period. The matter will be discussed further at the November EDA Meeting.

8. Creating Entrepreneurial Opportunities (CEO)

A. Overview – New Program – School District/Chamber: City Admin. Nasby advised that he has received information concerning a new program proposed by the Windom Area School District and the Windom Chamber. They are partnering with the Jackson and Mountain Lake Schools to start a CEO (Creating Entrepreneurial Opportunities) Program in our area. Additional information was included in the packet. City Admin. Nasby said that there is a steering group for the area that is working on the program. He provided an overview of the program highlights which include taking area students to businesses where they can learn about the businesses; how to set up payroll, insurance, etc.; and how to manage a business. The students will then work on setting up a business plan for a potential business. City Admin. Nasby had talked with the Jackson City Administrator concerning Jackson's potential assistance for the program. After additional elements of the proposed program have been provided, this matter will be discussed further by the EDA Board at a future meeting.

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

A. Overview – 2022 Goals: The EDA Board received copies of the EDA's 2022 S.M.A.R.T. Goals in the packet. City Admin. Nasby reviewed the 2022 goals with the Board and highlighted

the status of specific goals. There was a brief discussion by the Board.

B. Preliminary Discussion – 2023 Goals: The consensus was to continue the 2022 goals. No additional goals were suggested at the meeting. However, the Commissioners were encouraged to contact EDA Staff if there are additional goals they would like added for 2023. EDA Staff will finalize the 2023 S.M.A.R.T. Goals for presentation to the EDA Board for review and approval at the November Meeting.

10. New Business: None.

11. Unfinished Business:

A. Staff Report: Admin. Asst. Hensen advised that at the November Meeting, in addition to review and approval of the 2023 S.M.A.R.T. Goals and other discussion items, the EDA Board will be considering adoption of resolutions to decertify TIF Districts 1-13 and 1-16. Information on these agenda items would then be presented to the City Council for adoption of the required resolutions by the City of Windom.

12. Miscellaneous Information

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

13. Adjourn: On consensus, Vice President Wepplo adjourned the meeting at 12:52 p.m.

Attest:

Steve Nasby, City Administrator

Tom Seigfreid, EDA Secretary

Community Center Commission Minutes

Monday, October 10, 2022

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

2. Roll Call:

President:	Linda Stuckenbroker
CC Director:	Tim Snyder
Commission Members:	Lenny Thiner
	Mitch Voehl
	Al Baloun

Commission Liaisons:	Lisa Farig
	James Nelson – Absent
Public	Jan Dusher

City Administrator:	Steve Nasby - Absent
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3. Approval of Minutes:

Minutes from September were reviewed and approved. Motion was made by Lenny Thiner and seconded by Mitch Voehl. Motion passed.

4. Additions to the agenda:

5. President Report:

6. Director Report:

- A. Reviewed Chuck Foreman event
- B. Discussed growth of October schedule
- C. Discussed need to add staff due to expanding schedule
- D. Discussed HVAC replacement bids and need to have all bid required items in by October 31.
- E. Discussed year to date budget.

7. New Business:

- A. Senior Center meeting- discussed evacuation procedures and adjusting hours of operation from November 1st through April 1st - open 8:00-5:00 for these months instead of 7:00-4:00. **Motion was made by Al Baloun and seconded by Lenny Thiner. Motion passed.**
- B. Discussed American Red Cross usage contract- commission asked the Director to review and recommend future usage.
- C. Discussed Bob Byers donation project options.

8. Old Business:

9. Next Meeting:

Monday, November 7, 2022 @ 5:30 p.m.

Adjourn:

Motion by Al Baloun, seconded by Mitch Voehl, to adjourn meeting at 6:38 p.m.

Linda Stuckenbroker, WCC President

Mitch Voehl, WCC Secretary

Attest: _____
Tim Snyder, WCC Director

Windom Library Board Meeting
City of Windom Council Chamber

October 11, 2022

5:05p.m.

1. Call to order: The meeting was called to order by John Duscher.

2. Roll Call: Members Present: Anita Winkel, John Duscher, Wade Pfeiffer, Kathy Hiley, Steve Fresk,
and Kari Scheitel

Members Absent: Chris Wolf

Library Staff Present: Kari Hanson

City Council Member Present: Jaysun Sherman

3. Agenda and Minutes:

Agenda and minutes were approved on a motion by Anita Winkel and seconded by Kari Scheitel.

4. Financial Report:

Kari reviewed the Financial Report. The financial report was approved on a motion by Kathy Hiley and seconded by Steve Fresk.

5. Librarian's Report:

Kari reported the following:

Nancy has been offering two-story times. Pre-K through kindergarten story time has had two kids average in attendance. Grades 1 through 5 story time, no one has attended. She will continue to offer these options.

Last week the library offered an adult craft night. 21 adults attended at the Historical Society. MN Legacy funds paid for the craft materials and the friends paid for the Historical Society rent and refreshments. Wood signs were painted.

The library is having a Tiny Art Show for teens. Teens may pick up a tiny canvas and four paint pens and return their completed art for the show at the library.

The library is sponsoring a kids Halloween costume swap. Last week 10 costumes were donated and as of the time of this meeting no one has turned in a voucher to pick up a costume. At the end of this week those without a voucher may pick up a costume.

The Librarian's Report was approved on a motion by Kari Scheitel and seconded by Anita Winkel.

6. Old Business:

None.

7. New Business:

None.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:19 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
OCTOBER 11, 2022**

1. Call to Order: The meeting was called to order by Zoning Admin. Spielman at 7:00 p.m. (The Chairman and Vice Chairman were absent.)

2. Appointment of Chairperson for Meeting:

Motion by Commissioner Byam, seconded by Commissioner Hartman, to appoint Lorri Cole as Acting Chairperson for this Planning Commission Meeting. Motion carried: Ayes – 5; Nays – 1 (Commissioner Cole).

3. Roll Call & Guest Introductions:

Planning Commission: Ben Byam, Lorri Cole, Dustin Harrold, Carol Hartman, Jeremy Johnson, and Brandon Pletcher.

Absent: Brett Mattson and Jared Baloun.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Patrick J. (P. J.) Miller and Pat Sell.

4. Approval of Minutes: August 11, 2022

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meeting held on August 11, 2022, as sent. Motion carried 6-0.

5. Zoning Application – Minor Subdivision – 222 Third Avenue
(Patrick J. Miller – Ghanshyam Patel)

Zoning Admin. Spielman advised that a Zoning Application for a minor subdivision had been filed jointly by Patrick J. Miller (potential purchaser) and Ghanshyam (“Sam”) Patel (property owner) requesting a minor subdivision of property located at 222 Third Avenue. The new parcel would be addressed as 240 Third Avenue. The land proposed for the new parcel is the grassy area lying south of the Red Carpet Inn and north of Hardee’s parking lot. Zoning Admin. Spielman pointed out the area on an aerial and also highlighted the lines for the new parcel as shown on the survey prepared by Zieske Land Surveying. The proposed lot line between the hotel and the new parcel is set back 27 feet from the hotel. City Code states that a minor subdivision (lot split) should not be approved if the split makes the existing lot non-conforming. If the minor subdivision is approved, the width of the hotel lot would be approximately 270 feet which would require a 27-foot side yard setback.

The second part of the Zoning Application is a request for a variance to reduce the lot width of the new parcel. In a B-2 Zoning District, the minimum lot width (at the front yard setback) is 100 feet. City Code also requires a minimum lot depth of 120 feet and a minimum lot area of 12,000 square feet in the B-2 District. The proposed lot will have a lot width of approximately 84 feet at the front yard setback, depth of 200 feet, and a little over 16,000 square feet of area. The lot depth and lot area exceed the minimum City Code requirements for the B-2 District. The proposed new lot is adjacent to Third Avenue (frontage road) and there is already a curb cut for the lot.

6. Public Hearing

- A. Zoning Application – Variance – Lot Width – New Lot – 240 Third Avenue
Applicant/Owner: Patrick J. Miller/Ghanshyam Patel

Chairperson Cole opened the public hearing at 7:09 p.m. Patrick J. Miller was present and Chairperson Cole asked if he would like to add anything to the information already provided. Mr. Miller advised that they are trying to relocate the Subway Restaurant. His father owns the current Subway location in Windom and he and his brother lease the property from him. There are some challenges that were created since MnDOT changed the striping of the highway and added curbs at the entrance to 3rd Avenue (that serves the current Subway location). There is also a requirement from Subway to remodel the Windom restaurant and they would like to

add a drive-through. Their proposed plan includes an 1,800 to 2,000 square foot building, 25 parking spaces, and a 10-foot wide drive-through lane. Mr. Miller said that they have a signed Purchase Agreement that is contingent on approvals of the minor subdivision, variance on the lot width, and building permit. The Purchase Agreement is also contingent on their ability to construct a Subway Restaurant on the property and that there is sufficient room for 25 parking spaces and a drive-through.

In response to a question, Mr. Miller said that they do not have a final site plan yet. However, he outlined the purposed areas on the survey (shown on the screen) where the building, parking spaces and drive-through would be situated on the new lot. The original plan was to locate the building as far east as possible with the required setback. However, the building may need to be moved back on the lot further because of parking in the front. There may also be parking in the back. The building will be located as far south as possible and provide for the drive-through on the south side of the building.

On the copy of the survey included in the packet, an “easement area” was highlighted in yellow. Mr. Miller advised that Mr. Patel would not be granting an easement for that property but instead would be leasing that portion of the hotel lot to Mr. Miller. This area is currently grass, but would be paved and would allow better width and better traffic flow. The current curb cut on Third Avenue towards the south end of the proposed new lot would be the main access from Third Avenue. Mr. Patel’s attorney is preparing a perpetual lease for the leased area. Mr. Patel would like the hotel’s parking lot and the leased area to connect. Mr. Miller would be paying the property taxes and upkeep on the leased area. In response to a question, Zoning Admin. Spielman advised that Mr. Patel was not able to sell the leased area to Mr. Miller because of lot setbacks. Also, Mr. Patel wanted to maintain the other access to the hotel property.

Chairperson Cole called for any public comments. Pat Sell introduced herself and said that they own property on Buckwheat Avenue and their lawn abuts the grassy area proposed for the new lot. She said that the only thing they are concerned about is that it is a business and may bring down the value of their property with the extra coming and going. They own Lot 4 and part of Lot 5 and are the second house in from the south on Buckwheat Avenue. She said that there is no bank on their property. Their land is a gentle slope down to the proposed area of the new lot.

In response to a question from a Commissioner as to whether she was opposed to Subway going into that new lot, Pat Sell said that they had no information as to what was going in there. They just received a notice of the public hearing on the variance. Zoning Admin. Spielman responded that the purpose of tonight’s meeting is review of the application to create a new lot. The Commission isn’t approving any specific building or use. Zoning Admin. Spielman had seen the site in the afternoon and said that there were flags on the Sells’ lawn from Gopher State One Call (GSOC). The contractor was going to dig test holes to check the soils and had contacted GSOC to locate the utilities first. All the public utilities in that area were flagged or painted and those included the utilities in her back yard abutting the proposed new lot.

In response to a question from a Commissioner, Mr. Miller said that they have no definite start date for construction but hope to break ground by late spring or early summer in 2023.

In response to a question from a Commissioner as to whether Pat Sell would have another opportunity to object to the new business on this lot, Zoning Admin. Spielman responded that the property is Zoned B-2 Highway Business. Any use that is listed as a permitted use in this district would only require a building permit application to be submitted for approval. If the setbacks and parking requirements meet City Code requirements and the building plans meet Building Code requirements, a building permit would be issued. There would be no other approvals required. However, if the purchasers of the new lot proposed to use the property for a use that was listed as a conditional use in the B-2 District, then a public hearing would be scheduled and Mrs. Sell would receive notice of that hearing. The request in this application is to create a lot and any purchaser of the new lot could bring a permitted use to that new lot. Zoning Admin. Spielman explained that pursuant to the current City Code, any minor subdivision request comes to the Planning Commission but does not require a public hearing. The only reason for tonight’s public hearing is the variance application.

In response to a question from a Commissioner, Zoning Admin. Spielman replied that if the hotel was to expand into that grassy area, no variance would be required, only a building permit. He explained that the reason the property line is in the location and angled the way it is on the survey is because we do not want to approve a property line that will make the existing lot non-conforming; the hotel owner needs to be able to access the shed and area behind the hotel from the south; and they want to still provide the new lot with the largest possible width.

Chairperson Cole called for any more public comments. There being none, she closed the public hearing at 7:26 p.m.

Zoning Admin. Spielman advised that the second page of the application was also completed by the Applicant. Much of the code language regarding variances in subdivisions refers to use of the property. Zoning Admin. Spielman believes that the criteria for granting a variance, pursuant to the City Code Chapter on Subdivisions [and specifically Section 151.08(B) on variances], has been met. In regard to Section 151.08(B)(1), conditions that are unique to the location of the proposed new lot include: It is adjacent to a frontage road; access from the highway is not required and MnDOT's consent is not required; there is a curb cut for the proposed new lot already existing; all of the City's utilities are present and can serve a new building on the lot; the lot exceeds the minimums specified in City Code for lot depth and lot area in the B-2 District; and the existing lot will conform to City Code requirements after the minor subdivision. Another unique condition is that the proposed leased area (*explained below*) is adjacent to the proposed new lot and will provide additional access to the new lot. In regard to Subsection (B)(2), Zoning Admin. Spielman advised that open green space is not a requirement for the hotel; the property owner is not receiving any value from the grassy area in its current state and is maintaining this area; the City is receiving no value from the grassy area; and the hotel property will still maintain its side yard setback. In regard to Subsection (B)(3), the traffic flows through that area well and because this is a smaller lot, only a smaller business would be allowed on the lot.

In response to questions from Commissioners, Zoning Admin. Spielman confirmed that if the minor subdivision is approved and the proposed project does not proceed, the lot could be available for sale to another individual for a permitted use in the B-2 District. The owner of the new lot (whether it be the owner of the hotel property or a purchaser of the new lot) would still be required to pay the property taxes and maintain the lot. If the minor subdivision is approved, even if the project did not proceed, the new lot would remain a separate lot unless the owner of the hotel property took steps to combine the new lot with the existing lot. Reference to the leased area would not need to be listed as a condition for the approval of the variance.

In response to a question as to whether there are any issues with side yard setback for the proposed site plan, Zoning Admin. Spielman made a quick calculation and there would be sufficient side yard setback. The side yard setbacks can also be used for purposes of additional parking and the drive-through lane.

Zoning Admin. Spielman recommended that the variance be addressed first before the recommendation concerning the minor subdivision.

Motion by Commissioner Hartman, seconded by Commissioner Harrold, to recommend to the City Council the approval of the variance application, submitted by Patrick J. Miller and Ghanshyam Patel, for a variance of the lot width allowing the proposed new lot to be a minimum of 84 feet at the front yard setback line. The property is an undeveloped area included in property currently addressed as 222 Third Avenue, Windom, Minnesota. The property will be addressed as 240 Third Avenue, and is briefly described as part of Lot 7, Block 2 of South Windom, a subdivision in the City of Windom, Cottonwood County, Minnesota. (Property is legally described on the survey dated September 22, 2022, and currently included in Parcel No. 25-716-0110.)

Findings of Fact for Variance (per Subdivision Ordinance):

- 1. As stated in the narrative herein.**
- 2. There are special circumstances or conditions affecting the property, as set forth above, which impact the Applicant's and Owner's use of the land.**

3. The variance is necessary in relation to the owner's ability to increase the value of his property which, in this instance, would be accomplished by providing for a new business location in the B-2 District. (This district currently has limited area for creation of new lots.)
4. The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

For additional consideration by the City Council: The owner's property and the adjoining property are all zoned as B-2 Highway Business District. Pursuant to Section 151.08(C)(1), the Applicant is proposing a use that is a permitted use in the B-2 District and will otherwise conform to City Code requirements for the B-2 District. There is an existing frontage road (Third Avenue) which provides for effective traffic flow.

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Motion carried 6-0.

Zoning Admin. Spielman advised that the criteria had been met for the approval of a minor subdivision pursuant to City Code Section 151.09. He displayed the City's utility map for that area. He confirmed with the Department Heads and the representative from Minnesota Energy that all utilities are present to serve the proposed new lot. The electric and fiber utilities are in the back. The gas, water and sanitary sewer lines are on the avenue side. There is an intake for the storm sewer by Third Avenue which drains into the median between the lanes of the highway and then drains over to the East side of the highway. The required land survey has been prepared by a registered land surveyor, Dennis Esplan of Zieske Land Surveying.

Motion by Commissioner Harrold, seconded by Commissioner Johnson, to recommend that the City Council approve the application for a minor subdivision (lot split) submitted by Patrick J. Miller and Ghanshyam Patel pursuant to the survey provided. The property is an undeveloped area included in property currently addressed as 222 Third Avenue, Windom, Minnesota. The property will be addressed as 240 Third Avenue, and is briefly described as part of Lot 7, Block 2 of South Windom, a subdivision in the City of Windom, Cottonwood County, Minnesota. (Property is legally described on the survey dated September 22, 2022, and currently included in Parcel No. 25-716-0110.) Motion carried 6-0.

Zoning Admin. Spielman advised Mr. Miller that these recommendations will now come before the City Council on Tuesday, October 18th, for final approval.

7. Land Use Code Review: Copies of the proposed language concerning the fence options and residential parking options, prepared by Rose Schroeder from Bolton & Menk, had been provided to the Commissioners. Zoning Admin. Spielman reviewed the proposed options with the Commissioners. After considerable discussion, it was the consensus of the Commission that the sections should be revised and returned to the Commission for review at the November Meeting.
8. Other Business/Reports and Unfinished Business: None.
9. New Business
 - A. November Meeting – Change Date: Zoning Admin. Spielman advised that the regular November Planning Commission Meeting is scheduled for Tuesday, November 8th. This is Election Day. The Commission has two options: (1) to start the meeting at 8:05 p.m. or (2) to move the meeting to another date. After a brief discussion, it was the consensus of the Commissioners to move the November meeting date to Thursday, November 10, 2022, at 7:00 p.m.
10. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman expressed concern over the number of trees that are removed in locations where new construction is occurring. She asked if there was any way to adopt some type of requirement that as many trees as possible (and particularly healthy mature trees) be

retained on these construction sites. There was a brief discussion as to which committee would discuss that type of policy and whether, in some instances, a development agreement could address those concerns.

11. Adjourn: The meeting was adjourned by unanimous consent at 8:40 p.m.

Attest:

Andy Spielman, Zoning Administrator

Lorri Cole, Acting Chairperson



Windom, MN

Expense Approval Report

By Fund

Payment Dates 9/30/2022 - 10/14/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
WINDOM AREA HEALTH	734-0046-09-2022-0046	10/11/2022	BE WELL PRESENTATION	100-11506	50.00
SATELLITE COMPUTER SERVIC	30228-7	10/12/2022	CREDIT REFUND	100-20191	117.42
					167.42
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	SEPT 2022-CIVIL	10/10/2022	LEGAL FEES	100-41110-304	270.00
SCHRAMMEL LAW OFFICE	SEPT 2022-EDA	10/10/2022	LEGAL FEES/MAYOR/COUNCIL	100-41110-304	347.65
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41110-326	24.19
US BANK	US Bank 20220930	10/10/2022	Zoom Meeting	100-41110-326	16.02
CITIZEN PUBLISHING CO	20220930	10/05/2022	Did you know electric	100-41110-350	234.00
CITIZEN PUBLISHING CO	20220930	10/05/2022	Did you know wcc	100-41110-350	234.00
WINDOM LIONS CLUB	10-5-22	10/04/2022	PARK SHELTER DONATIONS	100-41110-490	40,000.00
			Activity 41110 - Mayor & Council Total:		41,125.86
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	100-41310-131	9.00
INDOFF, INC	3597542	09/27/2022	CITY OFFICE/SUPPLIES	100-41310-200	273.60
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	100-41310-217	105.85
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-217	13.75
US BANK	US Bank 20220930	10/10/2022	Virtual Annual Conf. LMC	100-41310-308	200.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41310-321	69.76
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	3.35
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	0.70
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	3.50
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	0.67
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	3.50
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	3.35
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	1.49
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41310-322	1.40
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41310-326	337.93
STEVE NASBY	09-23-22	09/29/2022	TRAVEL EXPENSE	100-41310-331	84.38
LEESA ARNDT	10-3-22 - 10-5-22	10/11/2022	MILAGE	100-41310-331	195.00
LEESA ARNDT	10-3-22 - 10-5-22	10/11/2022	MEALS	100-41310-334	36.81
LEESA ARNDT	10-3-22 - 10-5-22	10/11/2022	LODGING	100-41310-334	116.86
			Activity 41310 - Administration Total:		1,460.90
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	100-41910-131	1.80
INDOFF, INC	3596864	09/23/2022	EDA/SUPPLIES	100-41910-200	35.95
INDOFF, INC	3600066	10/05/2022	EDA/SUPPLIES	100-41910-200	10.49
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41910-321	56.73
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	100-41910-321	41.19
CITIZEN PUBLISHING CO	20220930	10/05/2022	Fall Home Impr Zoning	100-41910-350	218.00
CITIZEN PUBLISHING CO	20220930	10/05/2022	Variance P Miller EDA	100-41910-350	110.00
COTTONWOOD CO RECORDER	P30710	10/10/2022	B & Z/PANKONIN	100-41910-480	46.00
			Activity 41910 - Building & Zoning Total:		520.16
Activity: 41940 - City Hall					
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-41940-211	6.40
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41940-381	353.72
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41940-382	56.45
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	100-41940-383	45.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-41940-385	118.59
SANDRA HERDER	SEPT 2022	10/03/2022	CLEANING	100-41940-406	402.50
MELISSA PENAS	SEPT. 2022	10/03/2022	CLEANING	100-41940-406	402.50
			Activity 41940 - City Hall Total:		1,385.16

Expense Approval Report

Payment Dates: 9/30/2022 - 10/14/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	100-42120-131	18.00
AMAZON CAPITAL SERVICES, I	1FV1-JYXN-MH9L	09/22/2022	POLICE/SUPPLIES	100-42120-200	55.99
INDOFF, INC	3598223	10/05/2022	POLICE/SUPPLIES	100-42120-200	2.95
INDOFF, INC	3600067	10/05/2022	POLICE/SUPPLIES	100-42120-200	37.99
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	100-42120-212	94.88
SCHRAMEL LAW OFFICE	SEPT 2022-CIVIL	10/10/2022	LEGAL FEES	100-42120-304	675.00
DEVIN KOPPERUD	10-6-2022	10/10/2022	POLICE/TRAINING & REGISTR	100-42120-308	175.00
US BANK	US Bank 20220930	10/10/2022	Storm Training	100-42120-308	159.24
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42120-321	39.16
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-42120-322	4.50
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-42120-322	5.80
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-42120-322	5.10
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-42120-322	5.10
TRITECH SOFTWARE SYSTEMS	361590	09/02/2022	POLICE/DATA PROCESSING	100-42120-326	630.00
LOUIS NORELL	10-2-22 - 10-4-22	10/10/2022	POLICE/MILAGE	100-42120-331	143.00
LOUIS NORELL	10-2-22 - 10-4-22	10/10/2022	POLICE/MEALS	100-42120-334	70.67
LOUIS NORELL	10-2-22 - 10-4-22	10/10/2022	POLICE/LODGING	100-42120-334	210.96
FORD MOTOR CREDIT CO LLC	1772148	10/05/2022	POLICE/VEHICLE LEASE	100-42120-419	663.95
ENTERPRISE FM TRUST	FBN4579057	10/10/2022	POLICE/VEHICLE LEASE	100-42120-419	791.78
AMAZON CAPITAL SERVICES, I	1PWT-L3XY-LP6Q	10/11/2022	POLICE/MISC	100-42120-480	26.00
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Police other maint	100-42120-480	49.16
Activity 42120 - Crime Control Total:					3,864.23
Activity: 42220 - Fire Fighting					
US BANK	US Bank 20220930	10/10/2022	Ebay	100-42220-200	16.99
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Fire materials	100-42220-215	48.51
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	100-42220-217	61.75
US BANK	US Bank 20220930	10/10/2022	Positive Promotions	100-42220-217	124.79
US BANK	US Bank 20220930	10/10/2022	MN Fire Svc Cert Board	100-42220-308	125.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42220-321	42.38
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	100-42220-322	1.16
CITIZEN PUBLISHING CO	20220930	10/05/2022	FD Shopper & Citizen	100-42220-350	714.56
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42220-381	336.24
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42220-382	16.41
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	100-42220-383	432.92
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42220-385	36.76
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Fire	100-42220-404	33.46
Activity 42220 - Fire Fighting Total:					1,990.93
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-42500-381	30.77
Activity 42500 - Civil Defense Total:					30.77
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	100-43100-131	9.00
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	100-43100-212	301.31
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Street	100-43100-215	9.39
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Street	100-43100-215	138.77
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	100-43100-217	61.75
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Street operating supply	100-43100-217	67.98
BLACKSTRAP INC	134340	09/29/2022	STREET MAINTENANCE MATE	100-43100-224	2,256.99
ULINE SHIPPING SUPPLY SPECI	154326969	10/11/2022	STREET MAINTENANCE MATE	100-43100-224	134.28
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-321	45.85
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	100-43100-321	42.02
US BANK	US Bank 20220930	10/10/2022	DOT Training - Hotel	100-43100-334	215.82
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-381	1,519.88
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-381	223.04
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-382	18.98
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	100-43100-383	47.94
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-43100-385	40.06

Expense Approval Report

Payment Dates: 9/30/2022 - 10/14/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Street	100-43100-404	4.21
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Street maint utilities	100-43100-409	252.98
Activity 43100 - Streets Total:					5,460.25
Activity: 45120 - Recreation					
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	100-45120-217	13.23
Activity 45120 - Recreation Total:					13.23
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	100-45202-131	1.80
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Park cleaning supplies-bathro	100-45202-211	41.57
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Parks	100-45202-216	27.99
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-45202-381	599.90
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-45202-382	1,536.38
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	100-45202-385	173.76
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Parks	100-45202-404	41.90
KOLANDER TREE SERVICE	2690	09/22/2022	STREET/MAINTENANCE - GRO	100-45202-406	600.00
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Parks	100-45202-406	37.45
MN DEPT OF LABOR & INDUS	ABR0287845X	10/05/2022	STREET/LICENSE FEES	100-45202-444	10.00
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	100-45202-460	107.00
Activity 45202 - Park Areas Total:					3,444.42
Fund 100 - GENERAL Total:					59,463.33
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
PLUM CREEK LIBRARY	IV25829	10/05/2022	LIBRARY/SUPPLIES	211-45501-200	66.96
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	211-45501-200	2.99
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	211-45501-200	4.70
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	211-45501-200	3.36
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	211-45501-200	15.09
US BANK	US Bank 20220930	10/10/2022	Amazon - Supplies	211-45501-200	40.67
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	211-45501-217	61.75
PLUM CREEK LIBRARY	IV25862	10/05/2022	LIBRARY/OPERATING SUPPLIE	211-45501-217	40.63
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	211-45501-321	160.88
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	211-45501-381	206.89
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	211-45501-382	20.19
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	211-45501-383	46.46
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	211-45501-385	43.94
SANDRA HERDER	SEPT 2022	10/03/2022	CLEANING	211-45501-402	425.50
MELISSA PENAS	SEPT. 2022	10/03/2022	CLEANING	211-45501-402	425.50
US BANK	US Bank 20220930	10/10/2022	J & K Windows	211-45501-402	35.00
US BANK	US Bank 20220930	10/10/2022	national geo mag	211-45501-433	39.00
US BANK	US Bank 20220930	10/10/2022	country woman (waiting on in	211-45501-433	26.98
US BANK	US Bank 20220930	10/10/2022	The New Yorker	211-45501-433	169.99
US BANK	US Bank 20220930	10/10/2022	taste of home (waiting on inv	211-45501-433	17.00
US BANK	US Bank 20220930	10/10/2022	Business Week (cancelled)	211-45501-433	109.00
US BANK	US Bank 20220930	10/10/2022	real simple (waiting on invoic	211-45501-433	39.95
INGRAM INDUSTRIES	09-01-2022	10/01/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,268.12
ARLEY K FADNESS	698322	10/04/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	21.50
US BANK	US Bank 20220930	10/10/2022	amazon	211-45501-435	85.68
US BANK	US Bank 20220930	10/10/2022	Powells	211-45501-435	10.39
Activity 45501 - Library Total:					3,458.12
Fund 211 - LIBRARY Total:					3,458.12
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	9-1-22 USAGE	10/04/2022	AIRPORT/METER FEE	225-45127-200	2.00
RED ROCK RURAL WATER	9-1-22 USAGE	10/04/2022	AIRPORT/SERVICE	225-45127-200	34.00
ELECTRIC FUND	9-8-2022	10/11/2022	MOTOR FUELS	225-45127-212	56.03
SOUTH CENTRAL ELECTRIC	08-01-22 - 08-31-22	10/03/2022	ELECTRIC	225-45127-381	144.52

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTH CENTRAL ELECTRIC	08-01-22 - 08-31-22	10/03/2022	ELECTRIC	225-45127-381	256.00
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Airport	225-45127-404	29.98
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	225-45127-460	669.96
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	225-45127-460	112.00
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	225-45127-462	336.05
Activity 45127 - Airport Total:					1,640.54
Fund 225 - AIRPORT Total:					1,640.54

Fund: 230 - POOL

Activity: 45124 - Pool

HAWKINS, INC	6289814	09/22/2022	ARENA/CHEMICALS	230-45124-216	40.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	230-45124-217	13.23
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Pool	230-45124-217	5.98
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	230-45124-381	32.81
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	230-45124-383	1,302.05
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Pool maint structure	230-45124-402	16.58
Activity 45124 - Pool Total:					1,543.98
Fund 230 - POOL Total:					1,543.98

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	235-42153-131	1.80
US BANK	US Bank 20220930	10/10/2022	amazon	235-42153-200	83.19
BRITTANY ESPENSON - RIVERS	1417	10/03/2022	AMBO/OPERATING SUPPLIES	235-42153-217	270.00
MCKESSON MEDICAL-SURGIC	19764770	10/04/2022	AMBO/SUPPLIES	235-42153-217	38.25
MCKESSON MEDICAL-SURGIC	19874564-CREDIT	10/04/2022	AMBO/SUPPLIES	235-42153-217	-28.22
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	235-42153-217	61.75
HY-VEE, INC.	9-29-2022	10/05/2022	AMBO/FLU CLINIC	235-42153-312	343.92
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	235-42153-321	28.26
AT & T MOBILITY	287304392280X10032022	10/11/2022	AMBO/TELEPHONE	235-42153-321	307.20
CYNDI HANSEN	9-19-22 - 10-01-22	10/03/2022	AMBO/MEALS	235-42153-334	162.40
KRISTEN PORATH	9-23-22	10/03/2022	AMBO/MEALS	235-42153-334	13.46
ROB VISKER	9-24-22	10/03/2022	AMBO/MEALS	235-42153-334	25.22
TIM HACKER	9-27-22 - 10-2-22	10/03/2022	AMBO/MEALS	235-42153-334	89.23
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	235-42153-381	224.16
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	235-42153-382	10.94
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	235-42153-383	288.61
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	235-42153-385	24.51
WINDOM FARM SERVICE	188451	10/06/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	355.90
MN REVENUE	8026129	10/10/2022	MN CARE TAX 3RD QTR 2022	235-42153-460	2,100.00
Activity 42153 - Ambulance Total:					4,400.58
Fund 235 - AMBULANCE Total:					4,400.58

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	250-46520-131	1.80
CITIZEN PUBLISHING CO	100722 - 100723	09/15/2022	EDA/SUBSCRIPTION 1YR	250-46520-200	64.00
INDOFF, INC	3596864	09/23/2022	EDA/SUPPLIES	250-46520-200	35.95
INDOFF, INC	3600066	10/05/2022	EDA/SUPPLIES	250-46520-200	10.50
US BANK	US Bank 20220930	10/10/2022	Adobe	250-46520-200	16.02
JAMES HARTSHORN	JH701	10/04/2022	EDA/CONSULTING	250-46520-301	8,455.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	250-46520-321	56.73
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	250-46520-321	27.40
CITIZEN PUBLISHING CO	20220930	10/05/2022	Fall Home Impr EDA	250-46520-340	203.00
CITIZEN PUBLISHING CO	20220930	10/05/2022	Director & City Admin	250-46520-340	1,410.64
WINDOM THEATER, INC.	MATINEES 2022	10/11/2022	EDA/HOLIDAY MATINEE MOVI	250-46520-340	50.00
CITIZEN PUBLISHING CO	20220930	10/05/2022	abatement PC Homes EDA	250-46520-350	75.00
FEDERATED RURAL ELECTRIC	09-30-22 112954	10/11/2022	EDA/ELECTRIC UTILITY	250-46520-381	24.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	250-46520-381	49.41
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	250-46520-462	563.92

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	250-46520-462	391.94
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	250-46520-462	487.39
COTTONWOOD CO RECORDER	P30688	10/10/2022	EDA	250-46520-480	138.00
US BANK	US Bank 20220930	10/10/2022	MN Sec of State - Filing Fees	250-46520-480	60.00
Activity 46520 - EDA Total:					12,120.70
Fund 250 - EDA GENERAL Total:					12,120.70

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	08-01-22 - 08-31-22	10/03/2022	ELECTRIC	254-46520-381	62.93
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	254-46520-462	511.06
Activity 46520 - EDA Total:					573.99
Fund 254 - NORTH IND PARK Total:					573.99

Fund: 274 - TIF 1-19 NWIP II

Activity: 46530 - TIF Districts

COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	274-46530-462	1,672.00
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	274-46530-462	472.61
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	274-46530-462	87.00
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	274-46530-462	64.00
Activity 46530 - TIF Districts Total:					2,295.61
Fund 274 - TIF 1-19 NWIP II Total:					2,295.61

Fund: 277 - TIF 1-22 CEMSTONE

Activity: 46530 - TIF Districts

SCHRAMEL LAW OFFICE	SEPT 2022-EDA	10/10/2022	LEGAL FEES/CEMSTONE TIF	277-46530-304	1,592.65
Activity 46530 - TIF Districts Total:					1,592.65
Fund 277 - TIF 1-22 CEMSTONE Total:					1,592.65

Fund: 308 - 2020 STREET PROJECT

Activity: 41000 - General Government

COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	308-41000-480	85.89
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	308-41000-480	110.05
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	308-41000-480	118.10
COTTONWOOD CO AUD/TREA	OCT 2022 TAXES	09/22/2022	PROPERTY TAX	308-41000-480	2,058.09
Activity 41000 - General Government Total:					2,372.13
Fund 308 - 2020 STREET PROJECT Total:					2,372.13

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

SHI INTERNATIONAL CORP	B15863141	09/29/2022	TELECOM/CITY NETWORK	401-49950-500	157.20
US BANK	US Bank 20220930	10/10/2022	Gopher Sport	401-49950-504	195.35
Activity 49950 - Capital Outlay Total:					352.55
Fund 401 - GENERAL CAPITAL PROJECTS Total:					352.55

Fund: 601 - WATER

Activity: 49400 - Water

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	601-49400-131	5.40
DACOTAH PAPER CO	29043	09/29/2022	WATER/SUPPLIES	601-49400-200	195.00
US BANK	US Bank 20220930	10/10/2022	Hy-Vee	601-49400-200	21.36
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	601-49400-212	96.41
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	601-49400-212	12.86
MID-AMERICAN RESEARCH C	0772077-IN	10/04/2022	WATER/CHEMICALS	601-49400-216	300.23
HAWKINS, INC	6292014	09/22/2022	WATER/CHEMICALS	601-49400-216	6,976.60
HD SUPPLY FACILITIES MAINT	910939	10/04/2022	WATER/CHEMICALS	601-49400-216	411.90
RED ROCK RURAL WATER	09-01-22	10/04/2022	WATER 104328 JOHNSON AU	601-49400-217	34.00
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	601-49400-217	61.75
MN VALLEY TESTING	1163145	09/22/2022	WATER/LAB TESTING	601-49400-310	90.84
US BANK	US Bank 20220930	10/10/2022	Hach - Chemical	601-49400-310	448.91
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-321	50.60
GOPHER STATE ONE CALL	2090843	10/04/2022	LOCATES	601-49400-321	32.06
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	601-49400-321	91.20

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-326	70.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-381	5,208.95
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-382	18.24
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	601-49400-383	19.24
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	601-49400-383	175.55
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-385	37.67
STANTEC CONSULTING SERVIC	1982644	10/04/2022	WATER DEPT/LANDFILL	601-49400-386	1,780.50
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	601-49400-386	737.03
RON'S ELECTRIC INC	147791	10/11/2022	WATER/MAINTENANCE - OFFI	601-49400-404	149.02
RON'S ELECTRIC INC	147815	10/11/2022	WATER/MAINTENANCE - OFFI	601-49400-404	390.72
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Water maint bolts nuts nails	601-49400-404	174.76
MN DEPT OF HEALTH	07-01-22 - 09-30-22	10/10/2022	1170006/WATER SURCHARGE	601-49400-443	5,130.00
SW/WC SERVICE COOPERATIV	OCT 2022	10/03/2022	HEALTH INSURANCE	601-49400-480	788.11

Activity 49400 - Water Total: 23,508.91

Fund 601 - WATER Total: 23,508.91

Fund: 602 - SEWER

Activity: 49450 - Sewer

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	602-49450-131	1.80
DACOTAH PAPER CO	29043	09/29/2022	SEWER/SUPPLIES	602-49450-200	194.99
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Sewer office supplies	602-49450-200	118.33
US BANK	US Bank 20220930	10/10/2022	USA Bluebook - Supplies	602-49450-200	72.70
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	602-49450-212	22.92
MID-AMERICAN RESEARCH C	0772077-IN	10/04/2022	SEWER/CHEMICALS	602-49450-216	300.24
HAWKINS, INC	6290115	09/22/2022	SEWER/CHEMICALS	602-49450-216	20.00
HAWKINS, INC	6301254	10/06/2022	SEWER/CHEMICALS	602-49450-216	840.70
HD SUPPLY FACILITIES MAINT	909840	10/04/2022	SEWER/CHEMICALS	602-49450-216	423.58
HD SUPPLY FACILITIES MAINT	SC1623	10/04/2022	WATER DEPT/LATE FEES	602-49450-216	12.86
HD SUPPLY FACILITIES MAINT	SC3508	10/04/2022	WATER DEPT/LATE FEES	602-49450-216	12.86
HD SUPPLY FACILITIES MAINT	SC5486	10/04/2022	WATER DEPT/LATE FEES	602-49450-216	14.95
HD SUPPLY FACILITIES MAINT	SC7872	10/04/2022	WATER DEPT/LATE FEES	602-49450-216	12.86
HD SUPPLY FACILITIES MAINT	SC9623	10/04/2022	WATER DEPT/LATE FEES	602-49450-216	12.86
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	602-49450-217	61.75
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Sewer	602-49450-217	9.99
HD SUPPLY FACILITIES MAINT	043063	10/04/2022	SEWER/UTILITY SYSTEM	602-49450-227	135.82
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Sewer	602-49450-241	138.95
SCHWALBACH HARDWARE	SCHWALBACJ SEPT 22	10/11/2022	Sewer small tools	602-49450-241	4.99
MN VALLEY TESTING	1162696	09/15/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1162734	09/15/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1162907	09/15/2022	SEWER/LAB TESTING	602-49450-310	185.48
MN VALLEY TESTING	1163008	09/22/2022	SEWER/LAB TESTING	602-49450-310	153.77
MN VALLEY TESTING	1163426	09/22/2022	SEWER/LAB TESTING	602-49450-310	16.50
MN VALLEY TESTING	1163624	09/22/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1163625	09/22/2022	SEWER/LAB TESTING	602-49450-310	145.52
MN VALLEY TESTING	1163963	09/22/2022	SEWER/LAB TESTING	602-49450-310	159.42
MN VALLEY TESTING	1163979	09/22/2022	SEWER/LAB TESTING	602-49450-310	185.48
MN VALLEY TESTING	1163992	09/22/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1164591	09/29/2022	SEWER/LAB TESTING	602-49450-310	283.66
MN VALLEY TESTING	1164931	10/06/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1164986	10/06/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1165212	10/06/2022	SEWER/LAB TESTING	602-49450-310	185.48
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	602-49450-321	174.93
GOPHER STATE ONE CALL	2090843	10/04/2022	LOCATES	602-49450-321	32.07
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	602-49450-321	121.21
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	602-49450-326	70.00
SOUTH CENTRAL ELECTRIC	08-01-22 - 08-31-22	10/03/2022	ELECTRIC	602-49450-381	74.86
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	602-49450-381	9,779.89
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	602-49450-382	118.95
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	602-49450-383	22.82
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	602-49450-383	18.00
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	602-49450-383	18.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	602-49450-383	51.51
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Sewer maint structure	602-49450-402	75.96
RON'S ELECTRIC INC	147751	10/11/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	121.01
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Sewer maint office	602-49450-404	126.04
GDF ENTERPRISES, INC	A22647	09/29/2022	SEWER/MAINTENANCE - VEHI	602-49450-405	79.48
NEIL BARTEL	1155	10/06/2022	SEWER/HAULING	602-49450-446	14,147.13
				Activity 49450 - Sewer Total:	29,977.48
				Fund 602 - SEWER Total:	29,977.48

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	INV0002167	09/30/2022	CD Maturity Enerbank	604-10400	-248,000.00
MBS - MULTI-BANK SECURITIE	INV0002167	09/30/2022	CD Purchase East-West Bank	604-10400	242,000.00
MBS - MULTI-BANK SECURITIE	INV0002167	09/30/2022	CD Purchase Bank Hapoalim	604-10400	245,000.00
ELECTRIC FUND	# 343 RETURN	10/03/2022	EL/INVENTORY	604-14200	196.82
WESCO DISTRIBUTION, INC	105433	10/03/2022	EL/INVENTORY	604-14200	257.48
WESCO DISTRIBUTION, INC	105434	10/03/2022	EL/INVENTORY	604-14200	920.00
WESCO DISTRIBUTION, INC	108653	10/03/2022	EL/INVENTORY	604-14200	2,520.00
ELK RIVER WINLECTRIC	357844 02	09/16/2022	EL/INVENTORY	604-14200	3,931.99
BORDER STATES	924888223	09/09/2022	EL/INVENTORY	604-14200	1,548.50
BORDER STATES	924985571	10/05/2022	EL/INVENTORY	604-14200	50.13
BORDER STATES	925065311	10/12/2022	EL/INVENTORY	604-14200	788.40
J. H. LARSON	S102792896.001	09/09/2022	EL/INVENTORY	604-14200	248.59
J. H. LARSON	S102793781.001	09/09/2022	EL/INVENTORY	604-14200	2,237.31
J. H. LARSON	S102810435.001	10/05/2022	EL/INVENTORY	604-14200	1,266.06
ELECTRIC FUND	# 652	10/03/2022	EL/CAPITAL HILL	604-16300	49,917.55
ELECTRIC FUND	# 653	10/04/2022	EL/EAST HILL CAPITAL	604-16300	88.31
ELECTRIC FUND	# 654	10/12/2022	EL/EAST HILL	604-16300	71,309.55
ELECTRIC FUND	# 655	10/12/2022	EL/HYLIFE UPGRADE	604-16300	120,295.13
MICHAEL & TANYA SMITH	4-20-22/EASEMENT	10/04/2022	UTILITY EASEMENT/TRANSMI	604-16300	600.00
ELECTRIC FUND	9-19-22 - 10-2-22	10/03/2022	EL/EAST HILL 3	604-16300	14,755.89
GDF ENTERPRISES, INC	23858	10/04/2022	EL/TELE HANDLER	604-16400	5,475.00
HEIDI ONKEN	20190411	04/11/2019	REFUND - BALANCE OF UTILIT	604-22000	62.47
FIGUEROA FASHION	33068-9	10/12/2022	UTLITIY DEPOSIT	604-22000	300.00
LAVONNE MINION	37163-3	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
LAVONNE NIMERFRO	37675-2	10/12/2022	UTILITY DEPOSIT	604-22000	150.00
MARLYS J SORENSEN	37675-2 DEPOSIT	10/12/2022	UTILITY DEPOSIT	604-22000	150.00
RHONDA WAHL	38699-2	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
DANIEL V PENAREDONDO	39467-4	10/12/2022	UTLITIY DEPOSIT	604-22000	300.00
MORGAN C SLY	40747-6	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
SHAWNA ROGOTZKE	42027-9	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
CHRISTIAN W PFEIFFER	42283-9	10/12/2022	UTLITIY DEPOSIT	604-22000	300.00
RAUL DONES MOLINA	45867-1	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
ANDREW BOECKMAN	47659-3	10/12/2022	UTLITIY DEPOSIT	604-22000	300.00
ANDREW & FERMINA GUTIER	47915-4	10/12/2022	UTLITIY DEPOSIT	604-22000	300.00
SCOTT D MALVIN	61484-2	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
KARLY BRANCH	9003-1	10/12/2022	UTILITY DEPOSIT	604-22000	25.94
KEVIN & ESTRELLA VAZQUEZ	9771-0	10/12/2022	UTILITY DEPOSIT	604-22000	300.00
					519,395.12

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	604-49550-131	7.20
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	604-49550-212	92.14
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	604-49550-217	61.75
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Electric	604-49550-217	27.91
MN MUNICIPAL UTILITIES ASS	59790	09/29/2022	EL/TRAINING & REGISTRATIO	604-49550-308	1,908.17
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	604-49550-321	78.02
GOPHER STATE ONE CALL	2090843	10/04/2022	LOCATES	604-49550-321	32.06
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	604-49550-321	80.02
SECR REV FUND/CITY OF WD	SEPT 2022	10/10/2022	PETTY CASH	604-49550-322	17.38
GOLDEN WEST TECH & INT SO	220910269	10/06/2022	EL/DISPATCHING	604-49550-325	31.80
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	604-49550-326	189.39

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITIZEN PUBLISHING CO	20220930	10/05/2022	OUTAGE	604-49550-340	124.80
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	604-49550-381	121.64
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	604-49550-382	23.22
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	604-49550-383	45.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	604-49550-385	49.01
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Electric	604-49550-405	56.54
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Electric maint vehicle	604-49550-405	15.99
JORDAN BUSSA	050	10/05/2022	ELECTRIC SEPT CLEANING	604-49550-406	184.60
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Electric maint grounds	604-49550-406	1.02
ELECTRIC FUND	# 656	10/12/2022	EL DISTRIBUTION	604-49550-408	1,497.78
DICKS WELDING INC	73087	10/11/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	793.72
DICKS WELDING INC	73151	10/11/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	186.85
DICKS WELDING INC	73172	10/11/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	338.33
METERING & TECHNOLOGY S	INV382	09/29/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	2,400.20
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Electric maint distribution	604-49550-408	13.18
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Electric maint generation	604-49550-410	62.54
BROOKE RASMUSSEN	AC UNIT REBATE	10/04/2022	CONSERVATION - ENERGY REB	604-49550-450	200.00
WINDOM AREA DEVELOPME	OCT 2022	09/29/2022	PAYMENTS TO OTHER ORGANI	604-49550-491	1,200.00
Activity 49550 - Electric Total:					9,840.26
Fund 604 - ELECTRIC Total:					529,235.38

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	609-49751-131	3.60
US BANK	US Bank 20220930	10/10/2022	Amazon	609-49751-200	25.63
ARAMARK	2560045811	09/20/2022	LIQUOR S./CLEANING/SUPPLIE	609-49751-211	48.04
AH HERMEL COMPANY	943996/943996	09/20/2022	LIQUOR S./SUPPLIES	609-49751-211	42.76
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Liquor cleaning supplies	609-49751-211	103.67
AH HERMEL COMPANY	943996/943996	09/20/2022	LIQUOR S./SUPPLIES	609-49751-217	110.41
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	609-49751-217	88.21
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Liquor operating supplies	609-49751-217	28.76
BELLBOY CORP	0096597600	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	455.00
DOLL DISTRIBUTING, LLC	1080930	09/15/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	54.00
DOLL DISTRIBUTING, LLC	1085828	09/19/2022	LIQUOR S./LIQUOR	609-49751-251	365.00
DOLL DISTRIBUTING, LLC	1085829	09/19/2022	LIQUOR S./MERCHANDISE	609-49751-251	162.00
JOHNSON BROS.	2142223	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,010.14
JOHNSON BROS.	2147286	09/30/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	4,203.50
PHILLIPS WINE & SPIRITS	6466261	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	841.20
PHILLIPS WINE & SPIRITS	6470241	09/30/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	6,783.55
DOLL DISTRIBUTING, LLC	1080930	09/15/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	7,618.57
DOLL DISTRIBUTING, LLC	1080938	09/15/2022	LIQUOR S./BEER	609-49751-252	209.30
DOLL DISTRIBUTING, LLC	1082128	09/15/2022	LIQUOR S./BEER	609-49751-252	-4,457.35
DOLL DISTRIBUTING, LLC	1082129	09/15/2022	LIQUOR S./BEER	609-49751-252	4,434.50
DOLL DISTRIBUTING, LLC	1085829	09/19/2022	LIQUOR S./MERCHANDISE	609-49751-252	9,489.12
DOLL DISTRIBUTING, LLC	1085864	09/19/2022	LIQUOR S./BEER	609-49751-252	32.05
DOLL DISTRIBUTING, LLC	1087940	09/19/2022	LIQUOR S./BEER	609-49751-252	292.00
DOLL DISTRIBUTING, LLC	1090438	09/23/2022	LIQUOR S./BEER	609-49751-252	2,727.57
DOLL DISTRIBUTING, LLC	1091531	09/23/2022	LIQUOR S./BEER	609-49751-252	-30.00
DOLL DISTRIBUTING, LLC	1092547	09/27/2022	LIQUOR S./BEER	609-49751-252	270.40
LOCHER BROS., INC.	1227568	09/19/2022	LIQUOR S./BEER	609-49751-252	536.10
BRAU BROTHERS BREWING C	20193	09/30/2022	LIQUOR S./BEER	609-49751-252	148.75
JOHNSON BROS.	2142225	09/23/2022	LIQUOR S./BEER	609-49751-252	240.00
BEVERAGE WHOLESALERS	240801	09/30/2022	LIQUOR S./BEER	609-49751-252	12,528.90
ARTISAN BEER COMPANY	3561632	09/23/2022	LIQUOR S./BEER	609-49751-252	312.20
ARTISAN BEER COMPANY	3562953	09/30/2022	LIQUOR S./BEER	609-49751-252	114.90
PHILLIPS WINE & SPIRITS	6466262	09/23/2022	LIQUOR S./BEER/FREIGHT	609-49751-252	110.00
PAUSTIS WINE COMPANY	177929	09/23/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	1,144.00
JOHNSON BROS.	2142224	09/23/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	557.00
JOHNSON BROS.	2147287	09/30/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	584.27
PHILLIPS WINE & SPIRITS	6470242	10/05/2022	LIQUOR S./MERCHANDISE	609-49751-253	464.75
BELLBOY CORP	0105772900	09/23/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	46.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1085829	09/19/2022	LIQUOR S./MERCHANDISE	609-49751-254	108.00
ATLANTIC COCA-COLA	3571223	09/23/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	224.60
RED BULL DISTRIBUTION CO, I	5003248383	10/06/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	306.96
PHILLIPS WINE & SPIRITS	6470242	10/05/2022	LIQUOR S./MERCHANDISE	609-49751-254	135.40
AH HERMEL COMPANY	943993/943993	09/20/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	95.33
AH HERMEL COMPANY	943993/943993	09/20/2022	LIQUOR S./MERCHANDISE/FR	609-49751-256	602.06
WATERVILLE FOOD & ICE	07-208894	10/05/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	223.00
AH HERMEL COMPANY	943993/943993	09/20/2022	LIQUOR S./MERCHANDISE/FR	609-49751-261	168.50
MN MUNICIPAL BEVERAGE AS	OCT 20, 2022	10/04/2022	ROUND LAKE/TRAINING & RE	609-49751-308	60.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	609-49751-321	131.22
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	609-49751-326	719.10
BELLBOY CORP	0096597600	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	12.00
BELLBOY CORP	0105772900	09/23/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-333	2.77
WATERVILLE FOOD & ICE	07-208894	10/05/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
PAUSTIS WINE COMPANY	177929	09/23/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	16.50
JOHNSON BROS.	2142223	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	20.11
JOHNSON BROS.	2142224	09/23/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	15.60
JOHNSON BROS.	2147286	09/30/2022	LIQUOR S./LIQUOR/FRIGHT	609-49751-333	79.01
JOHNSON BROS.	2147287	09/30/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	21.46
PHILLIPS WINE & SPIRITS	6466261	09/23/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	11.69
PHILLIPS WINE & SPIRITS	6466262	09/23/2022	LIQUOR S./BEER/FREIGHT	609-49751-333	3.90
PHILLIPS WINE & SPIRITS	6470241	09/30/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	147.07
PHILLIPS WINE & SPIRITS	6470242	10/05/2022	LIQUOR S./MERCHANDISE	609-49751-333	27.67
AH HERMEL COMPANY	943993/943993	09/20/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	8.95
CITIZEN PUBLISHING CO	20220930	10/05/2022	shopper & citizen & digital	609-49751-340	1,518.50
WINDOM COMMUNITY CENT	2022159	10/05/2022	LIQUOR S./ADVERTISING	609-49751-340	250.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	609-49751-381	964.90
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	609-49751-382	20.39
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	609-49751-383	92.04
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	609-49751-385	40.52
RON'S ELECTRIC INC	147927	10/11/2022	LIQUOR S/MAINTENANCE - O	609-49751-404	128.00

Activity 49751 - Liquor Store Total: 57,859.00

Fund 609 - LIQUOR STORE Total: 57,859.00

Fund: 614 - TELECOM

SHI INTERNATIONAL CORP	B15863141	09/29/2022	TELECOM/CITY NETWORK	614-16400	235.80
INTERNAL REVENUE SERVICE	OCT 2022	10/10/2022	EXCISE TAX	614-20201	500.00
INTERNAL REVENUE SERVICE	SEPT 2022 FINAL	10/10/2022	EXCISE TAX POSTING	614-20201	300.41
MN 9-1-1 PROGRAM	SEPT 2022	10/11/2022	SEPT 911 SERVICES	614-20206	947.42
					1,983.63

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	614-49870-131	10.80
AMAZON CAPITAL SERVICES, I	11FG-V7MJ-69G9	09/22/2022	TELECOM/OFFICE SUPPLIES	614-49870-200	205.55
CITY LAUNDERING CO.	1806487	09/22/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
HEARTLAND PAPER COMPANY	09-27-2022 602016517	10/11/2022	TELECOM/OPERATING SUPPLI	614-49870-217	298.74
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	614-49870-217	105.85
US BANK	US Bank 20220930	10/10/2022	Teamviewer	614-49870-217	1,235.00
AMAZON CAPITAL SERVICES, I	1R6X-JP77-GGYX	09/22/2022	TELECOM/UTILITY SYSTEM	614-49870-227	226.71
US BANK	US Bank 20220930	10/10/2022	ebay	614-49870-227	617.32
AMAZON CAPITAL SERVICES, I	1TGP-GC7L-11J1	09/22/2022	TELECOM/SMALL TOOLS	614-49870-241	175.77
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Telecom small tools	614-49870-241	114.95
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	614-49870-321	279.80
GOPHER STATE ONE CALL	2090843	10/04/2022	LOCATES	614-49870-321	32.06
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	614-49870-321	235.95
CITIZEN PUBLISHING CO	20220930	10/05/2022	shopper & citizen & digital	614-49870-340	891.34
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	614-49870-381	2,785.53
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	614-49870-382	19.34
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	614-49870-383	15.71
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	614-49870-385	37.38
AMAZON CAPITAL SERVICES, I	1KYL-1TKL-PMJR	09/22/2022	TELECOM/MAINT & REPAIR	614-49870-401	91.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KULSETH LAWN LANDSCAPE	3187	09/29/2022	TELECOM/MAINTENANCE - G	614-49870-406	171.00
CENTURY LINK	521863	09/22/2022	DIRECTORY LISTING	614-49870-441	283.07
CENTURY LINK	7242105D-D-22260	10/03/2022	CABS	614-49870-441	45.54
NATIONAL CABLE TV COOP	22090465	10/03/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	46,414.84
DISPLAY SYSTEMS INTERNATI	25351	10/04/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	329208	09/22/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	350.25
E-911 - INDEPENDENT EMERG	100-0141 10-1-22	10/11/2022	TELECOM/SWITCH FEES	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10217871	10/11/2022	TELECOM/SWITCH FEES	614-49870-445	205.10
HURRICANE ELECTRIC LLC	98434469-IN	10/04/2022	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	US Bank 20220930	10/10/2022	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	220910210	10/11/2022	TELECOM/ON CALL SUPPORT	614-49870-448	44.54
Activity 49870 - Telecom Total:					59,392.84
Fund 614 - TELECOM Total:					61,376.47

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	615-49850-131	3.60
CITY LAUNDERING CO.	1806484	09/22/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	615-49850-212	91.67
BECKER ARENA PRODUCTS, IN	606173	09/22/2022	ARENA/OPERATING SUPPLIES	615-49850-217	855.02
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	615-49850-217	61.75
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Arena	615-49850-217	30.45
SCHWALBACH HARDWARE	SCHWALBACH SEPT 22	10/11/2022	Arena operating supplies	615-49850-217	25.98
RUNNINGS SUPPLY, INC	RUNNINGS SEPT. 22	10/11/2022	Arena	615-49850-241	24.99
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	615-49850-321	125.60
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	615-49850-321	61.63
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	615-49850-381	4,876.15
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	615-49850-382	43.47
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	615-49850-383	156.40
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	615-49850-385	83.60
LAMPERTS YARDS, INC.	1400459	10/12/2022	AMAINTEANCE - OFFICE	615-49850-404	50.64
GDF ENTERPRISES, INC	A22859	10/11/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	125.70
GDF ENTERPRISES, INC	A22869	10/11/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	12.64
RON'S ELECTRIC INC	147694 MATERIALS	10/03/2022	ARENA/MAINTENANCE - GRO	615-49850-406	1,099.56
SW/WC SERVICE COOPERATIV	OCT 2022	10/03/2022	HEALTH INSURANCE	615-49850-480	788.11
Activity 49850 - Arena Total:					8,999.96
Fund 615 - ARENA Total:					8,999.96

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	OCTOBER 2022	10/03/2022	EAP	617-49860-131	5.40
INDOFF, INC	3596870	09/29/2022	WCC/SUPPLIES	617-49860-200	4.65
INDOFF, INC	3599174	10/05/2022	WCC/SUPPLIES	617-49860-200	6.29
INDOFF, INC	3599174	10/05/2022	WCC/SUPPLIES	617-49860-200	9.30
INDOFF, INC	3599174	10/05/2022	WCC/SUPPLIES	617-49860-200	10.29
CITY LAUNDERING CO.	1806485	09/29/2022	WCC/CLEANING/SUPPLIES	617-49860-211	373.87
INDOFF, INC	3599174	10/05/2022	WCC/SUPPLIES	617-49860-211	255.96
US BANK	US Bank 20220930	10/10/2022	hy-vee	617-49860-211	24.57
KWIK TRIP INC & SUBSIDIARIE	SEPT 2022	10/10/2022	MOTOR FUELS	617-49860-212	55.28
A & B BUSINESS	IN987044	10/10/2022	OPERATING SUPPLIES	617-49860-217	61.75
RITA HACKER -CREATIVE DESI	784	10/04/2022	WCC/UNIFORMS	617-49860-218	38.00
US BANK	US Bank 20220930	10/10/2022	HyVee	617-49860-254	63.68
US BANK	US Bank 20220930	10/10/2022	HyVee	617-49860-254	4.53
US BANK	US Bank 20220930	10/10/2022	HyVee	617-49860-254	42.65
US BANK	US Bank 20220930	10/10/2022	HyVee	617-49860-254	2.99
US BANK	US Bank 20220930	10/10/2022	HyVee	617-49860-254	37.92
US BANK	US Bank 20220930	10/10/2022	Hy-Vee	617-49860-259	99.46
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	617-49860-321	59.76
VERIZON WIRELESS	9916587368	10/04/2022	TELEPHONE	617-49860-321	51.19
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	617-49860-326	403.33

Expense Approval Report

Payment Dates: 9/30/2022 - 10/14/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	617-49860-381	1,347.87
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	617-49860-382	74.28
MN ENERGY RESOURCES	4294298932	10/03/2022	GAS BILL	617-49860-383	278.99
ELECTRIC FUND	20220930	10/07/2022	MONTHLY UTILITY	617-49860-385	160.95
ELITE MECHANICAL SYSTEMS,	11207	10/10/2022	WCC/MAINTENANCE - OFFICE	617-49860-404	750.97
Activity 49860 - M/P Center Total:					4,223.93
Fund 617 - M/P CENTER Total:					4,223.93
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002173	10/07/2022	Federal Tax Withholding	700-21701	9,663.89
MN Department of Revenue -	INV0002174	10/07/2022	State Withholding	700-21702	4,885.31
Internal Revenue Service-Payr	INV0002173	10/07/2022	Social Security	700-21703	12,491.50
MN Pera	INV0002171	10/07/2022	PERA	700-21704	7,301.51
MN Pera	INV0002171	10/07/2022	PERA	700-21704	798.84
MN Pera	INV0002171	10/07/2022	PERA	700-21704	20.00
MN Pera	INV0002171	10/07/2022	PERA	700-21704	13,963.25
MN State Deferred	INV0002172	10/07/2022	Deferred Roth	700-21705	1,425.00
MN State Deferred	INV0002172	10/07/2022	Deferred Compensation	700-21705	5,276.91
SW/WC SERVICE COOPERATIV	OCT 2022	10/03/2022	HEALTH INSURANCE	700-21706	63,351.96
Internal Revenue Service-Payr	INV0002173	10/07/2022	Medicare Withholding	700-21711	3,583.42
WEX BANK	10-05-22	10/11/2022	FLEX SPENDING	700-21712	125.00
WEX BANK	10-08-22	10/11/2022	FLEX SPENDING	700-21712	45.00
WEX BANK	10-4-2022	10/10/2022	FLEX SPENDING	700-21712	80.00
WEX BANK	10-4-22	10/10/2022	FLEX SPENDING	700-21712	757.68
WEX BANK	INV0002170	10/07/2022	HSA Employee Contribution	700-21723	584.92
					124,354.19
Fund 700 - PAYROLL Total:					124,354.19
Grand Total:					929,349.50

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	59,463.33
211 - LIBRARY	3,458.12
225 - AIRPORT	1,640.54
230 - POOL	1,543.98
235 - AMBULANCE	4,400.58
250 - EDA GENERAL	12,120.70
254 - NORTH IND PARK	573.99
274 - TIF 1-19 NWIP II	2,295.61
277 - TIF 1-22 CEMSTONE	1,592.65
308 - 2020 STREET PROJECT	2,372.13
401 - GENERAL CAPITAL PROJECTS	352.55
601 - WATER	23,508.91
602 - SEWER	29,977.48
604 - ELECTRIC	529,235.38
609 - LIQUOR STORE	57,859.00
614 - TELECOM	61,376.47
615 - ARENA	8,999.96
617 - M/P CENTER	4,223.93
700 - PAYROLL	124,354.19
Grand Total:	929,349.50

Account Summary

Account Number	Account Name	Payment Amount
100-11506	Accounts Receivable - Ac	50.00
100-20191	Unapplied Cash	117.42
100-41110-304	Legal Fees	617.65
100-41110-326	Data Processing	40.21
100-41110-350	Printing & Design	468.00
100-41110-490	Donations & Contributio	40,000.00
100-41310-131	Employer Paid Insurance	9.00
100-41310-200	Office Supplies	273.60
100-41310-217	Other Operating Supplie	119.60
100-41310-308	Training & Registrations	200.00
100-41310-321	Telephone	69.76
100-41310-322	Postage	17.96
100-41310-326	Data Processing	337.93
100-41310-331	Travel Expense	279.38
100-41310-334	Meals/Lodging	153.67
100-41910-131	Employer Paid Insurance	1.80
100-41910-200	Office Supplies	46.44
100-41910-321	Telephone	97.92
100-41910-350	Printing & Design	328.00
100-41910-480	Other Miscellaneous	46.00
100-41940-211	Cleaning Supplies	6.40
100-41940-381	Electric Utility	353.72
100-41940-382	Water Utility	56.45
100-41940-383	Gas Utility	45.00
100-41940-385	Sewer Utility	118.59
100-41940-406	Repairs & Maint - Groun	805.00
100-42120-131	Employer Paid Insurance	18.00
100-42120-200	Office Supplies	96.93
100-42120-212	Motor Fuels	94.88
100-42120-304	Legal Fees	675.00
100-42120-308	Training & Registrations	334.24
100-42120-321	Telephone	39.16
100-42120-322	Postage	20.50
100-42120-326	Data Processing	630.00

Account Summary

Account Number	Account Name	Payment Amount
100-42120-331	Travel Expense	143.00
100-42120-334	Meals/Lodging	281.63
100-42120-419	Vehicle Lease	1,455.73
100-42120-480	Other Miscellaneous	75.16
100-42220-200	Office Supplies	16.99
100-42220-215	Materials & Equipment	48.51
100-42220-217	Other Operating Supplie	186.54
100-42220-308	Training & Registrations	125.00
100-42220-321	Telephone	42.38
100-42220-322	Postage	1.16
100-42220-350	Printing & Design	714.56
100-42220-381	Electric Utility	336.24
100-42220-382	Water Utility	16.41
100-42220-383	Gas Utility	432.92
100-42220-385	Sewer Utility	36.76
100-42220-404	Repairs & Maint - M&E	33.46
100-42500-381	Electric Utility	30.77
100-43100-131	Employer Paid Insurance	9.00
100-43100-212	Motor Fuels	301.31
100-43100-215	Materials & Equipment	148.16
100-43100-217	Other Operating Supplie	199.73
100-43100-224	Street Maint Materials	2,391.27
100-43100-321	Telephone	87.87
100-43100-334	Meals/Lodging	215.82
100-43100-381	Electric Utility	1,742.92
100-43100-382	Water Utility	18.98
100-43100-383	Gas Utility	47.94
100-43100-385	Sewer Utility	40.06
100-43100-404	Repairs & Maint - M&E	4.21
100-43100-409	Repairs & Maint - Utilitie	252.98
100-45120-217	Other Operating Supplie	13.23
100-45202-131	Employer Paid Insurance	1.80
100-45202-211	Cleaning Supplies	41.57
100-45202-216	Chemicals and Chemical	27.99
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	599.90
100-45202-382	Water Utility	1,536.38
100-45202-385	Sewer Utility	173.76
100-45202-404	Repairs & Maint - M&E	41.90
100-45202-406	Repairs & Maint - Groun	637.45
100-45202-444	License Fees	10.00
100-45202-460	Miscellaneous Taxes	107.00
211-45501-200	Office Supplies	133.77
211-45501-217	Other Operating Supplie	102.38
211-45501-321	Telephone	160.88
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	206.89
211-45501-382	Water Utility	20.19
211-45501-383	Gas Utility	46.46
211-45501-385	Sewer Utility	43.94
211-45501-402	Repairs & Maint - Struct	886.00
211-45501-433	Dues & Subscriptions	401.92
211-45501-435	Books and Pamphlets	1,385.69
225-45127-200	Office Supplies	36.00
225-45127-212	Motor Fuels	56.03
225-45127-381	Electric Utility	400.52
225-45127-404	Repairs & Maint - M&E	29.98
225-45127-460	Miscellaneous Taxes	781.96

Account Summary

Account Number	Account Name	Payment Amount
225-45127-462	Real Estate Taxes	336.05
230-45124-216	Chemicals and Chemical	40.00
230-45124-217	Other Operating Supplie	152.54
230-45124-381	Electric Utility	32.81
230-45124-383	Gas Utility	1,302.05
230-45124-402	Repairs & Maint - Struct	16.58
235-42153-131	Employer Paid Insurance	1.80
235-42153-200	Office Supplies	83.19
235-42153-217	Other Operating Supplie	341.78
235-42153-312	Nursing	343.92
235-42153-321	Telephone	335.46
235-42153-334	Meals/Lodging	290.31
235-42153-381	Electric Utility	224.16
235-42153-382	Water Utility	10.94
235-42153-383	Gas Utility	288.61
235-42153-385	Sewer Utility	24.51
235-42153-405	Repairs & Maint - Vehicl	355.90
235-42153-460	Miscellaneous Taxes	2,100.00
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	126.47
250-46520-301	Auditing & Consulting Se	8,455.00
250-46520-321	Telephone	84.13
250-46520-340	Advertising & Promotion	1,663.64
250-46520-350	Printing & Design	75.00
250-46520-381	Electric Utility	73.41
250-46520-462	Real Estate Taxes	1,443.25
250-46520-480	Other Miscellaneous	198.00
254-46520-381	Electric Utility	62.93
254-46520-462	Real Estate Taxes	511.06
274-46530-462	Real Estate Taxes	2,295.61
277-46530-304	Legal Fees	1,592.65
308-41000-480	Other Miscellaneous	2,372.13
401-49950-500	Capital Outlay - Office	157.20
401-49950-504	Capital Outlay - Parks	195.35
601-49400-131	Employer Paid Insurance	5.40
601-49400-200	Office Supplies	216.36
601-49400-212	Motor Fuels	109.27
601-49400-216	Chemicals and Chemical	7,688.73
601-49400-217	Other Operating Supplie	95.75
601-49400-310	Lab Testing	539.75
601-49400-321	Telephone	173.86
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	5,208.95
601-49400-382	Water Utility	18.24
601-49400-383	Gas Utility	194.79
601-49400-385	Sewer Utility	37.67
601-49400-386	Landfill	2,517.53
601-49400-404	Repairs & Maint - M&E	714.50
601-49400-443	Intergovernmental Fees	5,130.00
601-49400-480	Other Miscellaneous	788.11
602-49450-131	Employer Paid Insurance	1.80
602-49450-200	Office Supplies	386.02
602-49450-212	Motor Fuels	22.92
602-49450-216	Chemicals and Chemical	1,650.91
602-49450-217	Other Operating Supplie	71.74
602-49450-227	Utility System Maint Sup	135.82
602-49450-241	Small Tools	143.94
602-49450-310	Lab Testing	2,532.47

Account Summary

Account Number	Account Name	Payment Amount
602-49450-321	Telephone	328.21
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	9,854.75
602-49450-382	Water Utility	118.95
602-49450-383	Gas Utility	110.33
602-49450-402	Repairs & Maint - Struct	75.96
602-49450-404	Repairs & Maint - M&E	247.05
602-49450-405	Repairs & Maint - Vehicl	79.48
602-49450-446	Sludge Hauling	14,147.13
604-10400	Investments - Current	239,000.00
604-14200	Inventory	13,965.28
604-16300	Improvements Other Th	256,966.43
604-16400	Machinery & Equipment	5,475.00
604-22000	Prepayments	3,988.41
604-49550-131	Employer Paid Insurance	7.20
604-49550-212	Motor Fuels	92.14
604-49550-217	Other Operating Supplie	89.66
604-49550-308	Training & Registrations	1,908.17
604-49550-321	Telephone	190.10
604-49550-322	Postage	17.38
604-49550-325	Dispatching	31.80
604-49550-326	Data Processing	189.39
604-49550-340	Advertising & Promotion	124.80
604-49550-381	Electric Utility	121.64
604-49550-382	Water Utility	23.22
604-49550-383	Gas Utility	45.00
604-49550-385	Sewer Utility	49.01
604-49550-405	Repairs & Maint - Vehicl	72.53
604-49550-406	Repairs & Maint - Groun	185.62
604-49550-408	Repairs & Maint - Distrib	5,230.06
604-49550-410	Repairs & Maint - Gener	62.54
604-49550-450	Conservation	200.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-200	Office Supplies	25.63
609-49751-211	Cleaning Supplies	194.47
609-49751-217	Other Operating Supplie	227.38
609-49751-251	Liquor	13,874.39
609-49751-252	Beer	34,577.01
609-49751-253	Wine	2,750.02
609-49751-254	Soft Drinks & Mix	916.29
609-49751-256	Tobacco Products	602.06
609-49751-257	Ice	223.00
609-49751-261	Other Merchandise	168.50
609-49751-308	Training & Registrations	60.00
609-49751-321	Telephone	131.22
609-49751-326	Data Processing	719.10
609-49751-333	Freight and Express	371.98
609-49751-340	Advertising & Promotion	1,768.50
609-49751-381	Electric Utility	964.90
609-49751-382	Water Utility	20.39
609-49751-383	Gas Utility	92.04
609-49751-385	Sewer Utility	40.52
609-49751-404	Repairs & Maint - M&E	128.00
614-16400	Machinery & Equipment	235.80
614-20201	Excise Tax Payable	800.41
614-20206	911 TAP & TACIP Fees Cl	947.42
614-49870-131	Employer Paid Insurance	10.80

Account Summary

Account Number	Account Name	Payment Amount
614-49870-200	Office Supplies	205.55
614-49870-211	Cleaning Supplies	21.38
614-49870-217	Other Operating Supplie	1,639.59
614-49870-227	Utility System Maint Sup	844.03
614-49870-241	Small Tools	290.72
614-49870-321	Telephone	547.81
614-49870-340	Advertising & Promotion	891.34
614-49870-381	Electric Utility	2,785.53
614-49870-382	Water Utility	19.34
614-49870-383	Gas Utility	15.71
614-49870-385	Sewer Utility	37.38
614-49870-401	Repairs & Maint - Buildi	91.88
614-49870-406	Repairs & Maint - Groun	171.00
614-49870-441	Transmission Fees	328.61
614-49870-442	Subscriber Fees	46,963.53
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	4,239.00
614-49870-448	On-Call Support	44.54
615-49850-131	Employer Paid Insurance	3.60
615-49850-211	Cleaning Supplies	50.00
615-49850-212	Motor Fuels	91.67
615-49850-217	Other Operating Supplie	973.20
615-49850-241	Small Tools	24.99
615-49850-321	Telephone	187.23
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	4,876.15
615-49850-382	Water Utility	43.47
615-49850-383	Gas Utility	156.40
615-49850-385	Sewer Utility	83.60
615-49850-404	Repairs & Maint - M&E	188.98
615-49850-406	Repairs & Maint - Groun	1,099.56
615-49850-480	Other Miscellaneous	788.11
617-49860-131	Employer Paid Insurance	5.40
617-49860-200	Office Supplies	30.53
617-49860-211	Cleaning Supplies	654.40
617-49860-212	Motor Fuels	55.28
617-49860-217	Other Operating Supplie	61.75
617-49860-218	Uniforms	38.00
617-49860-254	Soft Drinks & Mix	151.77
617-49860-259	Non- Alcoholic	99.46
617-49860-321	Telephone	110.95
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,347.87
617-49860-382	Water Utility	74.28
617-49860-383	Gas Utility	278.99
617-49860-385	Sewer Utility	160.95
617-49860-404	Repairs & Maint - M&E	750.97
700-21701	Federal Withholding	9,663.89
700-21702	State Withholding	4,885.31
700-21703	FICA Tax Withholding	12,491.50
700-21704	PERA Contributions	22,083.60
700-21705	Retirement	6,701.91
700-21706	Medical Insurance	63,351.96
700-21711	Medicare Tax Withholdi	3,583.42
700-21712	Flex Account	1,007.68
700-21723	HSA Employee Contribu	584.92
	Grand Total:	929,349.50

OK
10/14/22

Project Account Summary

Project Account Key	Payment Amount
None	929,349.50
Grand Total:	929,349.50

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 *See*
DATE: October 13, 2022
RE: City Council Salary Adjustment
DEPT: Mayor\Council
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Adopt an Ordinance adjusting the salaries of the Mayor & City Council effective January 1, 2023.

Issue Summary/Background

During the October 11th Budget Workshop staff reviewed the Mayor\Council 2023 budget and noted that the Council has occasionally used budget time to discuss Council salaries. The current City Council salary was set in 2006 (effective 2007) and a technology stipend of \$700 every odd-numbered year started in 2013. The Special City Council meeting pay rate of \$50 per meeting has also been in place for 20 years.

Staff collected data from 15 area communities. As every community is different in size, function and complexity staff suggested that the fairest way would be to use the per capita average salary (see attached).

To eliminate the large gaps in amending Council salaries an option is to index a new amount to the general wage adjustments provided to Supervisory employees. This system of annual adjustments in elected salaries is currently used by Cottonwood County.

As all the Council packets, Board\Commission packets, website resources and most communication is electronic staff recommends that the existing technology stipend should be retained.

Council pay is designed to be a stipend to provide some compensation for the hours of Council meetings, Board\Commission meetings and time members put into public service.

The process to amend the Council salaries required an Ordinance (two readings) and publication, which must be done prior to the next general election and go into effect the next year.

Fiscal Impact

The proposed City Council salary adjustment would add \$8,800 to the 2023 Mayor\Council budget. Annual Supervisory general wage increases have averaged 2.27% over the last five years, which would project to about a total of \$200 each future year starting in 2024.

Attachments

1. City Council Salaries Data 2022/23
2. City Charter and League of Minnesota Cities Handbook with Statute Citations

ORDINANCE NO. 195, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING
CITY CODE CHAPTER 32, SECTION §32.02, ENTITLED
“SALARIES OF MAYOR AND COUNCIL MEMBERS”**

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:
TO REVISE CHAPTER 32: “SECTION §32.02, ENTITLED “SALARIES OF MAYOR
AND COUNCIL MEMBERS”**

**BY REMOVING THE EXISTING SECTION §32.02 AND REPLACING THIS SECTION
WITH THE FOLLOWING:**

§ 32.02 SALARIES OF MAYOR AND COUNCIL MEMBERS.

- (A) The annual salary of the Mayor shall be \$6,900.
- (B) The annual salary of the Council members shall be \$5,300.
- (C) To reduce the cost of distribution of Council material and to facilitate the dissemination of Council documents through the use of electronic technology, an additional technology payment in the amount of \$700 shall be made to the Mayor and each Council member in January of each odd-numbered year.
- (D) Beginning in 2024, the Mayor’s and Council members’ annual salaries will be adjusted to include the Supervisory annual General Wage percentage increase.
- (E) Special City Council Meeting pay shall be \$50.00 per meeting attended.
- (F) The annual salaries shall be paid at intervals as the Council shall from time to time determine by resolution.
- (G) The salaries provided for herein shall be effective January 1, 2023.

Adopted by the City Council of the City of Windom, Minnesota, this 1st day of November, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: October 18, 2022
2nd Reading: November 1, 2022
Adoption: November 1, 2022
Published: November 2, 2022

City Council Salaries - 2022/23 Data

City Name	Mayor	Council	Special Meetings / Other	Population	Mayor Per Capita	Council Per Capita	Spread
Windom*	\$4,950	\$ 4,350	\$50 per special meeting and \$700 technology stipend every odd year.	4,798	\$1.03	\$ 0.91	13.79%
Redwood Falls	\$ 6,000	\$ 4,800		5,102	\$1.18	\$ 0.94	25.00%
New Ulm	\$ 10,500	\$ 8,000		14,125	\$0.74	\$ 0.57	31.25%
Tyler	\$ 1,500	\$ 1,200	\$25 per special meeting.	1,289	\$1.16	\$ 0.93	25.00%
Cottonwood	\$ 3,200	\$ 2,400	\$50 per special meeting.	1,180	\$2.71	\$ 2.03	33.33%
Springfield	\$ 3,960	\$ 3,180	\$30 per special meeting.	2,097	\$1.89	\$ 1.52	24.53%
Marshall	\$ 10,688	\$ 6,760		13,624	\$0.78	\$ 0.50	58.11%
Jackson	\$ 6,000	\$ 5,000	\$35 per special meeting and \$50 deduction for unexcused absences.	3,323	\$1.81	\$ 1.50	20.00%
Mountain Lake	\$ 3,480	\$ 2,040	\$25 per special meeting and \$40 for City related meetings up to 4 hours and \$80 for meetings over 8 hours.	1,999	\$1.74	\$ 1.02	70.59%
Worthington	\$ 10,000	\$ 6,000		13,947	\$0.72	\$ 0.43	66.67%
Fairmont	\$ 4,800	\$ 2,400	Eligible for benefits at the same price as City employees.	10,487	\$0.46	\$ 0.23	100.00%
Luverne	\$ 11,000	\$ 9,000	\$50 for three hours or less and \$100 for a full day of more.	4,946	\$2.22	\$ 1.82	22.22%
St. James	\$ 4,800	\$ 3,600		4,793	\$1.00	\$ 0.75	33.33%
Pipestone	\$ 7,250	\$ 5,500		4,215	\$1.72	\$ 1.30	31.82%
Sleepy Eye	\$ 6,000	\$ 5,000		3,356	\$1.79	\$ 1.49	20.00%
Adrian	\$ 2,500	\$ 2,000	\$40 for special meetings (Mayor) \$30 for special meetings (Council)	1,218	\$2.05	\$ 1.64	25.00%
				5,656	\$1.44	\$ 1.10	37.5%

AVERAGES

* Windom Mayor and Council salary includes 50% of technology stipend pay to get annual equivalent.

Windom (if average per capita used)	\$ 6,899	\$ 5,273
-------------------------------------	----------	----------

In the absence of the City Administrator, or during the City Administrator's disability, the Deputy City Administrator shall have all the powers, rights and privileges of the City Administrator as set forth above and shall perform all of the duties imposed and granted.

Sec. 2.09, OATH OF OFFICE: Every officer of the city before entering upon the duties of office shall take and subscribe an oath of office in substantially the following form:

" I do solemnly swear (or affirm) to support the Constitution of the United States, and of the State of Minnesota, and the charter and ordinances of the City of Windom, and to faithfully discharge the duties devolving upon me as _____ of the City of Windom, to the best of my judgment and ability."

Sec. 2.10, SALARIES: The mayor and council members shall receive such compensation as shall be recommended on or before January 1 of each even numbered year by this Charter Commission or its successor commission, as approved and fixed by the council in accordance with law. In the event said commission shall make no salary recommendation, the mayor and council members shall receive such compensation as is fixed by the council in accordance with law.

The City Administrator and all subordinate officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Sec. 2.11, OFFICIAL BONDS: The City Administrator and such other officers or employees as may be specified by ordinance shall each, before entering upon the duties of their respective office or employment, give a corporate surety bond to the City as security for the faithful performance of their official duties and the safekeeping of the public funds. Such bonds shall be in such form and amount as the council determines and may be either individual or blanket bonds at the discretion of the council. They shall be approved by the city council and filed with the City Administrator. The provisions of state laws relating to official bonds not consistent with this charter shall be complied with. The premiums on such bonds shall be paid by the City.

Sec. 2.12, INVESTIGATION OF CITY AFFAIRS: The council may make investigations into the affairs of the City and the conduct of any City department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. The council shall provide for an audit of the City's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time the council may provide for an examination or audit of the accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

CHAPTER III Council and Legislation

Sec. 3.01, COUNCIL MEETING AND QUORUM: Regular meetings of the council of said City shall be held semimonthly. The first such meeting shall be held in the first half of the month and the second meeting in the second half of the month at the time designated from time to time by ordinance. A majority of said council shall constitute a quorum, but a smaller number may meet and adjourn from time to time as consistent with Minnesota Statutes. The mayor or any two members of the council may call special meetings of the council upon at least seventy-two (72) hours notice to each member in such reasonable public notice as may be described by council rule in compliance with the laws of Minnesota. To the extent provided by law, all meetings of the council and its committee shall be public; and any citizen shall have access to the minutes and records of the council at all reasonable times.

RELEVANT LINKS:

The courts usually permit delegation when the subordinate has reasonable discretion in administering an established standard or rule. Administration of land-use ordinances, building codes, and many other ordinances are examples.

3. Making vs. executing the law

Finally, the courts sometimes recognize a distinction between the power to make the law and the authority to execute it. A council cannot delegate the power to make a law, but the council can delegate the authority to execute it.

E. Salaries of mayor and council members

The city council in Second Class, Third Class, and Fourth Class cities establishes, by ordinance, the salaries of the mayor and council members in an amount that the council deems "reasonable." Generally, no change in salary shall take effect until after the next succeeding regular city election. An ordinance changing council salaries should specify the date when the changes will take effect.

A city council, however, may adopt an ordinance to take effect before the next city election that reduces the salaries of the mayor and council members. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the reduced salary reverts to the salary in effect immediately before the ordinance was adopted.

Salaries may be an annual or monthly sum, or a per-meeting rate. The ordinance should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings.

Cities are prohibited from including provisions for vacation or sick leave in the compensation plan for council members. Cities are also prohibited from reducing the salaries of council members because of absences from official duties because of vacation or sickness.

Iron Range cities have special legislative authority to make per-diem payments to council members up to \$25 per day, not to exceed \$250 per year, for absences from the city while on official city business.

Some non-Iron Range cities have sought to pay their councils using per-diem rates. Cities should be careful in this area. A per diem is an expense allowance or an advanced reimbursement for business travel away from home. The IRS has strict guidelines for per-diem pay, including dollar limits above which the per diem must be treated as wages for tax purposes.

Minn. Stat. § 415.11.

Minn. Stat. § 415.11, subd. 3.

Minn. Stat. § 43A.17, subd. 10.

Minn. Stat. § 415.10.

See IRS Publication 2020-2021 Special Per Diem Rates. IRS Publication 463—Travel, Entertainment, Gift and Car Expenses. IRS Publication 15—Circular E, Employer's Tax Guide.

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: Building & Zoning Office
DATE: October 18, 2022 (City Council Meeting Date)
RE: Planning Commission Recommendations – Variance & Minor Subdivision
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or
andrew.spielman@windommn.com

Recommendations/Options/Action Requested

1st Action: Approve the Zoning Application by Patrick J. Miller and Ghanshyam Patel (as Applicant-Property Purchaser & Property Owner) for a variance to allow a minimum lot width at the front yard setback of 84 feet for a new lot to be created by a minor subdivision. (Per City Code, the minimum lot width for a lot in the B-2 District is 100 feet.)

2nd Action: Review and approve the Zoning Application by Patrick J. Miller and Ghanshyam Patel for the proposed minor subdivision of a tract in Parcel No. 25-716-0110 to create a new parcel for use as a commercial lot in the B-2 Zoning District.

Issue Summary/Background

Zoning Application (Variance & Minor Subdivision):

Applicant/Owner: Patrick J. Miller & Ghanshyam Patel (Owner)
Address of Property: 222 Third Avenue, Windom, MN
Address for New Lot: 240 Third Avenue, Windom, MN
Description: Part of Lot 7, Block 2 of South Windom, a subdivision in the City of Windom, Cottonwood County, Minnesota. (*abbreviated description*) – See Survey for Legal Description.
Parcel ID#: Part of 25-716-0110

The Applicant/Owner are requesting a variance on the lot width to allow a minimum lot width of 84 feet at the front yard setback line for a proposed new lot in the B-2 Zoning District. The Planning Commission held a public hearing on this application on October 11, 2022. The Minutes from the October 11th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this variance.

SECONDLY, the Applicant/Owner are requesting approval of a minor subdivision (tract in Parcel No. 25-716-0110) to create a new parcel to be addressed as 240 Third Avenue. The property to be included in the minor subdivision is a portion of the grassy area located between the Red Carpet Inn and Hardee's parking lot. Attached are aerials showing the property, a survey of the proposed lot prepared by Zieske Land Surveying, the legal description for the new tract and the legal description for the easement area (which will now be a leased property instead of an easement). Mr. Patel will retain ownership of the leased property.

The Minutes from the October 11th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this minor subdivision.

Fiscal Impact

There is no fiscal impact for the City for either the variance or the minor subdivision. The utilities are located in that area and sufficient to serve the proposed new lot.

Attachments

1. Zoning Application,
2. Planning Commission's Public Hearing Notice,
3. Two Aerials of the Property,
4. Survey,
5. Legal Description.

AWS:mah

CITY OF WINDOM, MINNESOTA

444 9th Street
Windom, MN 56101
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Patrick J. Miller
Address 421 29th Street
City Spirit Lake State Iowa Zip 51360 (Phone: 712-330-1650)

Owner(s): (If other than Applicant)

Name(s) Chanshyam Patel
Address 222 3rd Ave South
City Windom State MN Zip 56101 (Phone: 507-831-1120)

Property Address: 240 Third Avenue, Windom, MN 56101

Tract in

Legal Description of Property: Lot(s) 7 Block(s) 2 Addition South Windom
(See attached legal description.) (a subdivision)

(If metes and bounds, attach description.)

Parcel No. Tract in 25-716-0110

B-2 - Highway Business

Existing Use of Property: Vacant Lot Present Zoning: Comm.

Action Requested: Conditional Use Permit _____ Variance X (Lot Width)

Subdivision (Sketch Plat) X minor Preliminary Plat _____ Final Plat _____

Planned Unit Development (PUD) _____

Amendment (Text, Rezoning, Comprehensive Plan) - SPECIFY: _____

Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required)

For Subway to Purchase a Portion of the Red Carpet
Tris property to develop a new Subway building adding
a drive thru to relocate from Subway's current
location at 304 1st Ave S in Windom
(304 1st Street)

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X Ch Patel (owner) X Patrick J. Miller (Applicant)
[SIGNATURES OF APPLICANT(S)]

Date: 9-20-22

Filing Fees:

Minor Subdivision: \$50.00

Variance Fee: \$150.00

Paid: Ck. 8070

Date: 9-29-2022

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 30 day of September, 2022.

WINDOM BUILDING & ZONING OFFICIAL: Adrian S. [Signature]

Supplemental Information – To be Submitted with all Conditional Use & Variance Requests

The City's Land Use Regulations (Chapter 152 of the City Code) provide standards to evaluate your request. In order to grant a Conditional Use or Variance, the Planning Commission and City Council must make a finding that the request complies with these standards. The Applicant has the burden of proof to show that these standards have been satisfied. Please answer the following questions as they relate to your request. Attach additional sheets if needed.

1) Would your proposed use of the property be considered a reasonable use? Yes ☒ No ☐

Explain: We would build a new Subway Restaurant with drive thru

2) Is your proposed use in conflict with the intent of the zoning district in which it is to be located?

Yes ☐ No ☐

Explain: _____

3) Is your proposed use of the property compatible with present uses on the property and on adjoining properties?

Yes ☒ No ☐

Explain: All properties on "lot 7" "Common area B" are zoned Commercial

4) Will your proposed use of the property (a) alter the essential character of the locality or (b) interfere with the creation of a beneficial environment within its own property or on adjoining properties or (c) interfere with the provision of a reasonable economic benefit to the community?

Yes ☐ No ☐

Explain: _____

5) Can you assure the City that your proposed use of the property will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion to nearby properties?

Yes ☒ No ☐

Explain: We will use the property for a Subway Restaurant

6) Can you verify that the proposed use/development will not adversely affect pedestrian and vehicular movement on contiguous and non-contiguous adjacent properties and will not adversely affect the buffering of the service facilities and parking areas.

Yes ☒ No ☐

Explain: With this property being on a frontage road this will not be an issue

7) Can you assure the City that the proposed project can be accommodated with existing public utilities and services and will not overburden the City's service capacity?

Yes ☒ No ☐

Explain: _____

8) Variance Application Only. The undersigned Landowner (Applicant) has established that there are practical difficulties, unique to this property and not caused by the Landowner, that necessitate the need for a variance.

Yes ☐ No ☐

Explain: _____

ATTACH A SEPARATE SHEET TO PROVIDE ANY ADDITIONAL INFORMATION YOU BELIEVE MAY BE PERTINENT TO YOUR APPLICATION.

Completed By: Pat Miller Date: 9-20-22

Property Address: _____

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION – LOT WIDTH**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicant, PATRICK J. MILLER, of Spirit Lake, Iowa, and Owner, GHANSHYAM PATEL, of Windom, Minnesota, have submitted a zoning application for a variance for property located in a B-2 Highway Business District. The Applicant and Owner request a variance to reduce the width of a new lot to be created which will be less than the minimum required by City Code Section 152.113.

A public hearing to consider this application will be held before the Planning Commission in **the City Hall Council Chambers, 444 Ninth Street, Windom, Minnesota, on Tuesday, October 11, 2022, at the meeting which begins at 7:00 p.m.**

The application and the survey showing the dimensions and location of the new lot may be reviewed in the Building & Zoning Office in City Hall prior to the Public Hearing. Members of the public may also contact the Building & Zoning Office by phone at 507-832-8660 or 507-832-8659 or by e-mail at andrew.spielman@windommn.com to obtain information concerning the application.

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting.

Legally described as follows: Part of Lot 7, Block 2 of South Windom, a subdivision in the City of Windom, Cottonwood County, Minnesota.
(Abbreviated Description)

Parcel ID #: Part of 25-716-0110

Address of existing lot: 222 Third Avenue, Windom, MN 56101

Address for new lot: 240 Third Avenue, Windom, MN 56101

By Order of the City of Windom
Andrew Spielman, Zoning Administrator

Published: Cottonwood County Citizen (September 28, 2022)



Parcel ID	257160110	Alternate ID	n/a	Owner Address	PATEL/GHANSHYAM
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		222 3RD AVE S
Property Address	222 3RD AVE	Acreage	n/a		WINDOM MN 56101
	56101				
District	n/a				
Brief Tax Description	EX. S200'				
	(Note: Not to be used on legal documents)				

Date created: 10/14/2022
Last Data Uploaded: 10/12/2022 8:18:16 PM

Developed by  **Schneider**
GEOSPATIAL



Parcel ID 257160110
 Sec/Twp/Rng 0-0-0
 Property Address 222 3RD AVE
 56101

Alternate ID n/a
 Class RESIDENTIAL\ SINGLE UNIT
 Acreage n/a

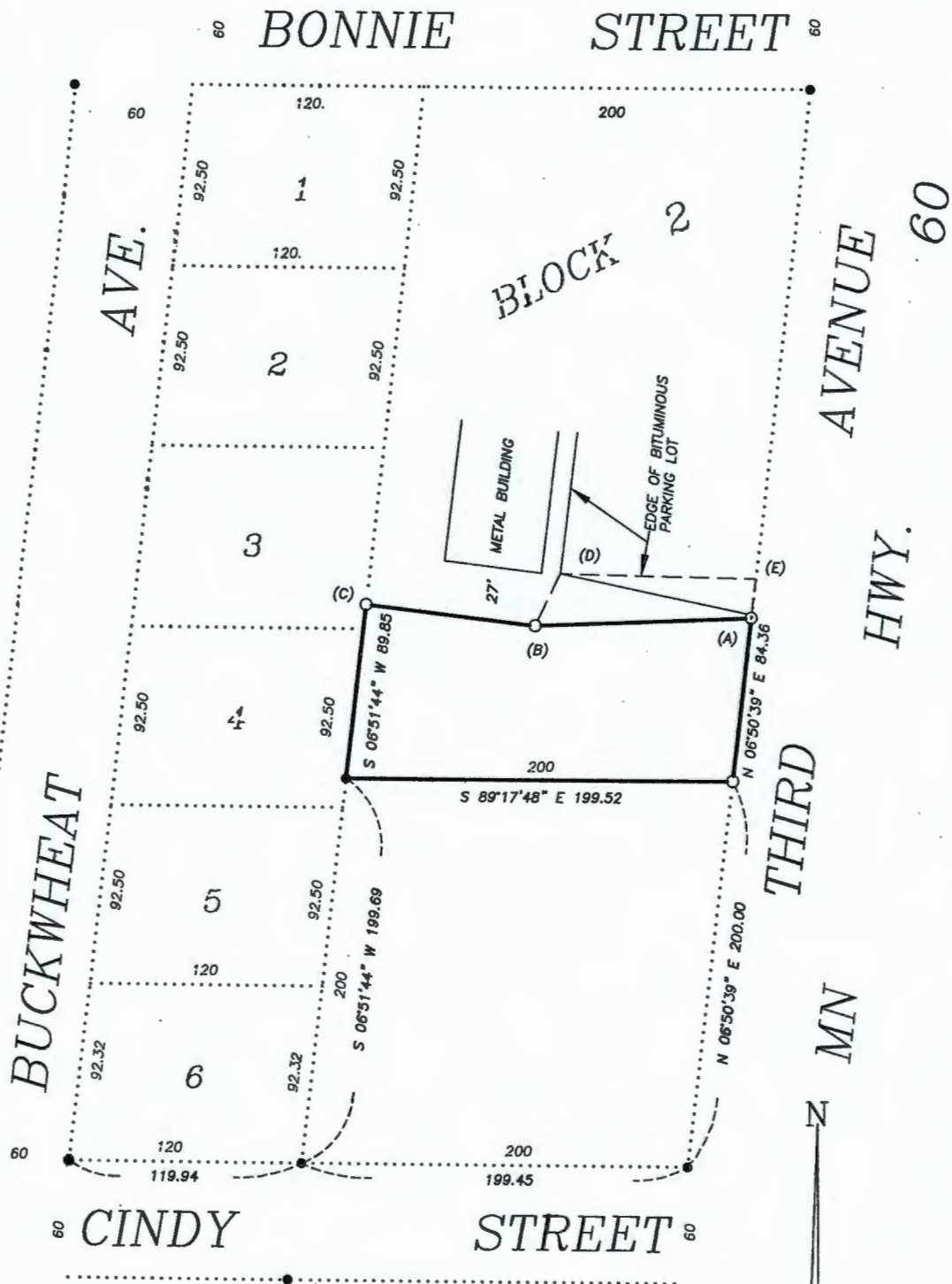
Owner Address PATEL/GHANSHYAM
 222 3RD AVE S
 WINDOM MN 56101

District n/a
 Brief Tax Description EX. 5200'

(Note: Not to be used on legal documents)

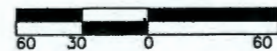
Date created: 10/14/2022
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Developed by  **Schneider**
 GEOSPATIAL



BEARINGS & DISTANCES

(A)-(B)	S 88°19'17" W 111.03
(B)-(C)	N 82°45'59" W 88.45
(B)-(D)	N 26°38'12" E 29.43
(D)-(E)	S 88°10'20" E 100.23
(E)-(A)	S 06°50'39" W 20.00



SCALE 1" = 60'

● = MONUMENTS FOUND
 ○ = MONUMENTS SET
 5/8" IRON STAKE W/CAP NO. 43803



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.

Signature

Dennis Ray Esplan

Date 9-23-2022 Certificate # 43803

ZIESKE LAND SURVEYING, INC.

Dennis Ray Esplan P.L.S.

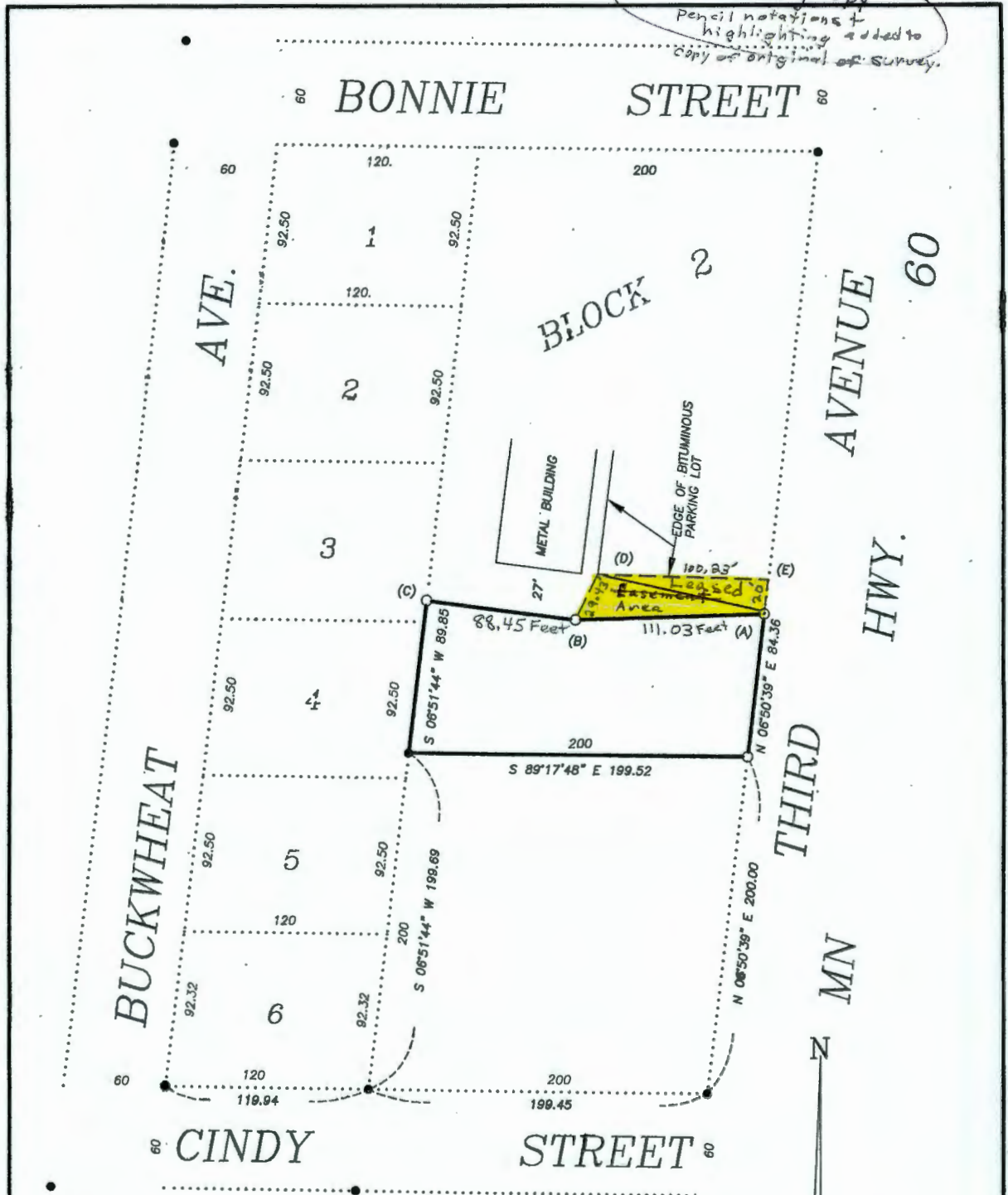
840 4th Avenue, Box 94

Windom, MN 56101

Phone: (507) 831-0100

SURVEY FOR: MILLER GROUP
 PROJECT NUMBER: C 2241 S
 DATE: SEPTEMBER 22, 2022

Working Copy:
Pencil notations &
highlighting added to
copy of original of survey.



BEARINGS & DISTANCES	
(A)-(B)	S 88°19'17" W 111.03
(B)-(C)	N 82°45'59" W 88.45
(B)-(D)	N 26°38'12" E 29.43
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(E)-(A)	S 06°50'39" W 20.00



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5/8" IRON STAKE W/CAP NO. 43803



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.

Signature Dennis Ray Esplan
Dennis Ray Esplan

Date 9-23-2022 Certificate # 43803

ZIESKE LAND SURVEYING, INC.

Dennis Ray Esplan P.L.S.

840 4th Avenue, Box 94
Windom, MN 56101
Phone: (507) 831-0100

SURVEY FOR: MILLER GROUP
PROJECT NUMBER: C 2241 S
DATE: SEPTEMBER 22, 2022

DESCRIPTION

PART OF LOT 7, BLOCK 2 OF PLAT OF SOUTH WINDOM, DESCRIBED AS FOLLOWS:

COMMENCING AT AN EXISTING IRON MONUMENT AT THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTH 06 DEGREES 50 MINUTES 39 SECONDS EAST, ALONG THE EASTERLY LINE OF SAID LOT 7, A DISTANCE OF 200.00 FEET, TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 06 DEGREES 50 MINUTES 39 SECONDS EAST, ALONG SAID EASTERLY LINE, A DISTANCE OF 84.36 FEET; THENCE SOUTH 88 DEGREES 19 MINUTES 17 SECONDS WEST A DISTANCE OF 111.03 FEET; THENCE NORTH 82 DEGREES 45 MINUTES 59 SECONDS WEST A DISTANCE OF 88.45 FEET, TO THE WESTERLY LINE OF SAID LOT 7; THENCE SOUTH 06 DEGREES 51 MINUTES 44 SECONDS WEST, ALONG SAID WEST LINE, A DISTANCE OF 89.85 FEET; THENCE SOUTH 89 DEGREES 17 MINUTES 48 SECONDS EAST A DISTANCE OF 199.52 FEET, TO THE POINT OF BEGINNING.

THE TRACT CONTAINS 0.38 ACRES AND IS SUBJECT TO EXISTING EASEMENTS OF RECORD, IF ANY.

ALONG WITH AN INGRESS-EGRESS ^{EASEMENT} DESCRIBED AS FOLLOWS:

COMMENCING AT AN EXISTING IRON MONUMENT AT THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTH 06 DEGREES 50 MINUTES 39 SECONDS EAST, ALONG THE EASTERLY LINE OF SAID LOT 7, A DISTANCE OF 284.36 FEET, TO THE POINT OF BEGINNING; THENCE SOUTH 88 DEGREES 19 MINUTES 17 SECONDS WEST A DISTANCE OF 111.03 FEET; THENCE NORTH 26 DEGREES 38 MINUTES 12 SECONDS EAST A DISTANCE OF 29.43 FEET; THENCE SOUTH 88 DEGREES 10 MINUTES 20 SECONDS EAST A DISTANCE OF 100.23 FEET, TO THE EASTERLY LINE OF SAID LOT 7; THENCE SOUTH 06 DEGREES 50 MINUTES 39 SECONDS WEST, ALONG SAID EASTERLY LINE, A DISTANCE OF 20.00 FEET, TO THE POINT OF BEGINNING.

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: October 14, 2022
RE: Amending the Auditing Engagement with Schlenner-Wenner & Company
DEPT: Finance
CONTACT: Steve Nasby: Steve.Nasby@windommn.com or Cheryl Ulferts: Cheryl.Ulferts@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve a Memorandum of Understanding (MOU) amending the terms of the engagement letter with Schlenner-Wenner & Company.

Issue Summary/Background

In 2021 the City conducted a Request for Proposals (RFP) for auditing services. These RFPs were for both three and five year engagements. The City Council approved a five-year engagement as the preferred option and selected Schlenner-Wenner & Company.

The City's 2021 audit was completed by Schlenner-Wenner & Company and documents submitted to the State. During 2022 the Schlenner-Wenner & Company notified staff that due to unprecedented turn-over and retirements in the industry they would need to reduce their client base and requested to terminate the engagement due to staffing issues. City staff reviewed the terms of the engagement letter and noted the positive working relationship with Schlenner-Wenner & Company, along with the quality of the work product. As such, staff was reluctant to switch auditing firms only one year into the engagement and to incur higher expenses switching to another firm.

Discussions with Schlenner-Wenner & Company have reached a compromise to continue the engagement, but for three years instead of five with two added conditions. The MOU outlines these amendments to the engagement letter (both documents attached).

Alternatives were also researched such as obtaining updated quotes from other auditing firms or acting to enforce the existing engagement with Schlenner-Wenner & Company.

Fiscal Impact

The City will continue with the established terms for the 2022 and 2023 audits. It is anticipated that due to industry changes, staffing shortages and inflationary costs the 2024 and 2025 audits will cost a total of \$10,000 to \$15,000 more.

Attachments

1. Memorandum of Understanding
2. Schlenner-Wenner & Company Termination Letter
3. Schlenner-Wenner & Company Letter of Engagement

CONTRACT AMENDMENT #1

ORIGINAL CONTRACT: Arrangement letter dated November 1, 2021 for auditing services

BETWEEN: Schlenner Wenner & Co. and the City of Windom

PURPOSE: To modify certain terms of the original contract for auditing services referenced above

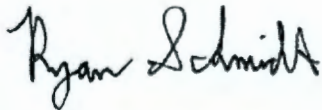
The parties agree to the following amendments:

1. The contract will terminate with the completion of auditing services for the year ended December 31, 2023.
2. The audits will be conducted primarily on a remote basis, with the majority of the requested information for the audit being provided electronically. On-site visits to the City will occur only as considered necessary by Schlenner Wenner & Co. to achieve the audit objectives.

All other terms and conditions of the original arrangement letter dated November 1, 2021 will remain unchanged.

AGREED TO AND ACKNOWLEDGED BY:

SCHLENNER WENNER & CO



Ryan J. Schmidt, CPA
Partner
October 12, 2022

Confirmed on behalf of the City of Windom:

Signature

Date

Name/Title (Printed)

An Independently Owned Member, RSM US Alliance

www.schlennerwenner.cpa

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St. Cloud
320.251.0286

Little Falls
320.632.6311

Albany
320.845.2940

Maple Lake
320.963.5414

Monticello
763.295.5070

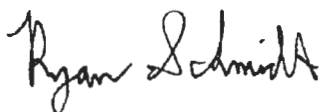
Members of Governance
City of Windom, MN

Attn: Steve Nasby

Due to extenuating circumstances our Firm has encountered related to staff turnover, we will be unable to render audit service to the City of Windom for years ended December 31, 2022, 2023, 2024, and 2025. Under our current circumstances, we believe that choosing to continue our engagement with the City would result in the City's violation of Minnesota Statutes, due to our inability to complete the audits within the timeframe prescribed by such statutes. Accordingly, no related fees will be charged to the City of Windom for these audit engagements.

We apologize for any inconvenience resulting from these events. We hope that given a change in our circumstances, we may have the opportunity to work together again in the future.

Sincerely,



Ryan Schmidt, CPA
Partner

SCHLENNER WENNER & CO.
St. Cloud, Minnesota
August 16, 2022

An Independently Owned Member, RSM US Alliance

www.schlennerwenner.cpa

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

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320.251.0286

Little Falls
320.632.6311

Albany
320.845.2940

Maple Lake
320.963.5414

Monticello
763.295.5070

November 1, 2021

Members of Governance
City of Windom, MN

Attention: Honorable Mayor and City Council

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the City of Windom's (the City) governmental activities, business-type activities, aggregate discreetly presented component units, each major fund, aggregate remaining fund information, and certain supplementary information as of and for the years ending December 31, 2021, 2022, 2023, 2024, and 2025, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States (GAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

When required, you have also requested that we perform the audit of the City of Windom as of December 31, 2021, 2022, 2023, 2024, and 2025 to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, and the U.S. Office of Management and Budget's (OMB) Compliance Supplement. Those standards, regulations, or supplements require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

An Independently Owned Member, RSM US Alliance

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St. Cloud
320.251.0286

Little Falls
320.632.6311

Albany
320.845.2940

Maple Lake
320.963.6414

Monticello
763.295.5070

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will also communicate to the Members of Governance (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our report on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;

2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Members of Governance are responsible for informing us of its views about the risks of fraud, waste or abuse within the City, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the City.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
 - c. Additional information that we may request from management for the purpose of the audit; and
 - d. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the City of Windom's financial statements. Our report will be addressed to the Members of Governance of the City of Windom. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the City of Windom's financial statements, we will also issue the following types of reports:

1. A report on the fairness of the presentation of the City of Windom's schedule of expenditures of federal awards for the years ending December 31, 2021, 2022, 2023, 2024, and 2025 (when required);
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance (when required); and
4. An accompanying schedule of findings and questioned costs.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Cheryl Ulferts, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Nonaudit Services

In connection with our audit, you have requested us to perform certain nonaudit services:

1. Preparation of the City's financial statements and related GASB 34 conversion entries
2. Preparation and submission of the Annual Reporting Form for the Office of the State Auditor
3. Compilation of financial statements for the City's EDA blended component unit
4. Preparation of the Data Collection Form (when required)
5. Maintenance of the City's capital asset depreciation records (if requested; billed separately)

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a nonaudit service to the City of Windom, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other nonaudit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the nonaudit services to be performed. The City of Windom has agreed that Cheryl Ulferts, Finance Director, possesses suitable skill, knowledge or experience and that the individual understands the nonaudit services to be performed sufficiently to oversee them. Accordingly, the management of the City of Windom agrees to the following:

1. The City of Windom has designated Cheryl Ulferts, Finance Director, as a member of management who possesses suitable skill, knowledge, and experience to oversee the services;
2. Cheryl Ulferts, Finance Director, will assume all management responsibilities for subject matter and scope of the nonaudit services described above;
3. The City of Windom will evaluate the adequacy and results of the services performed; and
4. The City of Windom accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the City of Windom's management and those charged with governance of the objectives of the nonaudit services, the services to be performed, the City's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the nonaudit services. We believe this letter documents that understanding.

Parties' Understandings Concerning Situation Around COVID-19

Schlenner Wenner & Co. and the City acknowledge that, at the time of the execution of this Arrangement Letter, federal, state and local governments, both domestic and foreign, have imposed certain restrictions on travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, Schlenner Wenner & Co. has restricted its employees from certain travel and onsite work, whether at a client facility or Schlenner Wenner & Co. facility, to protect the health of both Schlenner Wenner & Co.'s and its clients' employees. Accordingly, to the extent that any of the services described in this Arrangement Letter requires or relies on Schlenner Wenner & Co. or City personnel to travel and/or perform work onsite, either at the City's or Schlenner Wenner & Co.'s facilities, including, but not limited to, maintaining business operations and/or IT infrastructure, Schlenner Wenner & Co. and the City acknowledge and agree that the performance of such work may be delayed, significantly or indefinitely, and thus certain services described herein may need to be rescheduled and/or suspended at either Schlenner Wenner & Co.'s or the City's sole discretion. Schlenner Wenner & Co. and the City agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. Schlenner Wenner & Co. and the City also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. Costs also may increase if services provided include matters such as consideration of going concern, impairment analysis, debt forgiveness or lease concessions, not already considered within the stated fees. Schlenner Wenner & Co. will obtain the City's prior written approval (email will be sufficient) for any increase in the cost of Schlenner Wenner & Co. services that may result from the situation surrounding COVID-19.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report has been provided to you for your information.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimates and completion of our work is based upon the following criteria:

1. Anticipated cooperation from City personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase.

Our estimated fees for the services described in this letter are as follows:

	2021	2022	2023	2024	2025
Financial Statement Audit	\$20,525	\$21,550	\$22,625	\$23,755	\$24,945
EDA Financial Compilation	\$1,000	\$1,050	\$1,105	\$1,160	\$1,220
Preparation of OSA State Report	\$525	\$550	\$575	\$605	\$635
Subtotal	\$22,050	\$23,150	\$24,305	\$25,520	\$26,800
Single Audit (U.G.) – If required (per major program)	\$2,600	\$2,650	\$2,700	\$2,835	\$2,975
Preparation of annual Data collection Form – If required	\$250	\$275	\$300	\$315	\$335
Total potential Single Audit fees	\$2,850	\$2,925	\$3,000	\$3,150	\$3,310
Grand total	\$24,900	\$26,075	\$27,305	\$28,670	\$30,110

Audit fees above are “not to exceed,” meaning the maximum out-of-pocket that the city will incur. Services above involve less time than anticipated in our estimates, we will pass such savings on to the City.

Use of Third-Party Products

We may provide services to you using certain third-party hardware, software, software services, managed services (including, but not limited to, web hosting, data security, data back-up, email security, or similar services subject to direct end-user or subscription agreements), applications, and equipment (collectively, “Third-Party Products”). You acknowledge that your or our use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by you to us, including Personal Information and Confidential Information, within the Third-Party Product’s infrastructure and not ours, and that the terms of use and service set forth in the end-user license, subscription, or other agreement with the licensor of such Third-Party Product, including, but not limited to, applicable laws, will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product’s infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

You acknowledge that your or our use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from your or our use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of Schlenner Wenner & Co. For the purposes of this Arrangement Letter, the term “Audit Documentation” shall mean the confidential and proprietary records of Schlenner Wenner & Co.’s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Schlenner Wenner & Co. for the City under this Arrangement Letter, or any documents belonging to the City or furnished to Schlenner Wenner & Co. by the City.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Schlenner Wenner & Co. policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in Schlenner Wenner & Co.'s form. Schlenner Wenner & Co. reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City of Windom, the City of Windom will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

You acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Schlenner Wenner & Co. audit personnel and at a location designated by our firm.

Indemnification and Claim Resolution

Because Schlenner Wenner & Co. will rely on the City of Windom and its management and Members of Governance to discharge the foregoing responsibilities, the City of Windom holds harmless and releases Schlenner Wenner & Co. and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City of Windom's management.

The City of Windom and Schlenner Wenner & Co. agree that no claim arising out, from, or relating to the services rendered pursuant to this arrangement letter shall be filed more than six years after the date of the audit report issued by Schlenner Wenner & Co. or the date of this arrangement letter if no report has been issued. In no event shall Schlenner Wenner & Co. or the City of Windom, or any of their respective partners and employees be liable for the interruption or loss of business, and lost profits, savings, revenue, goodwill, software, hardware, or data, or the loss of use thereof (regardless of whether such losses are deemed direct damages), or incidental, indirect, punitive, consequential, special, exemplary, or similar such damages, even if advised of the possibility of such damages. To the fullest extent permitted by law, the total aggregate liability of the covered parties arising out of, from, or relating to this arrangement letter, or the report issued or services provided hereunder, regardless of the circumstances or nature or type of claim, including, without limitation, claims arising from a covered party's breach of contract or warranty, or relating to or arising from a government, regulatory or enforcement action, investigation, proceeding, or find, will not exceed the total amount of the fees paid by the City of Windom to Schlenner Wenner & Co. under this arrangement letter. Notwithstanding the foregoing, nothing in this limitation of liability provision shall, or shall be interpreted or construed to, relieve the City of Windom of its payment obligations to Schlenner Wenner & Co. under this arrangement letter.

Confidentiality

Schlenner Wenner & Co. and the City of Windom may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, Schlenner Wenner & Co. and the City of Windom agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this arrangement letter and for no other purpose or use. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, Schlenner Wenner & Co. is permitted to disclose the City of Windom's Confidential Information to Schlenner Wenner & Co.'s personnel, agents, and representatives for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Arrangement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Confidential Information.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Arrangement Letter.

Notwithstanding the foregoing, in the event that the Receiving Party becomes legally compelled to disclose any of the Confidential Information of the Disclosing Party, or as may be required by applicable regulations or professional standards, the Receiving Party will use commercially reasonable efforts to provide the Disclosing Party with notice prior to disclosure, to the extent permitted by law.

Preexisting Nondisclosure Agreements

In the event that the parties have executed a separate nondisclosure agreement and such agreement does not automatically terminate or expire upon execution of this Arrangement Letter, such agreement shall be terminated as of the effective date of this Arrangement Letter.

Data Protection Compliance

Schlenner Wenner & Co. and the City of Windom acknowledge and agree that they may correspond or convey information and documentation, including Confidential Information and Personal Information, via various forms of electronic transmission, including, but not limited to, Third-Party Products, such as, email, FTP and cloud-based sharing and hosting applications (e.g., portals, data analytics tools, and helpdesk and support ticketing applications), and that neither party has control over the performance, operation, reliability, availability, or security of these electronic transmissions methods. Therefore, neither party will be liable for any loss, damage, expense, harm, disclosure or inconvenience resulting from the loss, delay, interception, corruption, unauthorized disclosure, or alteration of any electronic transmission where the party has used commercially reasonable efforts to protect such information. We offer our clients various platforms for the exchange of information. You hereby agree that you shall be bound by and comply with any and all user terms and conditions made available (whether by link, click-through, or otherwise) with respect to such platforms.

Personal Information

As used herein, the term "Personal Information" means any personal information that directly or indirectly identifies a natural person as may be defined by applicable privacy, data protection or cybersecurity laws, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or state- or province-issued identification card numbers, credit or debit card numbers with or without any required security code, number or passwords, health information, and other personal information as defined by applicable laws, whether of the City or the City's customers or other third parties.

Each party agrees that it will not transmit to the other, in any manner, (i) Personal Information that is not needed to render the services hereunder, and (ii) Personal Information that has not been encrypted. In the event you transmit to us Personal Information in an unencrypted format or via unencrypted means, you agree that we have no obligation to notify you of the foregoing.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to us of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

We will use all such City-provided Personal Information, if at all, only for the purposes described in this arrangement letter. The parties agree that as part of the performance of the services as described in this arrangement letter, and as part of the direct business relationship between the parties, we may, at our election, use the Personal Information to improve the services and for other similar internal and business purposes. We agree to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If we become aware of an unauthorized acquisition or use of City-provided Personal Information, we will promptly inform you of such unauthorized acquisition or use as required by applicable laws and, upon your written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Arrangement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards.

The parties agree that those provisions of this Arrangement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Arrangement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials. We also may utilize Confidential Information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by our professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

The City of Windom agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City of Windom agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The City of Windom agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate Schlenner Wenner & Co. for any additional costs incurred as a result of the Entity's employment of a partner or professional employee of Schlenner Wenner & Co.

Notices

Unless otherwise expressly agreed upon by the parties in this Arrangement Letter, all notices required to be given hereunder will be in writing and addressed to the party at the business address provided in this Arrangement Letter, or such other address as such party may indicate by a notice delivered to the other party. A copy of any legal notice (e.g., any claimed breach or termination of this Arrangement Letter) sent by the City to Schlenner Wenner & Co. shall also be sent to the following address: Schlenner Wenner & Co., 630 Roosevelt Rd. Ste. 201, P.O. Box 1496, St. Cloud, MN 56302. Except as otherwise expressly provided in this Arrangement Letter, notices hereunder will be deemed given and effective: (i) if personally delivered, upon delivery; (ii) if sent by registered or certified mail or by overnight courier service with tracking capabilities, upon receipt; and, (iii) if sent by electronic mail (without indication of delivery failure), at such time as the party that sent the notice receives confirmation of receipt, whether by read-receipt confirmation or otherwise.

Governing Law

This Arrangement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Arrangement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Minnesota, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Arrangement Letter constitutes the complete and exclusive statement of agreement between Schlenner Wenner & Co. and the City of Windom, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Arrangement Letter.

If any term or provision of this Arrangement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Arrangement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Agreement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Arrangement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

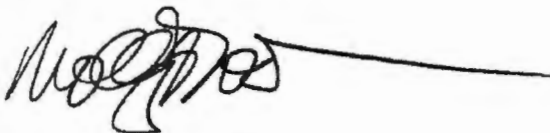
Please sign and return a copy of this Arrangement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represents that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

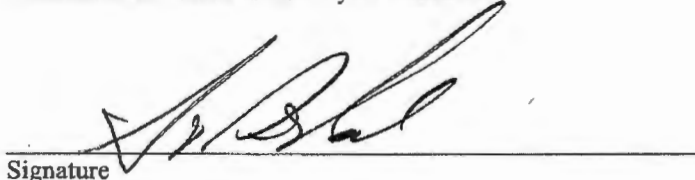
AGREED TO AND ACKNOWLEDGED BY:

SCHLENNER WENNER & CO



Molly M. Thompson, CPA
Partner

Confirmed on behalf of the City of Windom:


Signature

1 Nov 2021
Date

Steve Nasty, City Administrator
Name/Title (Printed)

Per City Council Oct 5, 2021

Report on the Firm's System of Quality Control

October 9, 2019

To the Partners of Schlenner Wenner & Co. and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Schlenner Wenner & Co. has received a peer review rating of *pass*.



Olsen Thielen & Co., Ltd.

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: October 13, 2022
RE: Declaration of Surplus Equipment and Disposition
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com *JS*

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. City Council declares the items listed herein as surplus equipment and approve their disposition through means provided by City Code.

Issue Summary/Background

The following items have been identified by these City Departments as excess\surplus equipment. A description is below.

Liquor Store	Used Superior Brand Ice Freezer
Community Center	1999 Gas Oven – Dynamic Cooking System – 8 burner\2 ovens\griddle

Fiscal Impact

Funds from the sales of these items will be credited to the Liquor Store and General Fund.

Attachments

1. City Code 96.70 - 96.74

EXCESS PROPERTY/EQUIPMENT

§ 96.70 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DONATION. To contribute, donate or give surplus property/equipment at no cost to a governmental agency or nonprofit organization that serves a public purpose and benefits its community as a whole.

ELIGIBLE ORGANIZATION. A governmental agency or nonprofit organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

EXCESS/SURPLUS PROPERTY/EQUIPMENT. Property/equipment used by the city's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the city because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

FAIR MARKET VALUE. The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

NONPROFIT ORGANIZATION. An organization formed under Section 501(c)(3) of the Internal Revenue Code.

(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the city policy adopted by the City Council, or by sale in the manner stated herein.

(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$5,000.

The City Administrator may sell surplus property/equipment with a total value of less than \$5,000 through negotiated sale.

(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$5,000.

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$5,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.

(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.

All receipts from sales of surplus property/equipment under this chapter shall be placed in the general fund.

(Ord. 166, 2nd Series, passed 9-5-2017)

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: October 13, 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

Community Center Commission

Jan Duscher

Term Expires

12/31/2022

Fiscal Impact

None.

Attachments

None.

Whiteboarding: New City-Wide Cleanup Plan – City of Windom

- Part One – Bulk Curbside Pickup
 - Residents will be allowed to set out a predetermined quantity of bulk items. Bulk items allowed will be listed in all advertising, and will include:
 - Furniture (couches, chairs, headboards, tables, etc)
 - Pianos
 - Toilets
 - Other TBD?
 - Residents that have more items out than the predetermined amount will have only the maximum taken, at the hauler's discretion
- Part Two – Drop off Locations
 - Confirmed residents will be allowed to bring smaller items to predetermined "drop off" sites, manned by hauler personnel
 - Sites will be determined by City Staff & the Hauler
 - Site Considerations must include
 - Other events on site (wedding at community center?)
 - Traffic flow
 - Hours of operation: 7 AM – 1 PM (?)
 - Check in – residents must provide ID to confirm eligibility
 - Other drop off considerations
 - No trailer loads – ease of drop off so people aren't waiting extended periods of time
 - Maximum load not to exceed a pickup box or backseat/trunk, but they can come back more than once
 - Drop off should take no longer than five minutes per vehicle
 - Residents must unload material due to insurance liability
 - Materials will be inspected for eligibility
 - There will be an area for residents to put car seats for the County collect afterwards
 - No electronics/appliance pickup at drop off
 - Will any City Staff be available on site to help with questions?











