Council Meeting
Tuesday, April 18, 2023
City Council Chamber
6:30 p.m.
AGENDA

CITY OF
WINDOM

Call to Order

Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes– April 4, 2023
        - Tree Commission – April 5, 2023
        - EDA – April 10, 2023
        - Library Board – April 11, 2023
        - Planning Commission – April 11, 2023
    - License Applications
        - Exempt Gambling Permit – WML Cobras Youth Football – Oct. 21, 2023
    - Regular Bills
2. Department Heads
3. Proclamations
    - National Library Week April 23-29, 2023
    - Drinking Water Week May 7-13, 2023
4. Annual Consumer Confidence Report
5. State Airport Improvement Grant Agreement – Resolution
6. Personnel Recommendation – Police Sergeant – Devin Kopperud
7. MN Deer Hunters Association – Letter of Support
8. Mayor Appointment - HRA
9. New Business
10. Old Business
11. Council Comments
12. Adjourn

Star City for Economic Development

P.O. Box 38 • 444 Ninth Street • Windom, MN 56101 • Phone 507-831-6129 • FAX 507-831-6127

Preliminary

Regular Council Meeting
City Hall, Council Chamber
April 4, 2023
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, Dennis Esplan, Marv Grunig, James Nelson, Jenny Quade and Scott Benson
Council Absent:	None.
City Staff Present:	Steve Nasby, City Administrator; Tim Hogan, Recreation Director; Jon Ketzenberg, Streets & Parks Supt.; Cheryl Ulferts, Finance Director; and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:
   - Minutes
     - Council Minutes – March 21, 2023
     - Utility Commission – March 29, 2023
   - License Application
     - Temporary Liquor License – Lions Club – May 6th
     - Exempt Gambling Permit – BARC – May 16th
   - Regular Bills

   Motion by Nelson second by Benson approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:
   None.

6. Public Hearing – Proposed Vacation of Utility Easements – Lot 5, Block 2 of Windom Ind Park Subd:
   Nasby said the property owner is requesting the vacation of two ingress-egress and utility easements on the parcels. Another utility easement is currently utilized and the EDA has an alternate ingress-egress easement. The City has no objections to the vacation of the utility and ingress-egress easements.

   Jones opened the public hearing at 6:34 pm. No comments were received. Nasby said no written comments were submitted. Jones closed the public hearing at 6:35 pm.

   Council Member Grunig introduced the Resolution No. 2023-10, entitled "A RESOLUTION APPROVING THE VACATION OF A PUBLIC UTILITY EASEMENT" and moved its adoption. The Resolution was seconded by Esplan and on roll call vote: Aye: Quade, Esplan, Nelson, Grunig and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Resolution Accepting Donation – Fire Department – Windom United Services:
   Jones thanked Windom United Service for the donation.

Council Member Quade introduced the Resolution No. 2023-11, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM UNITED SERVICE FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Esplan, Benson, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. <u>Renewable Energy Credit Management and Administration Contract with WAPA:</u>
Nasby said the City has a long-term power contract with Western Area Power Administration (WAPA) and this hydro project is considered green energy and as such produces Renewable Energy Credits (RECs). The RECs can be used to off-set other non-renewable energy resources. The proposed contract with WAPA is to allow CMPAS to manage and administer our RECs. There is not a fee to the REC management due to our membership in CMPAS. The Utility Commission is recommending approval.

   Grunig said that the State of Minnesota recognizing the WAPA RECs is great for Windom.

   Motion by Grunig second by Nelson to approve the Contract between the City of Windom and WAPA for REC administration. Motion carried 5 – 0.

9. <u>Legal Services Agreement – Jackson County Attorney's Office:</u>
Nasby said that the City of Windom entered into an agreement with Cottonwood County for prosecution services to be provided by the County Attorney. In January 2023 the City was notified by County Attorney that the agreement for prosecution services would be terminated as of May 1, 2023.

   The Windom City Council was informed of the status of this matter on Felbruary 7, 2023. At that time, staff sent a letter to the County Board and County Attorney regarding the legality of the termination. Staff explored other options for prosecution services including engaging private practice law firms and contacting other governmental entities. The City was contacted by private law firms regarding their availability for providing services, but staff felt a continuation with governmental services would be the most beneficial.

   The joint recommendation from the City Attorney, Police Chief and City Administrator is to contract with Jackson County for prosecution services. The proposed agreement is the same as the previous agreement with Cottonwood County with the addition of $2,510 in expenses to account for cost increases.

   Grunig asked about efficiencies as the prosecuting attorney is now out of town. Nasby said that a number of the court appearances are being done on-line so neither of the parties identified this as an issue.

   Quade asked to review the City Attorney status compared to contracting for services. Nasby said the City Attorney handles non-criminal matters and bills the City by the hour for the work completed. Prosecution services for non-felony crimes were handled by Cottonwood County and will now be done by Jackson County for a flat fee. Approximately five years ago the City Attorney's office did handle prosecutions but that changed when Ms. Meyerann left the Schramel Law Office, hence the engagement of the Cottonwood County Attorney.

   Motion by Esplan second by Grunig to approve the Legal Services Agreement between the City of Windom and Jackson County for prosecution services as presented. Motion carried 5 – 0.

10. Personnel:
Jones said he would like to take the consideration of the City Hall office position first then consider the Summer hours request.

Grunig said the Personnel Committee had discussed the City Office staffing situation. Ulferts noted that keeping a person in the part-time position the last couple years has been difficult and results in the office being under staffed. Grunig added that there was a previous adjustment to one of the full-time Administrative Assistant positions being split with the Electric Department (50/50). The Personnel Committee is recommending that one of the existing part-times at the City Hall Office move to full-time. The anticipated cost is shown in the memo and he noted that the position is 92.5% covered by the utilities. Ulferts added that Water, Wastewater, Electric, Telecom and Liquor pay the bulk of the cost and 7.5% is paid by the General Fund.

Quade said she supports the move as it will be easier to attract a qualified person for a full-time position and allow Lisa Vollan more time to spend at the Electric Department.

Motion by Quade second by Grunig to increase one of the City Hall Office Administrative Assistant positions from part-time to full-time. Motion carried 5 – 0.

Ulferts said the Personnel Committee had discussed the labor agreement with IBEW which sets May 1 – Labor Day as "flexible hours" for the City Hall Office. She noted that keeping the office open from 8 am to 5 pm the last couple years has been difficult and being short staffed in the part-time office position makes the situation worse.

Grunig said the Personnel Committee wants the City Office to be open as much as possible to serve the public and is recommending changing the City Hall Office's summer hours for 2023 to be 7:30 am to 4:00 pm with all of those hours being open to the public, but overtime needs to be avoided.

Jones said the labor agreement is over at the end of 2023 and this will be a topic for discussion. He has concerns about the City Hall office closing at 4:00 pm.

Motion by Grunig second by Benson to change the City Hall Office hours for summer 2023 (May 1 - Labor Day) to be 7:30 am to 4:00 pm. Motion carried 5 – 0.

Nelson said the Council will get public feedback from the summer this year and can use that information to discuss with the union.

Jones asked staff to make sure and advertise the new 2023 summer hours for the City Hall office.

11. New Business:
None.

12. Old Business:
Hogan said there was a question at the last City Council meeting about horse show bookings and other activities. The information about the 2023 shows and activities is included in the packet.

Benson asked about input from user groups. Hogan said that he met with two of the spokespersons for the user groups and connected with a number of others, but no official group is set up.

Grunig said he appreciated the information and it notes the Windom Arena is open for business.

Nasby said that the City Council had directed staff to move ahead with an application to the MN DNR for a special urban archery deer hunt. There were some questions that need input and clarification which are outlined in the memo.

Jones said that he asked about including private properties and is okay with leaving them out this year.

Quade said she would like to see the City's property by River Road added.

Esplan said if private property owners wanted to be included they can let us know for next year.

Nasby said staff needs to know the number of deer for the DNR application as there are several options. The DNR and local MN Deer Hunter's Association representative both suggested two antlerless rather than the earn a buck. After discussion the consensus of the Council was to go with the two antlerless deer option.

Nasby said there was also a question on age of the hunter allowed, DNR does not have a recommendation but feels the proficiency test is key. The information is not needed for the DNR permit and can be decided upon later when the City makes up its program rules.

Nasby said another item on the DNR application is the dates for the hunt with the full archery season being September 16 - December 31. DNR is recommending the full season. Nasby said if the Council was considering closing Mayflower Park during the hunt then maybe a shorter season is a consideration. Consensus of the Council was to apply for a full season hunt.

Jones said he encourages citizens to look at the deer numbers in the City and also encouraged staff to strongly consider the City property on River Road.

Nelson asked about use of crossbows. Denis Quarberg from the Des Moines Valley Chapter of the MN Deer Hunters Association said the DNR allows crossbow use by persons with DNR permits or persons over age 60.

Grunig asked if tree stands would be allowed. Nasby said that is up to the City but anticipates that it would be approved or encouraged.

Quade asked if the number of hunters needs to be specified in the DNR application. Nasby replied that is not included in the DNR application but up to the City in designing its program.

13. Council Comments:
Benson said with the spring thaw of snow he is seeing some yards that need clean-up and encouraged people to take care of their yards and help neighbors if they can.

Quade noted May 20th is Citywide Clean-up Day. With warmer weather people and kids are out walking and biking so watch out for pedestrians. She wished everyone a Happy Easter.

Jones said that potholes are bad all over the State this year and noted the Vindom crews are out patching. He encouraged motorists to be cautious and slow down.

14. Adjournment:
Mayor Jones adjourned the meeting by unanimous consent at 7:41 p.m.

____________________________________ Attest: ______________________________
Dominic Jones, Mayor Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

April 5, 2023

1. Call to Order: The meeting was called to order at 5:11 p.m. at the council chambers by Vice-Chairperson Jim Knigge.

2. Roll Call:

Commission Present:	Joanne Kaiser, Deborah Polzin, Jim Knigge, Ron Kuecker, Jon Ketzenberg
Commission Absent:	Steve Fresk
Council Liaisons:	James Nelson (absent)
Public Present:	David Bucklin, Breanna Wagner, Nathan Harder

3. Treasurer Report: $5,000 grant from Watonwan Watershed Wellhead Protection Grant, Drinking Water Protection Grant. City of Windom must match $1,000.

4. Old Business:
   a. City will not spend money on chemical deterrent of EAB on ash trees in city parks or boulevards.
   b. Individual landowners can contact a professional arborist to inject the ash trees on their land to protect them from EAB.

5. New Business:
   a. David Bucklin has ordered 60 trees to be planted in the wellhead area and parks.
   b. Mini forest project will go ahead with trees and shrubs being planted in 3 potential sites in the Legion Field area.
   c. So far, one landowner has ordered 2 trees from the selection offered.

6. Meeting adjourned at 5.51 pm.

Next Tree Commission Meeting October 4, 2023 at 5:00 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair ______________________________

Tree Commission Secretary ______________________________

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 10, 2023

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

2. Roll Call & Guest Introductions:

   EDA Commissioners: Nancy Wepplo, Marvin Grunig, and Tom Seigfreid.
   Absent: Ryan McNamara and James Nelson.
   Also Present: EDA Staff – Tiffany Lamb, EDA Director, and Admin. Asst. Mary Hensen; City Administrator Steve Nasby; Kevin Stevens, Cottonwood County Liaison; and Rahn Larson and Mike Lohre (Citizen).

3. Approval of Minutes: March 13, 2023:

   Motion by Commissioner Grunig, seconded by Commissioner Seigfreid, to approve the Minutes of the EDA Meeting held on March 13, 2023. Motion carried 3-0.

4. DVK Property – Update: Director Lamb reported on her recent communications with Ken Kuhn from Cemstone. He advised that Cemstone is ahead of schedule on the construction of their new plant in the North Windom Industrial Park. They are planning that demolition of the current plant will begin the last week in April and plan to vacate the existing plant site by the mid-May deadline set forth in the Purchase Agreement.

   Director Lamb advised that the City received a draft of a preliminary plat of the South Cottonwood Lake Subdivision from Dan Van Schepen of DGR Engineering. City Staff is currently reviewing this draft. After comments from City Staff, Dan will prepare a Preliminary Plat that will be presented to the Planning Commission for review and the required public hearing. Then the plat will proceed to the City Council for review.

   Director Lamb updated the Board that David Harchanko (Apollo Development) had inquired concerning the possibility of increasing the number of units for the proposed apartment building to be constructed on the property. Because the property is in the shoreland district, a copy of the preliminary plat will need to be reviewed to determine the anticipated density levels.

5. New Business: City Admin. Nasby reported that the EDA had provided information to two business owners concerning potential commercial rehab loans. He briefly discussed the status of funding of the EDA's rehab accounts. Director Lamb also reported that she had provided commercial rehab and façade improvement program information to two other business owners.

6. Unfinished Business
   A. Staff Report: Director Lamb advised that she has been getting up to speed on projects and meeting with people in the community. On April 6th, she and Steve met with Steve Joerger, the consultant who is doing the grocery store market study. Mr. Joerger provided them with an update on the information he has gathered to date including his visits and discussions with staff at the grocery stores in Windom's market area (Worthington, Jackson, Lakefield, Mountain Lake, and the HyVee in Windom). His report will be similar to the report prepared by Perkins Marketing Company. He indicated that he plans to submit the report to the EDA by April 21st. At the May 8th EDA Meeting, he plans to be present to share his findings with the EDA Board and answer any questions concerning the report.

   Director Lamb shared information concerning her attendance at Rebuilding Together Meetings and discussions with the program director. The Committee is planning a "Rebuilding Day" (a volunteer day) to work on small projects. Their grant application to South Central Electric Association was not approved, so the Committee will be looking for additional funding sources for their projects. Their goal is to work on projects that help maintain existing homes in the communities they serve.

Admin. Asst. Hensen reported that the City Council approved the vacation of the two ingress-egress and utility easements on Lot 5, Block 1 of Windom Industrial Park Subdivision as recommended by the EDA Board. The City Council also approved the minor subdivision of a 50' by 100' tract in the Northeast corner of Duffy's property. This will allow that tract to be combined with the property directly to the west resulting in a lot that is 100' by 150' for the new Scooter's Coffee project. Two applications for new homes to be constructed in Cottonwood County have been submitted in the Cottonwood County Home Initiative Program.

Director Lamb advised that the landscaper who had previously mowed the boulevards in NWIP will not be available to do that mowing this summer. EDA Staff are obtaining quotes from local landscapers for the 2023 mowing season.

At the time that the EDA sold the Spec Building property, the EDA retained a 65-foot strip along the East side of Lot 6. The initial plan was to divide this tract into smaller tracts and sell those (for a minimal charge) to the residential property owners directly to the East of the tract. This would result in deeper backyards separating these property owners from the "North Windom Apartments". Director Lamb reported that the EDA received an inquiry from property owners of the first lot lying to the East of the tract. They are in the process of selling their property and the prospective buyer asked about this additional tract west of their property. EDA Staff are in the process of obtaining quotes for a survey to divide the property into smaller tracts.

City Admin. Nasby and Director Lamb provided a brief update regarding the Wolf Lake Connection Trail. An application was submitted in the FLAP Grant Program. However, the project was not awarded funding. The Park and Recreation Commission indicated that their top priorities at this time are Kastle Kingdom and the pool. The City has been working with US Fish & Wildlife. They will be seeding the land adjacent to the Wolf Lake Connection Trail and will also seed the trail area. In 2024, the trail could become a "prairie walking trail". The City continues to work with Luke Ewald and other individuals concerning potential grants for paving the trail.

7. Miscellaneous Information
   A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the February 2023 financial reports submitted by Van Binsbergen & Associates ("VB"). Scott Burdorf, or a representative from VB, is scheduled to be in Windom on May 8th to conduct VB's annual inspections of the RBTH units. He plans to be in attendance at the May 8th EDA Meeting to provide VB's annual report on the townhomes.

8. Adjourn: On consensus, Vice President Wepplo adjourned the meeting at 12:16 p.m.

Attest: ______________________________ ______________________________
Tiffany Lamb, EDA Director Nancy Wepplo, EDA Vice President

Windom Library Board Meeting
April 11, 2023 - 5:05PM

1. Call to order: The meeting was called to order by Wade Pfeiffer
2. Roll call: Members present: Fran Swenson, Kari Scheitel, Chris Wolf & Wade Pfeiffer
   Library Staff present: Kari Hanson
   City Council member present: none
   Members absent: Anita Winkel, John Duscher, Steve Fresk
3. Agenda & Minutes: Approved by Kari Scheitel & seconded by Chris Wolf
4. Financial Report: Approved by Fran Swenson & seconded by Chris Wolf
5. Librarians Report: There were 70 people that participated in the adult winter reading program. The total number of books read by those participants was 1,370 books! BIG SUCCESS!!!
   4/20 – 4/29 is National Library Week
   - 24 – Right to Read Day
   - 25 – National Library Workers Day
   - 26 – Library Outreach Day
   - 27 – Take Action for Library Day

   Library staff are in the planning stages of how to commemorate these days in the library.
   Plum Creek Library System made a change to the holds process in KOHA. The software program automatically chooses a neighboring library to fill the holds so the books get delivered to the patrons much quicker. Staff is busy planning for the summer reading program.
   Approved by Chris Wolf and 2nd by Fran Swenson
6. Old Business: The library staff have successfully proctored the driver's license permit test several times now. As of right now the testing days are Monday, Tuesday and Thursday, with certain hours set aside for testing.
7. New Business: Elizabeth Hoffmann, the Director of Plum Creek Library System, will be presenting at the library board meeting on May 9th. Meeting will begin at 4:30 PM. This is a change from the normal meeting time of 5:05 PM. Fran Swenson approved and 2nd by Chris Wolf
8. Wade recommended if anyone has any book suggestions to turn them in to Kari.

Meeting adjourned by Wade Pfeiffer at 5:38PM
Submitted by Christina Wolf

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
APRIL 11, 2023

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

2. Roll Call & Guest Introductions:

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

   Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Mayor Dominic Jones (Council Liaison).

3. Approval of Minutes: March 14, 2023

   Motion by Commissioner Johnson, seconded by Commissioner Hartman, to approve the Planning Commission Minutes for the Meeting held on March 14, 2023, as written. Motion carried 5-0.

4. Land Use Code Review:

   A. Definitions: Zoning Admin. Spielman displayed the proposed additions to Section 152.135(A) on the screen and recapped that the Commissioners had requested that this section be clarified and reworded. In response to a question, Zoning Admin. Spielman said that any street closures (for events, etc.) in the B-3 District would come before the City Council. After further discussion, the following action was taken.

   Motion by Commissioner Hartman, second by Commissioner Harrold, to approve the proposed revisions to City Code Section 152.135(A) as written. Motion carried 5-0.

   Zoning Admin. Spielman displayed Section 150.04 "Zoning Permits Required" on the screen for review. Previously the Commissioners had approved revisions to the residential off-street parking section which references zoning permits for parking on residential lots. The proposed new sentence adds the additional requirement of zoning permits for front-yard, rear-yard, and side-yard parking areas.

   Motion by Commissioner Harrold, second by Commissioner Mattson, to approve the proposed additions to City Code Section 150.04 as written. Motion carried 5-0.

   Zoning Admin. Spielman displayed Section 151.07 "Definitions" from the "Subdivisions" Chapter. Originally Rose Schroeder, Consultant, had suggested moving these definitions to Section 152.002 and including them with all of the definitions for Chapter 152 "Land Usage". After further discussion, it appears that these definitions should remain in Chapter 151 as they apply only to that chapter and the same terms may have different definitions in Chapter 152. Zoning Admin. Spielman reviewed the proposed revisions to Section 151.07 and the reasons for said revisions.

   Motion by Commissioner Harrold, seconded by Commissioner Johnson, to approve the proposed revisions to City Code Section 151.07 as presented. Motion carried 5-0.

   Zoning Admin. Spielman displayed Section 152.002 "Definitions" from the Land Usage Chapter on the screen. All definitions from Chapter 152 (including from the sections on signs and solar energy) were relocated and combined into this section. Some previous definitions concerning specific types of signs have been deleted. Zoning Admin. Spielman provided background concerning the deletion of those definitions. The City's regulation of these different types of signs has changed; and, for regulation purposes, they are classified as temporary signs regardless of the content of the sign. Zoning Admin. Spielman reviewed the proposed revisions to Section 152.002 and the reasons for said revisions.

There was a discussion concerning the need for the definition of "elderly housing" or "senior citizen housing". It appears that those terms are not mentioned elsewhere in Code and the consensus was to delete this definition.

The definition for "equal degree of encroachment" is covered in the floodplain chapter and will be deleted from this Section.

There was a discussion concerning the definition for "group care facility". It was the consensus of the Commissioners to revise the definition to read as follows: "Group Care Facility" – A facility which provides resident services to seven or more individuals of whom one or more are unrelated. Category includes uses such as homes for individuals with a disability, chemical dependency, undergoing rehabilitation, foster care, maternity shelters, and half-way houses.

There was a discussion concerning new language regarding electric charging stations. It was the consensus of the Commissioners to wait until there is more information from the state and other cities regarding these facilities and their regulation.

Commissioner Hartman commented that the "open space" definition in Section 152.002 clearly identifies that this is outdoor open space. She believes other sections, which refer to common space, should include wording regarding outdoor common space.

In answer to a question, Zoning Admin. Spielman confirmed that the Code Section on variances had previously been updated to correspond with Minnesota Statutes. There are proposed revisions in the definition of "variance" to correspond with that updated language.

Motion by Commissioner Harrold, seconded by Commissioner Hartman, to delete the definition of elderly (senior citizen) housing from Section 152.002, to revise the definition of "group care facility" as set forth in these Minutes, and to approve the proposed revisions of the remaining definitions in City Code Section 152.002 as presented. Motion carried 5-0.

Zoning Admin. Spielman displayed Section 152.003(C) concerning "annexations" on the screen. This section had been reviewed pursuant to Minnesota Statutes. The City follows Minnesota Statutes concerning annexations. The Planning Commission is not the body that holds a public hearing concerning proposed annexations or prior to designation of an appropriate zoning district for the land to be annexed. The proposed language sets forth current procedure concerning annexations.

Motion by Commissioner Harrold, seconded by Commissioner Cole, to approve the proposed revisions to City Code Section 152.003(C) as presented. Motion carried 5-0.

5. Other Business/Reports: In answer to questions, Zoning Admin. Spielman advised that Rose Schroeder will be attending the public hearing on the proposed revisions to Chapters 151 and 152 that will be held by the City Council (anticipated to be June 6th). There was a brief discussion concerning the status of the budget set for the contract with Bolton & Menk and it is reaching its total.

6. Unfinished Business: The Commissioners had requested that a copy of Section 152.493 "Schedule of Off-Street Parking Requirements" (which includes new uses added by Rose Schroeder) be included for review. However, inadvertently, this schedule was not included in the packet but will be reviewed at the May Meeting.

7. New Business: The plan is to bring all of the proposed revisions to Chapters 151 and 152 (and other affected sections) to the Planning Commission for final review at the May 9th Meeting. In response to a question, Zoning Admin. Spielman advised that this would be a quick review of the sections that were revised and the reasons for the proposed revisions.

Zoning Admin. Spielman outlined the proposed dates for publication of information about the code review and the public hearing date in the Citizen. The timeline includes a call for the public hearing at the second City Council

Meeting in May (May 16th) with the public hearing to be scheduled for June 6th. Links to the proposed code revisions will be provided to the Councilmembers in that meeting packet. Proposed code revisions will be available on the City's website and also at City Hall for review by the public. It is anticipated that the first reading of the ordinance would be held at the City Council Meeting on June 20th and the second reading of the ordinance at the July 5th City Council Meeting. Then a title and summary of the ordinance would be published in the Citizen.

There was a brief discussion concerning the Commissioners' availability for the May 9th Meeting. Mayor Jones advised that he felt it would be helpful if one or two of the Councilmembers were present for this meeting to listen to the summary. He will contact Councilmembers for "volunteers".

8. Planning Commission Comments, Concerns, Suggestions: Mayor Jones thanked the Commissioners for their efforts in reviewing proposed revisions to the Subdivision and Land Usage Codes and also extended thanks from the City Council.

9. Adjourn: The meeting was adjourned by unanimous consent at 8:29 p.m.

Attest: ______________________________ ______________________________

Andy Spielman, Zoning Administrator Brett Mattson, Chairman

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: WML COBRAS YOUTH FOOTBALL

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 88-3523388

Mailing Address: 40269 310th Street

City: Storden State: MN Zip: 56174 County: Cottonwood

Name of Chief Executive Officer (CEO): Dustin Miller

CEO Daytime Phone: 507-227-0209 CEO Email: wmlyouthcobras@gmail.com

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

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive, Windom MN. 56101

Check one:

☑ City: Windom Zip: 56101 County: Cottonwood

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 10/21/2023

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

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

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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period.	☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).	☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
☐ The application is denied.	☐ The application is denied.
Print City Name: ____	Print County Name: ____
Signature of City Personnel: ____	Signature of County Personnel: ____
Title: ____ Date: ____	Title: ____ Date: ____
The city or county must sign before submitting application to the Gambling Control Board.	**TOWNSHIP (if required by the county)** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: ____ Signature of Township Officer: ____ Title: ____ Date: ____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: ____ Date: 4/4/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Dustin Miller

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

Expense Approval Report
By Fund

Windom, MN

CITY OF WINDOM

Payment Dates 4/1/2023 - 4/14/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-41110-200	23.65
SCHRAMEL LAW OFFICE	MARCH 2023	04/12/2023	03-02-23/RESEARCH MN DAT	100-41110-304	225.00
US BANK	20230331	03/29/2023	Zoom Meeting	100-41110-326	16.02
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Did you know Library	100-41110-350	240.75
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Did you know Pets	100-41110-350	240.75
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Did you know Liquor	100-41110-350	80.25
WINDOM LIONS CLUB	04-04-23	04/03/2023	PARK SHELTER DONATIONS	100-41110-490	8,000.00
				Activity 41110 - Mayor & Council Total:	**8,826.42**
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-41310-131	9.00
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-41310-200	23.65
US BANK	20230331	03/29/2023	family dollar	100-41310-200	28.86
INDOFF, INC	3638063	03/27/2023	CITY OFFICE/OFFICE SUPPLIES	100-41310-200	26.35
INDOFF, INC	3640429	04/03/2023	CITY HALL/SUPPLIES	100-41310-200	48.46
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	100-41310-217	108.84
LEAGUE OF MN CITIES	378322	04/12/2023	CITY OFFIC/2023 ANNUAL CO	100-41310-308	425.00
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	office asst	100-41310-350	543.15
				Activity 41310 - Administration Total:	**1,213.31**
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-41910-131	1.80
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-41910-212	69.75
ZIESKE LAND SURVEYING	03-28-2023	04/03/2023	B&Z/PERKINS CREEK-CIP 2023	100-41910-303	159.00
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	100-41910-321	41.14
COTTONWOOD CO RECORDE	3-6-23 - 3-23-23	04/12/2023	B&Z/MISC	100-41910-480	138.00
				Activity 41910 - Building & Zoning Total:	**409.69**
Activity: 41940 - City Hall					
SANDRA HERDER	MARCH 2023	04/03/2023	CLEANING	100-41940-406	425.50
MELISSA PENAS	MARCH 2023	04/03/2023	CLEANING	100-41940-406	425.50
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	City Hall maint utilities	100-41940-409	456.49
				Activity 41940 - City Hall Total:	**1,307.49**
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-42120-131	19.80
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-42120-200	20.00
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-42120-200	23.66
COTTONWOOD CO AUD/TREA	3-30-23	04/12/2023	POLICE DEPT/SHRED RIGHT/S	100-42120-200	35.46
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-42120-212	2,209.34
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-42120-212	-29.25
KWIK TRIP INC & SUBSIDIARIE	MARCH 2023	04/13/2023	MOTOR FUELS	100-42120-212	56.99
RITA HACKER -CREATIVE DESI	799	04/12/2023	POLICE/UNIFORMS	100-42120-218	208.00
COTTONWOOD CO AUD/TREA	APRIL 2023	03/17/2023	DEPUTY ATTORNEY	100-42120-304	3,957.50
AT & T MOBILITY	287293102788X04032023	04/12/2023	POLICE/TELEPHONE	100-42120-321	1,386.62
COTTONWOOD CO AUD/TREA	APRIL 2023	03/17/2023	RENT	100-42120-412	2,050.00
FORD MOTOR CREDIT CO LLC	1774060	03/29/2023	POLICE/VEHICLE LEASE	100-42120-419	663.95
FLEET SERVICES DIVISION	2023090001	04/12/2023	POLICE/VEHICLE LEASE	100-42120-419	1,741.21
ENTERPRISE FM TRUST	FBN4717096 4-5-23	04/12/2023	POLICE/VEHICLE LEASE/4-5-2	100-42120-419	791.78
US BANK	20230331	03/29/2023	Post board licensing	100-42120-433	450.00
US BANK	20230331	03/29/2023	State of MN Post Board	100-42120-433	91.94
US BANK	20230331	03/29/2023	Intoximeters inc	100-42120-480	235.75
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Police other maint	100-42120-480	15.99
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-42120-480	1.80
				Activity 42120 - Crime Control Total:	**13,930.54**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42220 - Fire Fighting					
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-42220-200	23.66
ARAMARK	2560113013	03/28/2023	FIRE/CLEANING/SUPPLIES	100-42220-211	43.14
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-42220-212	411.41
KWIK TRIP INC & SUBSIDIARIE	MARCH 2023	04/13/2023	MOTOR FUELS	100-42220-212	75.56
US BANK	20230331	03/29/2023	AMAZON- PLASTIC TOOLBOX	100-42220-215	13.65
US BANK	20230331	03/29/2023	AMAZON - ROAD FLARES	100-42220-215	110.90
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Fire operating supplies	100-42220-217	20.00
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Fire	100-42220-217	26.97
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	100-42220-217	63.49
ROB VISKER	3-25-23 - 3-26-23	04/12/2023	FIRE/FIRE SCHOOL	100-42220-331	161.13
TRISTAN JOEL	3-24-23 - 3-26-23	04/12/2023	FIRE/LODGING	100-42220-334	487.80
ROB VISKER	3-25-23 - 3-26-23	04/12/2023	FIRE/FIRE SCHOOL	100-42220-334	29.49
CONNOR KNIGGE	3-25-23 - 3-26-23	04/12/2023	FIRE/MEALS	100-42220-334	32.82
HEIMAN FIRE EQUIP. CO	0919003-IN	03/30/2023	FIRE/MAINTENANCE - OFFICE	100-42220-404	1,264.74
US BANK	20230331	03/29/2023	AMAZON-SPARK PLUGS	100-42220-404	11.89
US BANK	20230331	03/29/2023	AMAZON - AIR FILTER	100-42220-404	65.34
US BANK	20230331	03/29/2023	amazon - URETHANE WHEEL	100-42220-405	67.49
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Fire maint vehicle	100-42220-405	19.55
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Fire maint vehicle	100-42220-405	29.98
PAUL MARSH	27305	03/28/2023	FIRE/MAINTENANCE - VEHICL	100-42220-405	801.69
PAUL MARSH	27386	03/31/2023	FIRE/MAINTENANCE - VEHICL	100-42220-405	778.80
US BANK	20230331	03/29/2023	Northstar Flag & Flag	100-42220-406	33.39
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	100-42220-480	300.00
				Activity 42220 - Fire Fighting Total:	**4,872.89**
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-43100-131	7.20
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-43100-200	23.66
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-43100-212	-38.89
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	100-43100-212	2,937.41
MIDSTATES EQUIPMENT & SU	223151	03/27/2023	STREET/MATERIALS	100-43100-215	1,095.00
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	100-43100-217	63.49
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	100-43100-321	41.97
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	186.90
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	119.99
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	128.94
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	5.00
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	5.99
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	11.99
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	512.74
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-404	22.99
DICKS WELDING INC	74044	04/12/2023	STREET/MAINTENANCE - OFFI	100-43100-404	447.56
RD OFFUTT COMPANY	P1804104	03/30/2023	STREET/PLOW/MAINTENANC	100-43100-404	953.98
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-405	178.64
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	100-43100-405	-58.66
				Activity 43100 - Streets Total:	**6,645.90**
Activity: 45120 - Recreation					
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-45120-200	23.66
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	100-45120-217	13.60
				Activity 45120 - Recreation Total:	**37.26**
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	100-45202-131	1.80
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	100-45202-200	23.66
CITY LAUNDERING CO.	1871068	03/20/2023	STREET/CLEANING/SUPPLIES	100-45202-211	549.72
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Parks	100-45202-241	4.99
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Summer Help	100-45202-350	322.55
				Activity 45202 - Park Areas Total:	**902.72**
				Fund 100 - GENERAL Total:	**38,146.22**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	211-45501-200	23.66
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	211-45501-200	40.00
US BANK	20230331	03/29/2023	Amazon - Printer paper	211-45501-200	45.99
US BANK	20230331	03/29/2023	Amazon - hand cream/gel pen	211-45501-200	22.70
US BANK	20230331	03/29/2023	Amazon - water spray bottle	211-45501-211	9.79
US BANK	20230331	03/29/2023	Amazon- paper towels	211-45501-211	33.46
US BANK	20230331	03/29/2023	Amazon	211-45501-217	8.99
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	211-45501-217	63.49
ARAMARK	2560105642	03/07/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	29.30
ARAMARK	2560110962	03/17/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	29.30
ARAMARK	2560115429	03/30/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	29.30
SANDRA HERDER	MARCH 2023	04/03/2023	CLEANING	211-45501-402	460.00
MELISSA PENAS	MARCH 2023	04/03/2023	CLEANING	211-45501-402	460.00
US BANK	20230331	03/29/2023	HGTV magazine	211-45501-433	49.97
US BANK	20230331	03/29/2023	star & tribune	211-45501-433	439.30
US BANK	20230331	03/29/2023	Readers Digest	211-45501-433	33.98
US BANK	20230331	03/29/2023	time	211-45501-433	30.00
US BANK	20230331	03/29/2023	house beautiful magazine	211-45501-433	34.97
INGRAM INDUSTRIES	04-01-2023	04/12/2023	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,149.65
US BANK	20230331	03/29/2023	Amazon - magazines	211-45501-435	37.91
US BANK	20230331	03/29/2023	Amazon - books	211-45501-435	20.98
US BANK	20230331	03/29/2023	Amazon -man called otto	211-45501-435	40.42
				Activity 45501 - Library Total:	**3,093.16**
				Fund 211 - LIBRARY Total:	**3,093.16**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	225-45127-200	23.66
RED ROCK RURAL WATER	4-1-2023 READING	04/03/2023	AIRPORT/SERVICES	225-45127-200	27.00
RED ROCK RURAL WATER	4-1-2023 READING	04/03/2023	AIRPORT/SERVICES	225-45127-200	2.00
WESTMOR FLUID SOLUTIONS,	1874521 RI	03/31/2023	REPAIR FUEL SYSTEM	225-45127-404	1,856.22
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	225-45127-404	100.48
				Activity 45127 - Airport Total:	**2,009.36**
Activity: 49950 - Capital Outlay					
WESTMOR INDUSTRIES, LLC	1871521	03/14/2023	AIRPORT/UPDATE FUEL SYSTE	225-49950-500	1,427.79
				Activity 49950 - Capital Outlay Total:	**1,427.79**
				Fund 225 - AIRPORT Total:	**3,437.15**
Fund: 230 - POOL					
Activity: 45124 - Pool					
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	230-45124-217	13.60
US BANK	20230331	03/29/2023	canva pro	230-45124-340	50.00
				Activity 45124 - Pool Total:	**63.60**
				Fund 230 - POOL Total:	**63.60**
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	235-42153-131	1.80
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	235-42153-200	23.66
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	235-42153-212	3,042.89
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	235-42153-212	-40.28
ESPENSON GROUP LLC	1473	04/12/2023	AMBO/OPERATING SUPPLIES	235-42153-217	330.00
US BANK	20230331	03/29/2023	amazon -ambulance 50% of bi	235-42153-217	33.39
US BANK	20230331	03/29/2023	SENSOR MEDIC	235-42153-217	125.00
ARAMARK	2560113013	03/28/2023	AMBO/CLEANING/SUPPLIES	235-42153-217	43.13
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	235-42153-217	63.49
RITA HACKER -CREATIVE DESI	800	03/31/2023	AMBO/UNIFORMS	235-42153-218	16.00
RITA HACKER -CREATIVE DESI	803	03/31/2023	AMBO/UNIFORMS	235-42153-218	12.00
AT & T MOBILITY	287304392280X04032023	04/12/2023	AMBO/TELEPHONE	235-42153-321	315.36

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TIM HACKER	3-21-23 - 3-25-23	03/21/2023	AMBO/MEALS	235-42153-334	98.60
KRISTEN PORATH	3-22-23 - 3-28-23	04/03/2023	AMBO/MEALS	235-42153-334	72.76
JIM AXFORD	3-23-23 - 3-30-23	03/23/2023	AMBO/MEALS	235-42153-334	35.74
CYNDI HANSEN	3-27-23 - 3-30-23	04/03/2023	AMBO/MEALS	235-42153-334	45.16
MARY HOLMEN	4-2-23	04/03/2023	AMBO/MEALS	235-42153-334	10.45
TIMOTHY BIRKEMEYER	1239	03/31/2023	AMBO/BOOKS/PAMPHLETS	235-42153-435	1,700.00
MN REVENUE	1ST QTR 2023	04/13/2023	MN CARE TAX/1ST QTR 2023	235-42153-460	93.16
				Activity 42153 - Ambulance Total:	**6,022.31**
				Fund 235 - AMBULANCE Total:	**6,022.31**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	250-46520-131	1.80
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	250-46520-200	23.66
US BANK	20230331	03/29/2023	Adobe	250-46520-200	21.36
INDOFF, INC	3639723	03/30/2023	EDA/SUPPLIES	250-46520-200	72.55
SCHRAMEL LAW OFFICE	MARCH 2023 EDA	04/12/2023	EDA/LEGAL FEES	250-46520-304	345.00
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Director & City Admin	250-46520-340	188.74
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Easements	250-46520-350	133.90
FEDERATED RURAL ELECTRIC	03-31-23	04/12/2023	EDA/ELECTRIC UTILITY	250-46520-381	23.00
COTTONWOOD CO RECORDE	3-6-23 - 3-23-23	04/12/2023	EDA/MISC	250-46520-480	138.00
COTTONWOOD CO RECORDE	P31451	04/12/2023	EDA/RECORDING FEES	250-46520-480	46.00
				Activity 46520 - EDA Total:	**994.01**
				Fund 250 - EDA GENERAL Total:	**994.01**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
US BANK	20230331	03/29/2023	HOSE TESTER-NOTT COMPAN	401-49950-502	6,245.95
				Activity 49950 - Capital Outlay Total:	**6,245.95**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**6,245.95**
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	601-49400-131	5.40
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	601-49400-200	23.66
INDOFF, INC	3638649	03/27/2023	UTILITY MINUTE BOOKS	601-49400-200	113.00
DACOTAH PAPER CO	45994	04/12/2023	SEWER/SUPPLIES	601-49400-200	225.36
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	601-49400-212	405.70
HAWKINS, INC	6418343	03/13/2023	WATER/CHEMICALS	601-49400-216	5,949.50
HAWKINS, INC	6422815	03/21/2023	WATER/CHEMICALS	601-49400-216	10.00
RED ROCK RURAL WATER	03-01-23 READING	04/03/2023	WATER/104328 JOHNSON AU	601-49400-217	48.00
LOCATORS & SUPPLIES, INC	0305597-IN	03/21/2023	WATER/OPERATING SUPPLIES	601-49400-217	37.18
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Water	601-49400-217	138.46
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	601-49400-217	63.49
US BANK	20230331	03/29/2023	Hach - Chemical	601-49400-310	53.95
US BANK	20230331	03/29/2023	Hach - Chemical	601-49400-310	526.95
US BANK	20230331	03/29/2023	hatch	601-49400-310	1,091.60
GOPHER STATE ONE CALL	3030846	04/03/2023	LOCATES	601-49400-321	3.38
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	601-49400-321	91.15
FEDERATED RURAL ELECTRIC	03-31-23	04/12/2023	WATER/ELECTRIC UTILITY	601-49400-381	52.00
STANTEC CONSULTING SERVIC	1967537	03/30/2023	WATER/LANDFILL	601-49400-386	4,634.00
STANTEC CONSULTING SERVIC	1996696	03/30/2023	WATER/LANDFILL	601-49400-386	1,480.75
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	601-49400-405	46.60
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Water maint distribution	601-49400-408	26.97
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Water maint distribution	601-49400-408	32.98
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Water	601-49400-408	9.99
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	601-49400-432	29.84
MN DEPT OF HEALTH	1ST QTR 2023	04/12/2023	WATER/DUES	601-49400-443	5,059.00
SW/WC SERVICE COOPERATIV	APRIL 2023	03/20/2023	HEALTH INSURANCE	601-49400-480	862.98
				Activity 49400 - Water Total:	**21,021.89**
				Fund 601 - WATER Total:	**21,021.89**

Expense Approval Report					Payment Dates: 4/1/2023 - 4/14/2023
Vendor Name	**Payable Number**	**Post Date**	**Description (Item)**	**Account Number**	**Amount**
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	602-49450-131	1.80
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	602-49450-200	23.66
US BANK	20230331	03/29/2023	dollar general	602-49450-200	5.34
US BANK	20230331	03/29/2023	USA Bluebook - Supplies	602-49450-200	133.02
INDOFF, INC	3638649	03/27/2023	UTILITY MINUTE BOOKS	602-49450-200	113.00
DACOTAH PAPER CO	45994	04/12/2023	WATER/SUPPLIES	602-49450-200	225.37
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	602-49450-212	231.71
EOSI - Environmental Operati	50663	03/21/2023	SEWER/CHEMICALS	602-49450-216	14,865.60
HAWKINS, INC	6423115	03/21/2023	SEWER/CHEMICALS	602-49450-216	30.00
HAWKINS, INC	6424945	03/21/2023	SEWER/CHEMICALS	602-49450-216	1,467.49
LOCATORS & SUPPLIES, INC	0305597-IN	03/21/2023	SEWER/OPERATING SUPPLIES	602-49450-217	37.19
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-217	138.46
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	602-49450-217	63.49
MN VALLEY TESTING	1189058	03/16/2023	SEWER/LAB TESTING	602-49450-310	276.32
MN VALLEY TESTING	1189067	03/16/2023	SEWER/LAB TESTING	602-49450-310	170.72
MN VALLEY TESTING	1189074	03/16/2023	SEWER/LAB TESTING	602-49450-310	281.82
MN VALLEY TESTING	1189618	03/20/2023	SEWER/LAB TESTING	602-49450-310	105.82
MN VALLEY TESTING	1189782	03/20/2023	SEWER/LAB TESTING	602-49450-310	170.72
MN VALLEY TESTING	1189918	03/20/2023	SEWER/LAB TESTING	602-49450-310	147.40
MN VALLEY TESTING	1189920	03/20/2023	SEWER/LAB TESTING	602-49450-310	161.48
MN VALLEY TESTING	1190080	03/21/2023	SEWER/LAB TESTING	602-49450-310	281.82
US BANK	20230331	03/29/2023	Hach - Chemical	602-49450-310	318.22
US BANK	20230331	03/29/2023	usa blue book	602-49450-310	406.00
US BANK	20230331	03/29/2023	usa blue book	602-49450-310	219.38
US BANK	20230331	03/29/2023	Hach - Chemical	602-49450-310	53.95
GOPHER STATE ONE CALL	3030846	04/03/2023	LOCATES	602-49450-321	3.37
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	602-49450-321	121.16
STEVE WILLARD	3-27-23 - 3-30-23	04/12/2023	SEWER/MILEAGE	602-49450-331	198.47
AUTOMATIC SYSTEMS CO	040111	04/04/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	312.89
SOUTHERN MN INSPECTION C	21033	03/28/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	219.38
WINDOM AUTO VALU	3-25-2023	04/12/2023	MAINTENANCE 3400540	602-49450-405	46.61
US BANK	20230331	03/29/2023	pump products	602-49450-408	258.71
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Sewer maint distribution	602-49450-408	42.76
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-408	8.16
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-408	-3.90
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-408	294.98
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-408	39.98
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	SEWER	602-49450-408	45.01
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Sewer	602-49450-408	45.76
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	602-49450-432	23.69
				Activity 49450 - Sewer Total:	**21,586.81**
				Fund 602 - SEWER Total:	**21,586.81**
Fund: 604 - ELECTRIC					
ELK RIVER WINLECTRIC	369849 02	04/12/2023	EL/INVENTORY	604-14200	3,887.00
RESCO - RURAL ELECTRIC SUP	891369-00	04/12/2023	EL/INVENTORY	604-14200	387.68
DGR ENGINEERING	00259405	03/30/2023	EL/GENERATOR/BUILDING	604-16200	6,401.00
DGR ENGINEERING	00259406	03/30/2023	EL/BUILDING TRUCK SHOP	604-16200	25,857.00
ELECTRIC FUND	# 713	04/12/2023	EL/IMPROVEMENTS	604-16300	2,840.65
DGR ENGINEERING	00259404	03/30/2023	EL/TRANSMISSION LINE	604-16300	496.00
US BANK	20230331	03/29/2023	CSAH 26 Project cottonwood	604-16300	156.00
DGR ENGINEERING	00259405	03/30/2023	EL/GENERATOR/BUILDING	604-16400	19,433.00
GDF ENTERPRISES, INC	23348	03/30/2023	EL/DUMP TRAILER	604-16440	14,500.00
					73,958.33
Activity: 49550 - Electric					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	604-49550-131	9.00
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	604-49550-200	23.66
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-200	115.95

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INDOFF, INC	3638649	03/27/2023	UTILITY MINUTE BOOKS	604-49550-200	113.00
INDOFF, INC	3640429	04/03/2023	EL/SUPPLIES	604-49550-200	35.88
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	604-49550-212	1,216.65
COUNTRY PRIDE SERVICE	9018685	03/14/2023	EL/MOTOR FUELS	604-49550-212	60.00
US BANK	20230331	03/29/2023	farwest line	604-49550-217	636.62
BORDER STATES	925961009	03/17/2023	EL/OPERATING SUPPLIES	604-49550-217	621.37
BORDER STATES	926000122	03/27/2023	EL/OPERATING SUPPLIES	604-49550-217	2,188.28
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	604-49550-217	63.49
US BANK	20230331	03/29/2023	home depot	604-49550-241	279.00
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Electric small tools all purpos	604-49550-241	138.70
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-241	297.93
GOPHER STATE ONE CALL	3030846	04/03/2023	LOCATES	604-49550-321	3.38
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	604-49550-321	80.02
GOLDEN WEST TECH & INT SO	230300075	04/12/2023	EL/DISPATCHING	604-49550-325	54.06
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Electric maint structure	604-49550-402	17.18
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Electric maint structure	604-49550-402	48.99
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-404	86.70
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-404	193.97
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-404	46.00
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-404	-4.62
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-406	37.02
US BANK	20230331	03/29/2023	home depot	604-49550-408	2,890.42
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Electric maint distribution	604-49550-408	19.99
WESCO DISTRIBUTION, INC	204881	03/28/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	616.91
BORDER STATES	925961022	03/17/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	245.97
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Electric	604-49550-409	89.99
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	604-49550-432	75.00
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	604-49550-432	655.55
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	604-49550-432	253.38
ADVANTAGE COLLECTION PR	379630401	04/12/2023	COLLECTIONS	604-49550-432	32.27
WDR - DEPUTY REGISTRAR #5	03-30-23	04/04/2023	EL/LICENSE FEES	604-49550-444	1,023.00
WINDOM AREA DEVELOPME	APRIL 2023	03/30/2023	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	**13,464.71**
				Fund 604 - ELECTRIC Total:	**87,423.04**
Fund: 609 - LIQUOR STORE					
SCHRAMEL LAW OFFICE	MARCH 2023 LIQUOR	04/12/2023	RIVERBEND LIQUOR-CIP CONS	609-16200	345.00
					345.00
Activity: 49751 - Liquor Store					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	609-49751-131	3.60
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	609-49751-200	23.66
US BANK	20230331	03/29/2023	USPS	609-49751-200	2.59
ARAMARK	2560110979	03/21/2023	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	51.45
ARAMARK	2560115438	04/04/2023	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	51.45
US BANK	20230331	03/29/2023	lewis family drug	609-49751-217	7.46
AH HERMEL COMPANY	967192/967192	03/21/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	85.08
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	609-49751-217	90.70
BELLBOY CORP	0098799300	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	969.00
DOLL DISTRIBUTING, LLC	1205225	03/17/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	111.40
DOLL DISTRIBUTING, LLC	1209949	03/28/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	111.40
DOLL DISTRIBUTING, LLC	1209950	03/28/2023	LIQUOR S/LIQUOR	609-49751-251	140.00
DOLL DISTRIBUTING, LLC	1214936	03/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	196.00
DOLL DISTRIBUTING, LLC	1214938	03/31/2023	LIQUOR S/LIQUOR	609-49751-251	63.00
JOHNSON BROS.	2262508	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,239.71
JOHNSON BROS.	2266991	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-251	8,260.69
SOUTHERN GLAZER'S OF MN	2326668	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	928.46
SOUTHERN GLAZER'S OF MN	2329131	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-251	1,644.72
JOHNSON BROS.	244294	03/28/2023	LIQUOR S/LIQUOR	609-49751-251	-9.30
BEVERAGE WHOLESALERS	263776	03/17/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	162.00
BEVERAGE WHOLESALERS	263777	03/17/2023	LIQUOR S/LIQUOR	609-49751-251	530.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	264736	03/28/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	1,131.75
BEVERAGE WHOLESALERS	265675	03/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	550.00
BREAKTHRU BEVERAGE MN	348445398	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-251	3,458.15
PHILLIPS WINE & SPIRITS	6563340	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	920.44
PHILLIPS WINE & SPIRITS	6567106	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-251	3,543.84
DOLL DISTRIBUTING, LLC	1205225	03/17/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	11,010.00
DOLL DISTRIBUTING, LLC	1209949	03/28/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	2,832.10
DOLL DISTRIBUTING, LLC	1212738	03/28/2023	LIQUOR S/BEER	609-49751-252	219.75
DOLL DISTRIBUTING, LLC	1212748	03/28/2023	LIQUOR S/BEER	609-49751-252	902.70
DOLL DISTRIBUTING, LLC	1214936	03/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	11,956.93
DOLL DISTRIBUTING, LLC	1214937	03/31/2023	LIQUOR S/BEER	609-49751-252	-49.00
DOLL DISTRIBUTING, LLC	1214939	03/31/2023	LIQUOR S/BEER	609-49751-252	-52.00
JOHNSON BROS.	2262510	03/28/2023	LIQUOR S/BEER	609-49751-252	240.00
BEVERAGE WHOLESALERS	263776	03/17/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	7,978.97
BEVERAGE WHOLESALERS	264736	03/28/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	17,937.92
BEVERAGE WHOLESALERS	264736 R	03/31/2023	LIQUOR S/BEER	609-49751-252	-98.55
BEVERAGE WHOLESALERS	265675	03/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	1,954.91
BEVERAGE WHOLESALERS	265676	03/31/2023	LIQUOR S/BEER	609-49751-252	0.01
BEVERAGE WHOLESALERS	266352	03/31/2023	LIQUOR S/BEER	609-49751-252	50.00
ARTISAN BEER COMPANY	3593497	03/28/2023	LIQUOR S/BEER	609-49751-252	249.20
ARTISAN BEER COMPANY	3594748	03/31/2023	LIQUOR S/BEER	609-49751-252	61.50
JOHNSON BROS.	2262509	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	451.50
JOHNSON BROS.	2266992	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	762.78
SOUTHERN GLAZER'S OF MN	2326669	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	112.00
SOUTHERN GLAZER'S OF MN	2329132	03/31/2023	LIQUOR S/WINE/FRIGHT	609-49751-253	392.00
BREAKTHRU BEVERAGE MN	348445398	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	52.00
PHILLIPS WINE & SPIRITS	6563341	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	328.35
PHILLIPS WINE & SPIRITS	6567107	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	968.90
WINE MERCHANTS	7421225	03/31/2023	LIQUOR S/WINE/FRIGHT	609-49751-253	1,078.50
JOHNSON BROS.	2266992	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	37.00
BREAKTHRU BEVERAGE MN	348445398	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	65.02
ATLANTIC COCA-COLA	3885015	03/28/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	216.00
RED BULL DISTRIBUTION CO, I	5005202656	03/28/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	112.56
PHILLIPS WINE & SPIRITS	6567107	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	27.95
AH HERMEL COMPANY	967193/967193	03/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	120.75
AH HERMEL COMPANY	967193/967193	03/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-256	310.98
AH HERMEL COMPANY	967193/967193	03/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-261	48.74
US BANK	20230331	03/29/2023	USPS	609-49751-322	14.75
BELLBOY CORP	0098799300	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	14.00
JOHNSON BROS.	2262508	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	32.16
JOHNSON BROS.	2262509	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	18.27
JOHNSON BROS.	2266991	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-333	205.04
JOHNSON BROS.	2266992	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	27.25
SOUTHERN GLAZER'S OF MN	2326668	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	12.30
SOUTHERN GLAZER'S OF MN	2326669	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2329131	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-333	28.70
SOUTHERN GLAZER'S OF MN	2329132	03/31/2023	LIQUOR S/WINE/FRIGHT	609-49751-333	4.10
BREAKTHRU BEVERAGE MN	348445398	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	49.18
PHILLIPS WINE & SPIRITS	6563340	03/28/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	12.70
PHILLIPS WINE & SPIRITS	6563341	03/28/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	6567106	03/31/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-333	48.06
PHILLIPS WINE & SPIRITS	6567107	03/31/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	24.71
WINE MERCHANTS	7421225	03/31/2023	LIQUOR S/WINE/FRIGHT	609-49751-333	22.33
AH HERMEL COMPANY	967193/967193	03/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	8.95
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Riverbend Progress Edition	609-49751-340	405.00
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Liquor Wedding Edition	609-49751-340	353.00
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Liquor maint grounds	609-49751-406	23.99
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Liquor maint grounds	609-49751-406	39.96
				Activity 49751 - Liquor Store Total:	**86,905.40**
				Fund 609 - LIQUOR STORE Total:	**87,250.40**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 614 - TELECOM					
INTERNAL REVENUE SERVICE	APRIL 2023	04/14/2023	EXCISE TAX/BI-WEEKLY	614-20201	500.00
INTERNAL REVENUE SERVICE	MARCH-23 FINAL	04/13/2023	EXCISE TAX POSTING	614-20201	296.35
MN 9-1-1 PROGRAM	MARCH 2023	04/12/2023	911 SERVICES	614-20206	931.35
					1,727.70
Activity: 49870 - Telecom					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	614-49870-131	7.20
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	614-49870-200	23.66
CITY LAUNDERING CO.	1871067	03/17/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1875799	03/29/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	614-49870-212	177.14
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	614-49870-217	108.84
US BANK	20230331	03/29/2023	Ebay-	614-49870-227	661.19
US BANK	20230331	03/29/2023	mtobattery	614-49870-227	59.45
US BANK	20230331	03/29/2023	harbor freight	614-49870-227	435.21
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Telecom utility system	614-49870-227	47.80
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Telecom utility system	614-49870-227	25.99
OLSEN THIELEN & CO.,LTD	74705	04/04/2023	TELECOM/LEGAL FEES	614-49870-304	97.09
NECA	NECA112250	04/12/2023	TELECOM/LEGAL FEES	614-49870-304	165.00
GOPHER STATE ONE CALL	3030846	04/03/2023	LOCATES	614-49870-321	3.37
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	614-49870-321	245.72
ENTERPRISE FM TRUST	FBN4717096 4-5-23	04/12/2023	TELECOM/VEHICLE LEASE/4-5	614-49870-419	2,978.82
SCOTT COUNTY TREASURER	IN00029413	04/12/2023	TELECOM/DUES	614-49870-433	1,500.00
CENTURY LINK	528586	03/21/2023	DIRECTORY LISITINGS	614-49870-441	301.18
NATIONAL CABLE TV COOP	23030489	03/31/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	46,744.91
DISPLAY SYSTEMS INTERNATI	26688	04/04/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	333743	04/04/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	335.50
BALLY SPORTS NORTH	U97528	04/12/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	6,744.86
WOODSTOCK COMMUNICATI	10237860	04/04/2023	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	APRIL 01, 2023	04/12/2023	TELECOM/SWITCH FEES	614-49870-445	40.00
US BANK	20230331	03/29/2023	Dream Host Web Hosting	614-49870-447	139.00
MANKATO NETWORKS, LLC	389855	04/12/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,107.50
MANKATO NETWORKS, LLC	389864	04/12/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,193.67
HURRICANE ELECTRIC LLC	98455208-IN	04/04/2023	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
GOLDEN WEST TECH & INT SO	230300044	04/04/2023	TELECOM/ON CALL SUPPORT	614-49870-448	44.63
				Activity 49870 - Telecom Total:	**67,734.03**
				Fund 614 - TELECOM Total:	**69,461.73**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	615-49850-131	3.60
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	615-49850-200	23.66
WEX BANK	88246563	04/12/2023	MARCH 2023/MOTOR FUELS	615-49850-212	138.63
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Arena operating supplies	615-49850-217	49.02
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Arena operating supplies	615-49850-217	25.98
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	Arena operating supplies	615-49850-217	37.98
RUNNINGS SUPPLY, INC	20230331Runnings	04/09/2023	Arena	615-49850-217	50.97
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	615-49850-217	63.49
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	615-49850-321	63.89
US BANK	20230331	03/29/2023	hilton horse show expo	615-49850-334	446.62
US BANK	20230331	03/29/2023	canva pro	615-49850-340	69.99
ELITE MECHANICAL SYSTEMS,	14634	04/12/2023	ARENA/MAINTENANCE - STR	615-49850-402	123.75
SW/WC SERVICE COOPERATIV	APRIL 2023	03/20/2023	HEALTH INSURANCE	615-49850-480	862.98
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	615-49850-480	1.80
				Activity 49850 - Arena Total:	**1,962.36**
				Fund 615 - ARENA Total:	**1,962.36**
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	APRIL 23	03/20/2023	EAP	617-49860-131	5.40
JILL DENISE LOVRO BEIM	1854	03/30/2023	WEBSITE DEVELOPMENT	617-49860-200	23.66

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INDOFF, INC	3638067	03/30/2023	WCC/SUPPLIES	617-49860-200	20.59
CITY LAUNDERING CO.	1871065	03/16/2023	ARENA/CLEANING/SUPPLIES	617-49860-211	50.15
CITY LAUNDERING CO.	1875797	03/30/2023	WCC/CLEANING/SUPPLIES	617-49860-211	50.15
COUNTRY PRIDE SERVICE	9018505	03/07/2023	ARENA/MOTOR FUELS	617-49860-212	120.00
A & B BUSINESS	IN1040068	04/12/2023	MAINTENANCE CONTRACT	617-49860-217	63.49
RITA HACKER -CREATIVE DESI	798	04/04/2023	WCC/UNIFORMS	617-49860-218	31.00
RIVER BEND LIQUOR	3-1-23 - 3-31-23	04/12/2023	WCC/MERCHANDISE	617-49860-251	162.29
RIVER BEND LIQUOR	3-1-23 - 3-31-23	04/12/2023	WCC/MERCHANDISE	617-49860-252	515.73
US BANK	20230331	03/29/2023	HyVee	617-49860-254	28.67
RIVER BEND LIQUOR	3-1-23 - 3-31-23	04/12/2023	WCC/MERCHANDISE	617-49860-254	5.36
VERIZON WIRELESS	9930899324	04/03/2023	TELEPHONE	617-49860-321	41.14
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	WCC PT & FT position	617-49860-340	928.08
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	Indoor Garage Sale	617-49860-340	102.10
CITIZEN PUBLISHING CO	Citizen20230331	04/11/2023	WCC Wedding Edition	617-49860-340	887.10
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	MP maint structure	617-49860-402	41.77
SCHWALBACH HARDWARE	20230331 Schwalbach	04/12/2023	MP maint structure	617-49860-402	5.56
TOWN 'N COUNTRY	11438	04/12/2023	WCC/DISHWASHER/MAINTEN	617-49860-404	114.00
TOWN 'N COUNTRY	11445	04/12/2023	WCC/MAINTENANCE - OFFICE	617-49860-404	43.99
				Activity 49860 - M/P Center Total:	3,240.23
				Fund 617 - M/P CENTER Total:	3,240.23

Fund: 700 - PAYROLL

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Internal Revenue Service-Payr	INV0002257	04/07/2023	Federal Tax Withholding	700-21701	10,158.63
MN Department of Revenue -	INV0002258	04/07/2023	State Withholding	700-21702	5,135.17
Internal Revenue Service-Payr	INV0002257	04/07/2023	Social Security	700-21703	13,304.32
MN Pera	INV0002255	04/07/2023	PERA	700-21704	15,014.29
MN Pera	INV0002255	04/07/2023	PERA	700-21704	8,212.99
MN Pera	INV0002255	04/07/2023	PERA	700-21704	900.74
MN State Deferred	INV0002256	04/07/2023	Deferred Compensation	700-21705	5,299.66
MN State Deferred	INV0002256	04/07/2023	Deferred Roth	700-21705	1,652.00
SW/WC SERVICE COOPERATIV	APRIL 2023	03/20/2023	HEALTH INSURANCE	700-21706	71,636.16
Internal Revenue Service-Payr	INV0002257	04/07/2023	Medicare Withholding	700-21711	3,860.04
WEX Health Inc	04-07-2023	04/12/2023	FLEX SPENDING	700-21712	125.00
WEX Health Inc	4-10-2023	04/10/2023	FLEX SPENDING	700-21712	5.17
WEX Health Inc	4-11-2023	04/12/2023	FLEX SPENDING	700-21712	59.00
WEX Health Inc	4-3-2023	04/04/2023	FLEX SPENDING	700-21712	15.37
WEX Health Inc	4-4-2023	04/04/2023	FLEX SPENDING	700-21712	550.38
WEX Health Inc	4-7-2023	04/12/2023	FLEX SPENDING	700-21712	435.77
WEX Health Inc	INV0002254	04/07/2023	HSA Employee Contribution	700-21723	823.46
					137,188.15
				Fund 700 - PAYROLL Total:	137,188.15
				Grand Total:	487,137.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	38,146.22
211 - LIBRARY	3,093.16
225 - AIRPORT	3,437.15
230 - POOL	63.60
235 - AMBULANCE	6,022.31
250 - EDA GENERAL	994.01
401 - GENERAL CAPITAL PROJECTS	6,245.95
601 - WATER	21,021.89
602 - SEWER	21,586.81
604 - ELECTRIC	87,423.04
609 - LIQUOR STORE	87,250.40
614 - TELECOM	69,461.73
615 - ARENA	1,962.36
617 - M/P CENTER	3,240.23
700 - PAYROLL	137,188.15
Grand Total:	**487,137.01**

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	23.65
100-41110-304	Legal Fees	225.00
100-41110-326	Data Processing	16.02
100-41110-350	Printing & Design	561.75
100-41110-490	Donations & Contributio	8,000.00
100-41310-131	Employer Paid Insurance	9.00
100-41310-200	Office Supplies	127.32
100-41310-217	Other Operating Supplie	108.84
100-41310-308	Training & Registrations	425.00
100-41310-350	Printing & Design	543.15
100-41910-131	Employer Paid Insurance	1.80
100-41910-212	Motor Fuels	69.75
100-41910-303	Engineering and Surveyi	159.00
100-41910-321	Telephone	41.14
100-41910-480	Other Miscellaneous	138.00
100-41940-406	Repairs & Maint - Groun	851.00
100-41940-409	Repairs & Maint - Utilitie	456.49
100-42120-131	Employer Paid Insurance	19.80
100-42120-200	Office Supplies	79.12
100-42120-212	Motor Fuels	2,237.08
100-42120-218	Uniforms	208.00
100-42120-304	Legal Fees	3,957.50
100-42120-321	Telephone	1,386.62
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	3,196.94
100-42120-433	Dues & Subscriptions	541.94
100-42120-480	Other Miscellaneous	253.54
100-42220-200	Office Supplies	23.66
100-42220-211	Cleaning Supplies	43.14
100-42220-212	Motor Fuels	486.97
100-42220-215	Materials & Equipment	124.55
100-42220-217	Other Operating Supplie	110.46
100-42220-331	Travel Expense	161.13
100-42220-334	Meals/Lodging	550.11
100-42220-404	Repairs & Maint - M&E	1,341.97
100-42220-405	Repairs & Maint - Vehicl	1,697.51
100-42220-406	Repairs & Maint - Groun	33.39
100-42220-480	Other Miscellaneous	300.00

Account Summary

Account Number	Account Name	Payment Amount
100-43100-131	Employer Paid Insurance	7.20
100-43100-200	Office Supplies	23.66
100-43100-212	Motor Fuels	2,898.52
100-43100-215	Materials & Equipment	1,095.00
100-43100-217	Other Operating Supplie	63.49
100-43100-321	Telephone	41.97
100-43100-404	Repairs & Maint - M&E	2,396.08
100-43100-405	Repairs & Maint - Vehicl	119.98
100-45120-200	Office Supplies	23.66
100-45120-217	Other Operating Supplie	13.60
100-45202-131	Employer Paid Insurance	1.80
100-45202-200	Office Supplies	23.66
100-45202-211	Cleaning Supplies	549.72
100-45202-241	Small Tools	4.99
100-45202-350	Printing & Design	322.55
211-45501-200	Office Supplies	132.35
211-45501-211	Cleaning Supplies	43.25
211-45501-217	Other Operating Supplie	72.48
211-45501-402	Repairs & Maint - Struct	1,007.90
211-45501-433	Dues & Subscriptions	588.22
211-45501-435	Books and Pamphlets	1,248.96
225-45127-200	Office Supplies	52.66
225-45127-404	Repairs & Maint - M&E	1,956.70
225-49950-500	Capital Outlay	1,427.79
230-45124-217	Other Operating Supplie	13.60
230-45124-340	Advertising & Promotion	50.00
235-42153-131	Employer Paid Insurance	1.80
235-42153-200	Office Supplies	23.66
235-42153-212	Motor Fuels	3,002.61
235-42153-217	Other Operating Supplie	595.01
235-42153-218	Uniforms	28.00
235-42153-321	Telephone	315.36
235-42153-334	Meals/Lodging	262.71
235-42153-435	Books and Pamphlets	1,700.00
235-42153-460	Miscellaneous Taxes	93.16
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	117.57
250-46520-304	Legal Fees	345.00
250-46520-340	Advertising & Promotion	188.74
250-46520-350	Printing & Design	133.90
250-46520-381	Electric Utility	23.00
250-46520-480	Other Miscellaneous	184.00
401-49950-502	Capital Outlay - Fire	6,245.95
601-49400-131	Employer Paid Insurance	5.40
601-49400-200	Office Supplies	362.02
601-49400-212	Motor Fuels	405.70
601-49400-216	Chemicals and Chemical	5,959.50
601-49400-217	Other Operating Supplie	287.13
601-49400-310	Lab Testing	1,672.50
601-49400-321	Telephone	94.53
601-49400-381	Electric Utility	52.00
601-49400-386	Landfill	6,114.75
601-49400-405	Repairs & Maint - Vehicl	46.60
601-49400-408	Repairs & Maint - Distrib	69.94
601-49400-432	Uncollectible	29.84
601-49400-443	Intergovernmental Fees	5,059.00
601-49400-480	Other Miscellaneous	862.98
602-49450-131	Employer Paid Insurance	1.80

Account Summary

Account Number	Account Name	Payment Amount
602-49450-200	Office Supplies	500.39
602-49450-212	Motor Fuels	231.71
602-49450-216	Chemicals and Chemical	16,363.09
602-49450-217	Other Operating Supplie	239.14
602-49450-310	Lab Testing	2,593.65
602-49450-321	Telephone	124.53
602-49450-331	Travel Expense	198.47
602-49450-404	Repairs & Maint - M&E	532.27
602-49450-405	Repairs & Maint - Vehicl	46.61
602-49450-408	Repairs & Maint - Distrib	731.46
602-49450-432	Uncollectible	23.69
604-14200	Inventory	4,274.68
604-16200	Buildings	32,258.00
604-16300	Improvements Other Th	3,492.65
604-16400	Machinery & Equipment	19,433.00
604-16440	Motor Vehicles	14,500.00
604-49550-131	Employer Paid Insurance	9.00
604-49550-200	Office Supplies	288.49
604-49550-212	Motor Fuels	1,276.65
604-49550-217	Other Operating Supplie	3,509.76
604-49550-241	Small Tools	715.63
604-49550-321	Telephone	83.40
604-49550-325	Dispatching	54.06
604-49550-402	Repairs & Maint - Struct	66.17
604-49550-404	Repairs & Maint - M&E	322.05
604-49550-406	Repairs & Maint - Groun	37.02
604-49550-408	Repairs & Maint - Distrib	3,773.29
604-49550-409	Repairs & Maint - Utilitie	89.99
604-49550-432	Uncollectible	1,016.20
604-49550-444	License Fees	1,023.00
604-49550-491	Payments to Other Orga	1,200.00
609-16200	Buildings	345.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-200	Office Supplies	26.25
609-49751-211	Cleaning Supplies	102.90
609-49751-217	Other Operating Supplie	183.24
609-49751-251	Liquor	24,951.26
609-49751-252	Beer	55,194.44
609-49751-253	Wine	4,146.03
609-49751-254	Soft Drinks & Mix	579.28
609-49751-256	Tobacco Products	310.98
609-49751-261	Other Merchandise	48.74
609-49751-322	Postage	14.75
609-49751-333	Freight and Express	521.98
609-49751-340	Advertising & Promotion	758.00
609-49751-406	Repairs & Maint - Groun	63.95
614-20201	Excise Tax Payable	796.35
614-20206	911 TAP & TACIP Fees Cl	931.35
614-49870-131	Employer Paid Insurance	7.20
614-49870-200	Office Supplies	23.66
614-49870-211	Cleaning Supplies	42.76
614-49870-212	Motor Fuels	177.14
614-49870-217	Other Operating Supplie	108.84
614-49870-227	Utility System Maint Sup	1,229.64
614-49870-304	Legal Fees	262.09
614-49870-321	Telephone	249.09
614-49870-419	Vehicle Lease	2,978.82
614-49870-433	Dues & Subscriptions	1,500.00

Account Summary

Account Number	Account Name	Payment Amount
614-49870-441	Transmission Fees	301.18
614-49870-442	Subscriber Fees	54,023.71
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	6,540.17
614-49870-448	On-Call Support	44.63
615-49850-131	Employer Paid Insurance	3.60
615-49850-200	Office Supplies	23.66
615-49850-212	Motor Fuels	138.63
615-49850-217	Other Operating Supplie	227.44
615-49850-321	Telephone	63.89
615-49850-334	Meals/Lodging	446.62
615-49850-340	Advertising & Promotion	69.99
615-49850-402	Repairs & Maint - Struct	123.75
615-49850-480	Other Miscellaneous	864.78
617-49860-131	Employer Paid Insurance	5.40
617-49860-200	Office Supplies	44.25
617-49860-211	Cleaning Supplies	100.30
617-49860-212	Motor Fuels	120.00
617-49860-217	Other Operating Supplie	63.49
617-49860-218	Uniforms	31.00
617-49860-251	Liquor	162.29
617-49860-252	Beer	515.73
617-49860-254	Soft Drinks & Mix	34.03
617-49860-321	Telephone	41.14
617-49860-340	Advertising & Promotion	1,917.28
617-49860-402	Repairs & Maint - Struct	47.33
617-49860-404	Repairs & Maint - M&E	157.99
700-21701	Federal Withholding	10,158.63
700-21702	State Withholding	5,135.17
700-21703	FICA Tax Withholding	13,304.32
700-21704	PERA Contributions	24,128.02
700-21705	Retirement	6,951.66
700-21706	Medical Insurance	71,636.16
700-21711	Medicare Tax Withholdi	3,860.04
700-21712	Flex Account	1,190.69
700-21723	HSA Employee Contribu	823.46
	Grand Total:	**487,137.01**

Project Account Summary

Project Account Key		Payment Amount
None		487,137.01
	Grand Total:	**487,137.01**

CAM
4/14/2023

RESOLUTION #2023-

INTRODUCED:
SECONDED:
VOTED: **Aye:**
Nay:
Absent:

2023 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries are cornerstones of democracy promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of April 23-29, 2023, is proclaimed National Library Week. All residents are encouraged to explore the wealth of resources available at their library by visiting online or in person.

Adopted by the Council this 18th day of April, 2023.

____
Dominic Jones, Mayor

Attest:______________________________
Steve Nasby, City Administrator

RESOLUTION #2023-

INTRODUCED:
SECONDED:
VOTED: Aye:
Nay:
Absent:

2023 DRINKING WATER WEEK PROCLAMATION

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps is vital; and

WHEREAS, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water service by familiarizing themselves with it.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of May 7-13, 2023, is proclaimed as Drinking Water Week. All residents are encouraged to help protect our source waters, practice water conservation, and to thank your local Water Operators for ensuring clean safe drinking water for our community.

Adopted by the Council this 18th day of April, 2023.

____
Dominic Jones, Mayor

Attest:______________________________
Steve Nasby, City Administrator

Windom 2022 Drinking Water Report

Making Safe Drinking Water

Your drinking water comes from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quaternary Buried Unconfined, Quaternary Buried Artesian and Quaternary Water Table aquifers.

Windom works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Ryan Andersons, Water/Wastewater Superintendent, at 507-831-6138 or ryan.anderson@windommn.com if you have questions about Windom's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Windom Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2022.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage Basics of Monitoring and testing of Drinking Water in Minnesota (https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level)**: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level)**: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal)**: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal)**: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable)**: Does not apply.
- **pCi/l (picocuries per liter)**: A measure of radioactivity.
- **ppb (parts per billion)**: One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter (μg/l).
- **ppm (parts per million)**: One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID**: Public water system identification.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.						
Contaminant (Date, if sampled in previous year)	**EPA's Ideal Goal** (MCLG)	**EPA's Action Level**	**90% of Results Were Less Than**	**Number of Homes with High Levels**	**Violation**	**Typical Sources**
Lead (08/31/21)	0 ppb	90% of homes less than 15 ppb	2.6 ppb	0 out of 20	NO	Corrosion of household plumbing.
Copper (08/31/21)	0 ppm	90% of homes less than 1.3 ppm	1.17 ppm	0 out of 20	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.						
Contaminant (Date, if sampled in previous year)	**EPA's Ideal Goal** (MCLG)	**EPA's Limit** (MCL)	**Highest Average or Highest Single Test Result**	**Range of Detected Test Results**	**Violation**	**Typical Sources**
Nitrate	10 ppm	10.4 ppm	0.59 ppm	N/A	NO	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	2 ppm	2 ppm	0.32 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.
Combined Radium	0 pCi/l	5.4 pCi/l	0.3 pCi/l	0.0 - 1.0 pCi/l	NO	Erosion of natural deposits.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.						
Substance (Date, if sampled in previous year)	**EPA's Ideal Goal** (MCLG or MRDLG)	**EPA's Limit** (MCL or MRDL)	**Highest Average or Highest Single Test Result**	**Range of Detected Test Results**	**Violation**	**Typical Sources**
Total Trihalomethanes (TTHMs)	N/A	80 ppb	40.1 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	25 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.4 ppm	0.93 - 1.79 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.						
Substance (Date, if sampled in previous year)	**EPA's Ideal Goal** (MCLG)	**EPA's Limit** (MCL)	**Highest Average or Highest Single Test Result**	**Range of Detected Test Results**	**Violation**	**Typical Sources**
Fluoride	4.0 ppm	4.0 ppm	0.9 ppm	0.75 - 0.88 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

Monitoring Results – Unregulated Substances

In addition to testing drinking water for contaminants regulated under the Safe Drinking Water Act, we sometimes also monitor for contaminants that are not regulated. Unregulated contaminants do not have legal limits for drinking water.

Detection alone of a regulated or unregulated contaminant should not cause concern. The meaning of a detection should be determined considering current health effects information. We are often still learning about the health effects, so this information can change over time.

The following table shows the unregulated contaminants we detected last year, as well as human-health based guidance values for comparison, where available. The comparison values are based only on potential health impacts and do not consider our ability to measure contaminants at very low concentrations or the cost and technology of prevention and/or treatment. They may be set at levels that are costly, challenging, or impossible for water systems to meet (for example, large-scale treatment technology may not exist for a given contaminant).

A person drinking water with a contaminant at or below the comparison value would be at little or no risk for harmful health effects. If the level of a contaminant is above the comparison value, people of a certain age or with special health conditions - like a fetus, infants, children, elderly, and people with impaired immunity – may need to take extra precautions. Because these contaminants are unregulated, EPA and MDH require no particular action based on detection of an unregulated contaminant. We are notifying you of the unregulated contaminants we have detected as a public education opportunity.

- More information is available on MDH's A-Z List of Contaminants in Water (https://www.health.state.mn.us/communities/environment/water/contaminants/index.html) and Fourth Unregulated Contaminant Monitoring Rule (UCMR 4) (https://www.health.state.mn.us/communities/environment/water/com/ucmr4.html).

UNREGULATED CONTAMINANTS – Tested in drinking water.

Contaminant	Comparison Value	Highest Average Result or Highest Single Test Result	Range of Detected Test Results
Sodium*	20 ppm	15.2 ppm	N/A
Sulfate	500 ppm	67.9 ppm	N/A

*Note that home water softening can increase the level of sodium in your water.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Groundwater supplies 75 percent of Minnesota's drinking water, and is found in aquifers beneath the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water, and is the water in lakes, rivers, and streams above the surface of the land. Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants,** such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Windom is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at Source Water Assessments (https://www.health.state.mn.us/communities/environment/water/swp/swa) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Windom is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
   - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home
   - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
   - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
     Environmental Laboratory Accreditation Program
     (https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
     The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
   - Read about water treatment units:
     Point-of-Use Water Treatment Units for Lead Reduction
     (https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)

Learn more:

- Visit Lead in Drinking Water (https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
- Visit Basic Information about Lead in Drinking Water (http://www.epa.gov/safewater/lead)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791.To learn about how to reduce your contact with lead from sources other than your drinking water, visit Common Sources (https://www.health.state.mn.us/communities/environment/lead/fs/common.html).

Water systems have ongoing infrastructure, operations and maintenance costs in supplying safe drinking water, and many are implementing additional efforts to help insure health equity and manageable water bills with:

- Turn the faucet off while brushing teeth.
- Shower instead of bathing to reduce water use.
- Fix running toilets by replacing flapper valves.
- Run full loads of laundry and use a minimal water use setting.
- Our water system partners with others to help consumers with limited resources make payments to their water bills.
- Contact us to learn more.

RESOLUTION #2023-

INTRODUCED:
SECONDED:
VOTED: Aye:
Nay:
Absent:

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT ZONING ORDIANCE UPDATE

WHEREAS, the City of Windom has received a grant from the State of Minnesota Department of Transportation, Office of Aeronautics, through the Airport Improvement Grant Program in an amount not to exceed $48,000 for Airport Zoning Ordinance Update; and

WHEREAS, the City of Windom will receive from the State of Minnesota Department of Transportation, Office of Aeronautics, seventy percent (70%) of the allowable costs incurred for the project not to exceed $48,000; and

WHEREAS, the City of Windom will provide the remaining thirty percent (30%) of the funding for the project.

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

1. That the City Council accepts the State of Minnesota Department of Transportation Grant Agreement No. 1053525 for State Project No. A1701-44 for the Windom Municipal Airport and agrees to the terms and conditions required to accept the grant.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 18th day of April, 2023.

____
Dominic Jones, Mayor

Attest:______________________
Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD :

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 18th day of April, 2023, as shown by the minutes of the meeting in my possession.

____
Steve Nasby, City Administrator

____
Notary Public

My Commission Expires: Jan. 31, 2025

December 7, 2021

RE: Windom Municipal Airport
State FY 2023 Grant Request
Airport Zoning Update

CITY OF WINDOM

Luke Bourassa, Regional Engineer
MnDOT Office of Aeronautics
395 John Ireland Blvd,
St. Paul, MN 55155-1800

SP A1701-44 Contract No. 1053525

Dear Mr. Bourassa,

The City of Windom is requesting a grant from the MnDOT Office of Aeronautics for the Windom Municipal Airport (MWM) for State Fiscal Year 2023. The grant request is for the Airport Zoning Update. Actual costs associated with this project are shown below:

Airport Zoning Update (SEH)		**$48,000.00**
	MnDOT Share – 70%	$33,600.00
	Local Share – 30%	$14,400.00

This letter serves as a formal request for State funding to provide for this project. The requested State grant for this work is for $33,600, should other Federal or State funds be available to reduce the local match for our small airport additional funds would be much appreciated.

Please contact me if you have any questions or need further information. Thank you for supporting the Windom Municipal Airport.

Sincerely,

Steve Nasby, City Administrator
City of Windom, Minnesota

Cc: Brian Conklin, MnDOT Office of Aeronautics
John Fleming, MnDOT Office of Aeronautics
Jacqueleine Zirbes, SEH
Lindsay Reidt, SEH

Enclosure:
SEH Agreement for Airport Zoning Enactment

DEPARTMENT OF TRANSPORTATION
AERONAUTICS

MnDOT Contract No. **1053525**

STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and **City of Windom, MN** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 **Term of Agreement, Survival of Terms, and Incorporation of Exhibits**

1.1 **Effective Date.** This agreement will be effective on April 12, 2023, or the date the State obtains all required signatures under Minn. Stat.§16B.98, Subd. 5, whichever is later. As required by Minn.Stat.§16B.98 Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.

1.2 **Expiration Date.** This agreement will expire on December 31, 2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A1701-44**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.

1.5 **Exhibits.** Exhibit **"A"** - City of Windom's Grant Request Letter; and Exhibit **"B"**: Credit Application, are attached and incorporated into this Agreement.

2 **Grantee's Duties**

2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.

2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.

2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.

2.4 Grantee will comply with all required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).

2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

2.6 **Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 **Time**

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 **Cost and Payment**

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

Item Description	Federal Share	State Share	Grantee Share
Airport Zoning Ordinance Update	0%	70%	30%

Federal Committed:	$0.00
State:	**$ 33,600.00**
Grantee:	**$ 14,400.00**

No funds are committed by the U.S. Government for this Project. In the event federal reimbursement becomes available for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** No Reimbursement for travel and subsistence expenses are included in this Grant. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

4.3 **Sufficiency of Funds**. Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **$ 33,600.00**.

4.5 **Payment**

4.5.1 **Invoices.** Grantee will submit invoices for payment by **Credit Application**; Exhibit **"B"**, which is attached and incorporated into this agreement and can also be found at - http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf , is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized paid invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule:
Monthly, or as work completion dictates.

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 **Grantee Payment Requirements.** Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.5.7 **Closeout Deliverables.** At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format; (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 **Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representatives are:

Luke Bourassa, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or Brian Conklin, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658. The State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:
Steve Nasby, City Administrator
Phone (507) 831-6129 (steve.nasby@windommn.com)
City of Windom
P.O.Box 38
444 Ninth Street
Windom, MN 56101-0038

If the Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 **Assignment Amendments, Waiver, and Grant Agreement Complete**

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8 **Liability**

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 **State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 **Government Date Practices and Intellectual Property Rights**

10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 **Intellectual Property Rights.**

10.2.1 **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 **Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's opinion is likely to arise, Grantee must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 **Workers Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 **Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 **Termination; Suspension**

14.1 **Termination by the State.** The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 **Suspension.** The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 **Data Disclosure**
Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 **Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

17 **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate,

or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

19 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

20 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

DEPARTMENT OF TRANSPORTATION
AERONAUTICS

MnDOT Contract #: **1053525**

STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed:______________________________

Date:______________________________

SWIFT Contract/PO No(s).______________________________

GRANTEE
The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By:______________________________

Title:______________________________

Date:______________________________

By:______________________________

Title:______________________________

Date:______________________________

DEPARTMENT OF TRANSPORTATION

By:______________________________
(with delegated authority)

Title:______________________________

Date:______________________________

DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By:______________________________

Date:______________________________

DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT

By:______________________________

Date:______________________________

ACTION ITEM

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

TO:	City Council
FROM:	Scott Peterson, Chief of Police
DATE:	04/18/23
RE:	Sergeant's Position
DEPT:	Police
CONTACT:	Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested:

Approval of promoting Officer Devin Kopperud to the Windom Police Department Sergeant's Position.

Issue Summary/Background:

The Windom City Council recently approved adding the sergeant's position to the police department. The position was posted and Officer Devin Kopperud was selected as the final candidate. Kopperud has been the Field Training Officer for our agency for the last several years. He possesses a bachelor's degree from Bemidji State University. He has 9 years of experience in law enforcement.

Fiscal Impact:

As stated in an earlier memo, additional salary costs will be paid out of the police department budget.

Attachments:

None.

Proposed Outdoor Classroom Forest and Prairie Restoration*
Minnesota Deer Hunters Association (Des Moines Valley Chapter)
**Subject to CPL Grant Application Acceptance and Funding*

Purpose of Project

The outdoor classroom area along Perkins Creek has been a unique asset in providing hands-on, biological, and ecological learning experiences to students attending Windom Schools. In recent years, the outdoor classroom area has become overgrown with invasive plants, dead brush and has lost its biological diversity. The Des Monies Valley Chapter of the Minnesota Deer Hunters Association is proposing a restoration plan that will enhance and diversify the native plant, tree and shrub species in the outdoor classroom area. Our proposal will follow the new bridge installment, brush removal and work done with the Toro project conducted in June. All work described in this proposal will be done by a contracted habitat restoration company.

The low-land forested areas and small four-acre wet meadow (prairie) will be the two primary areas will be the focus of the restorations. Our main goal is to establish a mix of 20 to 30 native plant species in these areas which will:

1. Increase pollinator habitat
2. Diversify cover for local wildlife
3. Establish low maintenance ground cover
4. Provide a quality outdoor experience for Windom students and visitors

Restoration Plan (refer to map at the end of the document):

<u>Wet Meadow (Prairie) Work Area</u> **<u>Estimated Cost: $18,000</u>**

Reed canary grass (RGC) is the dominant plant species in the wet meadow site. RGC has little wildlife or habitat benefit and can pose as a wildfire risk. Eliminating and replacing RCG with native plants will the primary goal for this area.

<u>Proposed Management Actions for 2023 (Year 1):</u>

July-September: Remove woody debris and trash. Mow area and spray area once grass reaches 12 inches tall (may need two treatments)

<u>Proposed Management Actions for 2024 (Year 2)</u>

April-May: Spray RCG when new growth is 8-12 inches tall.
June-July: Spray grass when new growth is 8-12 inches tall.
August-September: Spray remaining grasses. Once grasses have turned brown, mow unit.
September-October: Plant native seed and nurse crop with a no-till drill.

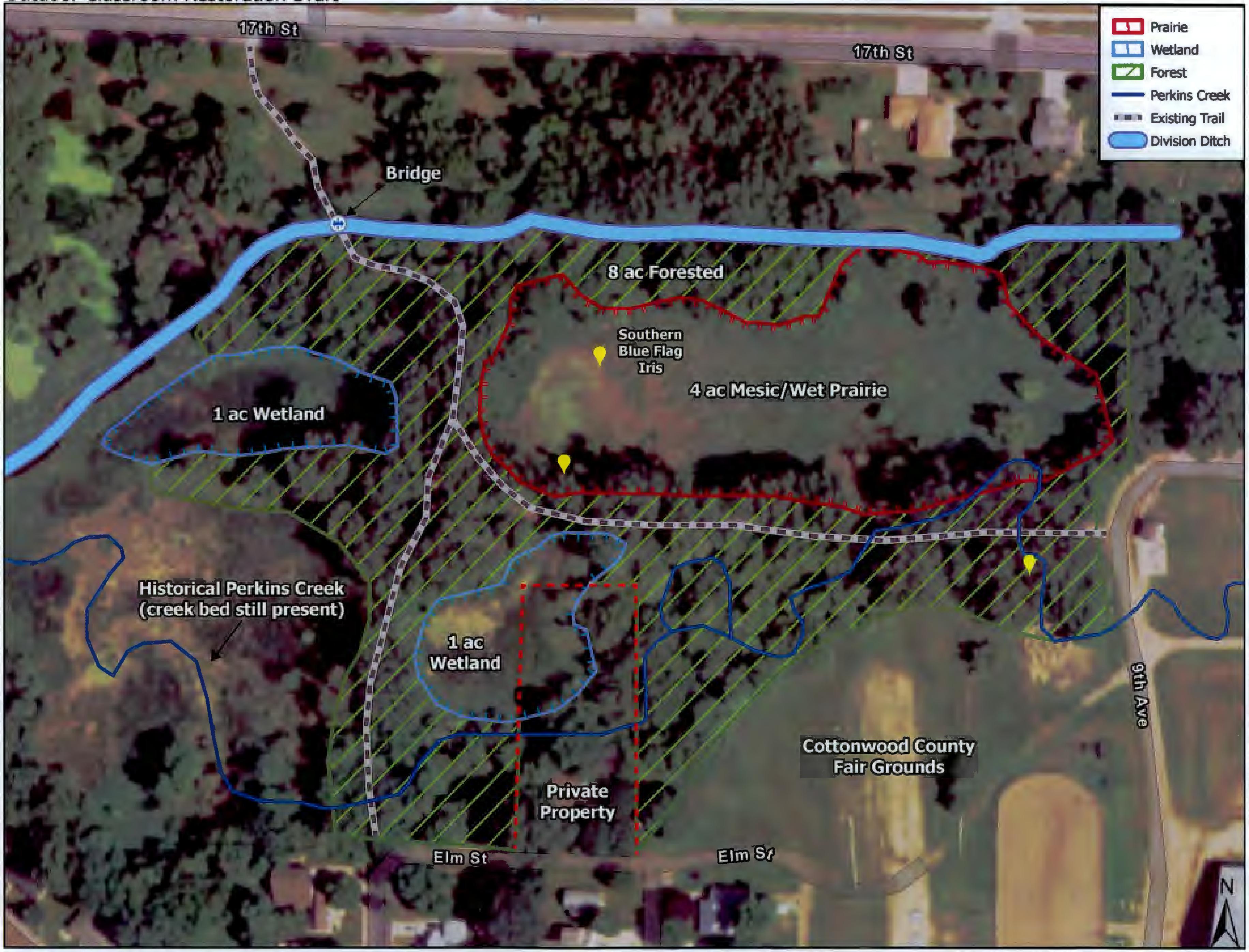
<u>Proposed Management Actions for 2025 (Year 1):</u>

May-September: Mow prairie once plants reach 12" tall throughout the growing season.

<u>Proposed Management Actions for 2026 (Year 1):</u>

May-September: Mow prairie once plants reach 12" tall throughout the growing season.

Outdoor Classroom Restoration Draft



April 19, 2023

Mr. Denis Quarberg, Past President
Minnesota Deer Hunters Association
1128 3rd Avenue
Windom, MN 56101

RE: MN Deer Hunters Association – Letter of Support for Grant Application

This letter is in support of the grant application submitted by the Minnesota Deer Hunters Association for a Conservation Partners Legacy grant. The Windom City Council discussed this opportunity at their April 18, 2023 meeting and enthusiastically supports the project.

The City of Windom, Windom Area School District and the other community groups have a long-standing and successful partnerships to bring educational and recreational opportunities to our area. Youth participation in outdoor activities is key to their education on the natural surroundings and environmental sciences. The local chapter of the Minnesota Deer Hunter's Association is hoping to include Conservation Legacy Partners funding in this project to clean up and revitalize the Environmental Center, which is a parcel of property owned and used by the Windom Area School district for biological and ecological learning experiences.

We look forward to our continued relationship with the Windom Area School District and Des Moines Valley Chapter of the Minnesota Deer Hunters Association in the provision of education and recreational project for Windom youth.

Sincerely,

Mayor Dominic Jones
City of Windom

ACTION ITEM

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

TO: City Council
FROM: Mayor Dominic Jones
DATE: April 13, 2023
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

HRA	Term Expires
Joel LaCanne	12/31/2027

Fiscal Impact

None.

Attachments

None.