

Council Meeting
Tuesday, December 19, 2023
City Council Chamber
5:00 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes– December 5, 2023
 - Community Center Commission – December 11, 2023
 - EDA – December 11, 2023
 - Library Board – December 12, 2023
 - Planning Commission – December 12, 2023
 - Regular Bills
2. Department Heads
3. Windom Area Health 2022-2023 Annual Audit Report
4. City Budgets and S.M.A.R.T Goals
 - 2024 Levy Resolution
 - Approve 2024 City of Windom Budget
 - 2023 Dashboard Report
 - 2024 S.M.A.R.T. Goals
 - 2023 Budget Amendments
 - Police Department Budget Request
5. First Reading Ordinance No 197 2nd Series – Amending Existing City Code
6. Resolution Decertifying TIF 1-19 NWIP II
7. Liquor Store Committee Recommendation Alternative for Awning Replacement
8. 2024 Municipal Rate for Street Lighting
9. Personnel Committee
 - LELS Memorandum of Agreement
 - Office Assistant Hiring Recommendation
 - Earned Sick & Safe Time Policy
10. Contractor Payments & Change Orders
 - Liquor Store #2 –Sussner Construction - \$145,978.17
11. New Business
12. Old Business
13. Council Comments
14. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
December 5, 2023
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Dominic Jones, Dennis Esplan, Marv Grunig, James Nelson,
Jenny Quade and Scott Benson

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police
Chief.; Andy Spielman, Building Official; John Nelson,
Liquor Store Manager; Jon Ketzenberg, Streets & Parks
Superintendent and Tim Snyder, Community Center Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - City Council Minutes – November 21, 2023
 - Housing & Redevelopment Authority – November 8, 2023
 - Park & Recreation Commission – November 8, 2023
 - Telecom Commission – November 20, 2023
 - Utility Commission – November 22, 2023
 - Street Committee- November 27, 2023
- Licenses & Permits
 - Exempt Gambling Permit
 - Windom Women of Today – April 3, 2024
 - Business, Arts and Recreation Center – January 16, 2024
- Regular Bills

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

5. Department Heads:

None.

6. 2024 Budget Presentation and Public Input:

Jones said that there would be review of the summary budget and then opportunity for public comment.

Nasby presented the 2024 Budget. He highlighted the following:

- Projected Revenues of \$31,608,850 which includes some bond funds for electric and liquor
- Projected Expenses of \$30,816,973 not including depreciation

Preliminary

- Telecom Fund shows a negative cash flow (\$94,857) based on low revenue projections as there are a number of unknowns with television conversion to streaming. Video conversion still planned for 2024
- Water overall positive cash flow which includes a 4% service increase for 2024 to keep up with inflationary costs of goods, services and labor. This increase is approximately equal to \$1/month for an average household using 3,000 gallons of water a month.
- Wastewater Funds have a positive cash flow, but the loss of Hylife will significantly lower revenues so the Utility Commission has approved an 8% increase in rates to account for this revenue loss and to keep up with inflationary costs of goods, services and labor. This increase is approximately equal to \$3.37/month for an average household using 3,000 gallons of water a month. The State funds paid off the \$2 million still owed by Hylife on their share of the Wastewater treatment plant debt.
- Electric Fund has a balanced budget. There is an approved use of reserve funds for transmission line rebuild and new truck garage. Reserves will also fund a portion of the new generation plant currently under construction and debt will be used to pay for the new generators. The budget includes a General Fund transfer of \$200,000 as usual for payment in lieu of taxes. To pay for the debt on the capital improvements and to keep up with inflationary costs of goods, services and labor, a rate increase of 5% will effective for 2024. This increase is approximately equal to \$4.07/month for an average household using 800 kw of electricity a month.
- Liquor Fund shows a balanced budget with no year end surplus. Their expenses for goods and labor, General Fund transfer of \$100,000 for payment in lieu of taxes and new debt service on the store expansion net the fund to breakeven.
- General Fund is comprised of Non-Enterprise funds with a \$3.35 million proposed budget, which is an increase of 9% from the previous year with the increases due to inflation for goods, services and labor costs. Capital Improvements for the General Fund departments equaled about \$318,000. Debt Service on bonds for prior street projects, the Emergency Services Facility and Arena total \$567,572 for 2024.
- Special Revenue Funds include the Arena, Community Center, Airport, Pool, EDA, Ambulance and Library where these funds generate income but are also tax supported. The Ambulance Fund is self-supporting. Capital for these funds is about \$98,000 including \$75,000 of grant funds. Overall the Special Revenue Funds are supported by \$1.036 million of property taxes.
- The proposed tax levy for 2024 is \$2,561,842 which is an 5.59% increase over last year and just under the preliminary tax levy set in September. Windom's Average Tax levy Change in the past 14 years is 3.59% increase.
- There is a Council Policy is to maintain 35-60% General Fund Reserve balance, currently the reserve is estimated at 46.89% based on the 2022 audited reserve and factored against the 2024 budget.

- Windom's City tax rate, Overall tax rate, net tax capacity and LGA distribution is shown on the Comparison City table and the data does indicate that Windom is right on the averages for 13 peer communities.

Grunig asked if 2023 is going to be on budget. Nasby said he is hoping that 2023 comes in under budget and the reserve can grow slightly.

Jones asked if there were any members of the public wanting to address the Council regarding the proposed 2024 budget. No comments. Jones asked again and there were no comments. Jones noted that the budget is on the City website and that the Council will formally adopt the budget and property tax levy at the next meeting.

7. MN DOT Local Road Improvement Project – Resolution of Support:

Nasby said in 2020 the City of Windom submitted a LRIP grant request to the MN DOT for the reconstruction of 10th Street from Highway 60/71 to CSAH 13. That 2020 grant request was not funded and the State had not funded the program again until 2023.

This grant is targeted to arterial streets that experience a larger volume of traffic, access commercial districts and serve other community needs so the selection of 10th Street would meet this requirement.

On October 17th the City Council asked that the Utility Commission and Street Committee discuss this project to determine if it was still a priority. The Utility Commission affirmed this as a priority and the Street Committee is also recommending the submission of a grant application for the 2023 Local Road Improvement Program. If funded this grant would provide \$1.5 million and thus reducing the overall cost which is estimated to be \$5.7 million.

Jones said that he has gotten positive feedback from people as this road needs to be redone and it serves as a main route for people and the school.

Grunig asked about financing the project. Nasby replied that if the project was funded and Council wanted to continue there would be a feasibility study needed as part of the project for special assessments as with other street projects and the project funding would include those street assessments, water funds, wastewater funds and general obligation bonds.

Council Member Esplan introduced the Resolution No. 2023-57, entitled “RESOLUTION SUPPORTING PURSUIT OF LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MN DOT FOR THE 2023 10TH STREET/RIVER ROAD RECONSTRUCTION PROJECT”. The Resolution was seconded by Grunig and on roll call vote: Aye: Grunig, Esplan, Benson, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Personnel:

Grunig said that the item on the agenda is to approve the pay scale for Department Heads. The Personnel Committee is recommending that the Supervisory Pay Scale follow the general wage increase that was approved for the IBEW labor agreement with the exception of the Police Chief and Assistant Chief which will follow the LELS general wage increase. Additionally, the Personnel Committee met with the Department Head group on November 28th to discuss the City's contribution to health benefits. The Personnel Committee is recommending a continuation of the 2023 health benefit cap for the Department Head group (except for the Police Chief and

Assistant Chief which will use the 2024 LELS benefit cap) for the upcoming 2024 coverage. He said the Department Heads have submitted a letter to the Council members that they are not in agreement with the health insurance cap from 2023 being used for 2024 and asked this item be tabled. The Personnel Committee heard the concerns and understands the situation. The Personnel Committee promised to re-discuss the health insurance cap for the 2025 insurance with the Department Heads. He said the options for the Council are to approve the recommendation or table the matter for more discussion.

Jones said the Personnel Committee did meet with the group and understand their concerns and felt re-discussing it for 2025 is a compromise. No one knows what the insurance will do next year. He appreciates the work of the Department Heads and they have valid points. There are two other labor groups that had similar issues but the options are limited and the new insurance for the IBEW group is not open to others. He felt the Personnel Committee made a reasonable decision.

Quade said it is unfortunate that the health insurance plans could not be open to everyone and the plan for Supervisors and Police have a higher deductible and no vision or dental. She wants what is fair to all groups and the Personnel Committee needs to look at the overall budget and how to use limited funds. Moving funds around from one group or department to another is difficult. The proposal for Department Heads is not freezing the health contribution for three years like the other two groups, but will be revisited next year. She too understands their concerns but Council needs to move forward.

Grunig said inflation includes health costs going up as part of the formula and with the wage increases proposed hopefully that will cover some of the increased cost to the employee. This will be looked at again for next year.

Jones said this is a complex matter and the adjustments typically follow the labor agreements, this proposal does for wages but is not possible to do for health insurance.

Nelson said there is a difference in union and Supervisory wage scales. People on social security have Medicare going up to worry about. He understands the concerns and who knows what happens next year with the election, etc.

Jones asked what happens if the IBEW health insurance premiums go up. Nasby said the labor agreement locks in the City's maximum cap for the three years of the agreement. Jones said he is committed to doing the 5/5/5 wage increase for Department Heads and revisiting the insurance again for 2025.

Motion by Grunig second by Nelson to approve the 2024-2026 Supervisory Wage scale and 2024 health insurance cap (same as 2023) for the Supervisory group with a discussion of the health insurance number for 2025. Motion carried 5 – 0.

Grunig said the second Personnel item is a Memorandum of Agreement with IBEW to conduct a compensation study. This was discussed at negotiations as the employees felt they were behind and some comparative data was shared. This agreement would propose a study for 2025.

Motion by Grunig second by Quade the approve the Memorandum of Agreement with IBEW for a compensation study. Motion carried 5 – 0.

Preliminary

9. Contractor Payments:

Jones said there is a pay request for Wilcon Construction for the Truck Garage with Pay Request #6 for \$224,916.14. Nasby said the Utility Commission, engineer and Electric Superintendent have recommended approval.

Motion by Nelson second by Grunig to approve Pay Request #6 for Wilcon Construction in the amount of \$224,916.14. Motion carried 5 – 0.

Jones said there is a pay request for IES Commercial Inc. for the transmission line project with Pay Request #4 for \$761,695.69. Nasby said the Utility Commission, engineer and Electric Superintendent have recommended approval.

Motion by Benson second by Quade to approve Pay Request #4 for IES Commercial Inc. in the amount of \$761,695.69. Motion carried 5 – 0.

Jones said there is a pay request for Wilcon Construction for the Electric Generation building with Pay Request #1 for \$218,220.30. Nasby said the Utility Commission, engineer and Electric Superintendent have recommended approval.

Motion by Nelson second by Grunig to approve Pay Request #1 for Wilcon Construction in the amount of \$218,220.30. Motion carried 5 – 0.

10. New Business:

Jones asked if there was any Council interest in a time change for the December 19th City Council meeting due to the school Christmas concert.

Motion by Benson second by Nelson to move the starting time for the December 19th City Council meeting from 6:30 pm to 5:00 pm. Motion carried 5 – 0.

Quade said the Street Committee brought up the idea of a snow plow naming contest like the State does for MN DOT plows. The City is getting three new plows at the end of the month and instead of 42, 43 and 44 they should get names. The contest would be open to Windom residents and names need to be in good taste. The Street Department staff would be the preliminary round judges and then their selections would go to the Street Committee for finalization and Council approval. There would be a box at City Hall for the entries with contest going to January 5th with the Council action on January 16th.

Motion by Benson second by Nelson to authorize the Street Committee's snow plow naming contest. Motion carried 5 – 0.

Benson asked if the Chamber is doing anything for Christmas. Quade said the lights at Island Park are up with free public viewing and the Christmas by Candlelight event is on December 14th.

11. Old Business:

None.

12. Council Comments:

Benson thanked the Department Heads for all their work. He noted the upcoming warm weather and cautioned people about keeping safe on the ice.

Preliminary

Quade noted the Reindeer contest at KDOM, the holiday vendor fair on December 19th at the Community Center and the Christmas light at Island Park. The snow plow naming contest was approved by the Council tonight and there is an up-cycle ornament making event at the Library. December 14th is the Christmas by Candlelight event on the downtown square.

Nelson said the appreciates the supervisors and the all the work they do.

Nasby said with the budget wrapping up he wanted to thank the Department Heads and City Council for their work.

Jones said he appreciated the Department Heads, the work they do and how they work with the employees in their departments.

13. Adjournment:

Mayor Jones adjourned the City Council meeting by unanimous consent at 7:40 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes

Monday, December 11, 2023

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

2. Present:

President: Linda Stuckenbroker

CC Director: Tim Snyder

Commission Members: Mitch Voehl

Lenny Thiner

Jan Duscher

Al Baloun

Commission Liaisons: Scott Benson

Jim Nelson - Absent

City Administrator: Steve Nasby - Absent

3. Approval of Minutes: **Minutes from November reviewed and approved.**
Motion made by Al Baloun; seconded by Lenny Thiner. Approved 5-0.

4. Director Report:

Personnel

- a. 4 on call youth hired – upcoming events won't warrant their need immediately
- b. Discussed current issues of hiring process for part time employees

Financial

- a. Delayed slightly and will email report to commission members soon
- b. Discussed difference in events in 2022 and 2023

5. Old Business:

- a. First 507 R&R scheduled December 15
- b. Roofing/ceiling reviewed- insulation in good shape with residue on surface
- c. Discussed Bob Byers Donation motion to move funds to LMC 4M Fund. Motion made by Al Baloun; seconded by Lenny Thiner. Approved 5-0
- d. Discussed Rental Rate Increases- Reviewed proposed changes in December for 2024- No Action Taken
- e. Good job by staff in running facility

6. New Business:

- a. Reviewed brochure rate changes proposed for 2024
- b. Reviewed Package changes – Motion to Approve changes as listed Motion by Al Baloun, seconded by Lenny Thiner approved 5-0
- c. Byers Donation Fund – Discussion held to choose priorities of future projects
- d. Windom R & R on Friday December 15, 2023

7. Commissioners Comments:

None

Motion by Al Baloun, seconded by Jan Duscher, to adjourn meeting at 6:45 p.m. Motion approved 5-0

Next Meeting: January 8, 2024

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 11, 2023

1. Call to Order: The meeting was called to order by President McNamara at 12:01 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Ryan McNamara, Nancy Wepplo, and Marv Grunig.

Absent: James Nelson. (There is one vacancy on the Board.)

Also Present: EDA Staff – Tiffany Lamb, EDA Director, and Admin. Asst. Mary Hensen; Steve Nasby, City Administrator; and Kevin Stevens, Cottonwood County Liaison.

3. Approval of Minutes: November 13, 2023:

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

4. South Cottonwood Lake Subdivision – Updates

A. Platting: Director Lamb recapped that on November 7th, the City Council adopted a resolution approving the final plat and authorizing filing of the final plat and the restrictive covenants for the subdivision with the Cottonwood County Recorder. After securing all the required signatures, the Final Plat and restrictive covenants for the subdivision were recorded on November 29, 2023. The property owner will now have the appropriate deeds prepared to convey Outlot C (City's well) to the City of Windom and Outlot B and Lot 5, Block 1 (lot for apartment building) to the EDA. All of these conveyances require no monetary consideration from the City or EDA.

After recording of the Deed to the EDA, the EDA will be in a position to make arrangements for the sale of Lot 5, Block 1 to Apollo Development LLC (the Apartment Developer). A Contract for Private Redevelopment was entered into between the City and the Apartment Developer in March 2022. The EDA is required to hold a public hearing prior to the sale of any EDA-owned property. After transfer of the property to the EDA, a notice of public hearing will be published in the newspaper. The EDA Board will then hold a public hearing at its next meeting prior to approval of the sale of Lot 5, Block 1 to Apollo Development LLC.

Outlot B will be retained by the EDA after transfer of the property. Some of the property in Outlot B is unbuildable due to terrain and there are no plans to extend infrastructure to the Outlot for the foreseeable future. In the future should the EDA decide to sell any of portions of the Outlot (that would be buildable for residential lots), the EDA would submit an application for a minor subdivision to the Building & Zoning Official for the purpose of subdividing Outlot B into lots for development.

B. Planned Unit Development: Director Lamb updated the Board concerning the status of the PUD process. The lots adjacent to Cottonwood Lake (riparian lots) are not included in the PUD. The back lots, outlots, and the proposed lot for the new apartment building are included in the PUD.

The Final Plan for the PUD was reviewed by the Planning Commission on November 14th. The Commissioners requested a final version of the restrictive covenants specific to the PUD lots for review. This document has now been submitted by DVK Diversified LLC and will come before the Planning Commission for review on December 12th and hopefully before the City Council for review and final approval on Tuesday, December 19th. If the Final Plan is approved, the PUD process should be completed.

Director Lamb stated that in the Contract for Private Redevelopment there is language that the EDA is responsible for the PUD process and the Developer has referenced this provision. City Staff will research

responsibility for costs.

C. Demolition Status: Director Lamb reported that the Demolition Contractor (Voss Plumbing & Heating of Paynesville) began work on demolishing the main plant site on Wednesday, December 5th. The plant site has now been demolished and they are working on crushing concrete and removing debris.

The Developer (DVK Diversified LLC) plans to order equipment, such as the lift station, this winter. DVK has been in contact with the City and referred to Ryan Anderson, Water/Wastewater Supt., to verify the City's specs for the lift station equipment.

5. Windom Apartments (North) – Update: Director Lamb advised that the first piece of the funding was to be used by the Property Owner/Developer Windom Apartments LLC to pay contractors who performed work and/or provided materials prior to June 5, 2023. The local subcontractors should have received their payments for this work/materials. Director Lamb confirmed that City Staff and the Developer are working on the second pay request. DEED is requiring additional documentation from the Developer concerning prevailing wage information. Also, in the loan documents, the City agreed to an inter-creditor agreement with Bell Bank. This has been a slow process and the specifics are still under discussion as the appraisals of the property have not been completed. There will be two appraisals—one by an appraiser selected by the City and one by an appraiser selected by the Developer. It is anticipated that these appraisals should be completed prior to year-end. The appraisal costs are to be paid by the Developer.

In response to a question, Director Lamb explained the oversight process in place to ensure that the loan funds are being paid to the contractors and properly applied to approved expenses.

Director Lamb reported that the Developer had the first lift of asphalt paving on the property completed. The subcontractors are to resume the construction work on the apartment building and the Developer still hopes to have at least four buildings completed by year-end.

6. TIF 1-19 Decertification: Director Lamb provided a history on this tax increment financing district. TIF District 1-19 encompasses Block 2 of the North Windom Industrial Park Subdivision (property on the east side of Commerce Boulevard) and also the approximately 80 acres of land south of Opportunity Drive which is currently used as farmland. The north two lots and Outlot B in Block 2 are owned by an affiliate corporation of The Toro Company. Sioux City Inspection and Weighing Service Company; A Red Shed ME & C LLC; Big Bend Snowriders, Inc.; and Cemstone Concrete Materials, LLC own four other parcels in TIF 1-19. Scott R. Veenker and Aimee E. Veenker are purchasing the East 40 acres of the property south of Opportunity Drive. The EDA owns the West 35.78 acres south of Opportunity Drive, the remaining 1.5 acres in Lot 2, Block 2 and Lot 5, Block 2 (6.74 acres) together with the detention pond (Outlot A).

This TIF District was established as an “economic development district” on August 18, 2015, and included Lots 5, 6, 7, and Outlot B in Block 2. The TIF District was modified on April 5, 2016, to expand the TIF District to include Lots 1, 2, 3, 4, and Outlot A in Block 2 and also Phase II (property south of Opportunity Drive). The first tax increment for this District was received in July of 2017.

Pursuant to the TIF Plan and Minnesota Statutes, the duration of this district would be the period of eight years after receipt of the first tax increment or until all obligations of the district have been satisfied. Thus, this TIF District is to decertify by December 31, 2025. However, obligations of this District regarding contracts for private redevelopment have been met. The obligations of this District, concerning infrastructure installation and acquisition of additional land for the District which were

financed by bonds, will be provided for in the TIF fund for this District effective as of December 31, 2023. Therefore, all obligations have been met or satisfactory funds are available in the TIF Fund for this District to cover those obligations; and it is necessary that TIF District 1-19 be decertified pursuant to the TIF Plan and statutory requirements.

The Commissioners reviewed a proposed Resolution authorizing the decertification of TIF District No. 1-19 effective on December 31, 2023. A similar Resolution will then be presented to the City Council for its approval. Follow-up paperwork to decertify the District will then be provided to the Cottonwood County Auditor and the State Auditor.

City Admin. Nasby questioned the status of the TIF Spending Plan funded from TIF 1-19 and future funding concerning obligations in TIF 1-22. After further discussion, the following action was taken.

Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Wepplo, to adopt EDA Resolution No. 2023-02, entitled “Resolution Approving the Decertification of Tax Increment Financing District No. 1-19 of the Economic Development Authority in and for the City of Windom, Minnesota”.

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

7. New Business: None.

8. Unfinished Business

A. Staff Report: Director Lamb provided a brief report on some other activities that are in progress. She has been working with the committee that is preparing the grant application for a Safe Routes to School Project. Their proposal is to pave the path from the Arena through the Environmental Center and install appropriate rapid-flashing beacons by the path’s intersection with the street and in the area near Perkins Creek Apartments, etc. Windom Street Superintendent Jon Ketzenberg and County Engineer Nick Klisch have also been involved in the discussions and plans concerning the project. The committee’s goal is to submit the application by February. They are also looking at funding for the engineering costs which are not covered by the grant.

Director Lamb provided a brief recap on the meeting that she and City Admin. Nasby held with Dan Paquin and others from Premium Iowa Pork concerning their plans for the former HyLife plant. They will be installing new machinery and are researching possible programs for financial assistance for these purchases. Some existing machinery will be removed or replaced.

EDAM and the Southwest Initiative Foundation have held webinars concerning child care in the last month. First Children’s Finance (FCF) has received funding for child care in Minnesota. Worthington is working with FCF. One of the EDA’s S.M.A.R.T. goals is to work on child care options.

The EDA also has a S.M.A.R.T. goal concerning an additional grocery store. Director Lamb reported that she is assembling marketing materials including information from the 2023 grocery store study and new housing information. There was a brief discussion concerning the proposed sites included in the grocery store study and the impact of small grocery outlets such as Kwik Trip, Dollar General, Family Dollar, etc. The consultant had included that information in his study results. Based on the study, a second grocery store should generate a better market in Windom than would be typical of a store that size footprint in other cities.

9. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the October 2023 financial reports submitted by Van Binsbergen & Associates.

10. Adjourn: On consensus, President McNamara adjourned the meeting at 12:40 p.m.

Attest: _____
Tiffany Lamb, EDA Director

Ryan McNamara, EDA President

Windom Library Board Meeting
December 12, 2023
5:05p.m.

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

2. Roll Call: Members Present: Anita Winkel, John Duscher, Steve Fresk, Wade Pfeiffer

Members Absent: Christine Wolf, Kari Scheitel and Fran Swenson

Library Staff Present: Kari Hanson

City Council Member Present: Dennis Esplan

3. Agenda and Minutes:

Agenda and minutes were approved on a motion made by Anita Winkel and seconded by Wade Pfeiffer

4. Financial Report:

All is well with the financials. The lack of snow and warm temps are helping with the winter budget. Revenue from driver's license testing has contributed significantly.

The financial report was approved on a motion by Anita with second by Wade.

5. Librarian's Report:

- The large reported circulation numbers are indicative of how busy the library has been, with over a hundred patrons many days. We are definitely a "lending library,"
- The presentation by author Colin Mustful was attended by a small, interested group
- Tuesday story time continues, and plans are to participate in Thursday's Christmas by Candlelight event in Windom. Children with each receive a new book donated by Rhonda Miller.
- Our Christmas tree is being decorated by "upcycled" ornaments brought in by patrons.
- The new driver's license testing policy of only testing patrons who have completed a classroom training session seems to be working very well

Librarian's Report was approved on a motion by Anita and seconded by Wade

6. Old Business:

None noted

7. New Business: Holiday hours were approved on a motion by Steve, seconded by Anita. We will close Friday December 22, Saturday the 23 (due to lack of staff) and Monday the 25th. New Year's we will close on Saturday, December 30, Monday, January 1.

8. Adjourn:

Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Steve Fresk, in the absence of the secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 12, 2023**

1. Call to Order: The meeting was called to order by Vice Chairman Baloun at 7:02 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Jared Baloun, Lorri Cole, Dustin Harrold, Carol Hartman, and Brandon Pletcher.
Absent: Brett Mattson, Tom Tegels, and Ben Byam.
Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.

3. Approval of Minutes – November 14, 2023:

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

4. South Cottonwood Lake Subdivision

A. Planned Unit Development – Final Plan – Restrictive Covenants: At the November 14th Meeting, the Planning Commission approved the Final Plan for the PUD and the proposed restrictive covenants as presented. The Commissioners requested that any proposed additions to the restrictive covenants, such as market-rate language, be presented to the Planning Commission for review. Zoning Admin. Spielman updated the Commissioners that the proposed final signed version of the restrictive covenants for the PUD was submitted by the property owner, DVK Diversified, LLC, and a copy was included in the packet for this meeting. Zoning Admin. Spielman reviewed the additional language concerning “market rate” included in No. 12 of the covenants. He advised that additional language is also shown in the introductory paragraphs on Page 1 and in Paragraphs 13 through 16. After a brief review and discussion, the following action was taken.

Motion by Commissioner Hartman, seconded by Commissioner Cole, to recommend City Council approval of the PUD Restrictive Covenants (included in the PUD Final Plan) pending review by the City Attorney prior to submission to the City Council. Motion carried 5-0.

5. Minor Code Revisions: Copies of the proposed Code revisions were included in the meeting packet. Zoning Admin. Spielman advised that in further review of sections in the new Code, adopted in August 2023, Staff determined that the exceptions listed in two subsections in Chapter 150—specifically 150.16(A) and 150.18 (B)—existed in the previous Code, but these exceptions were not included in the new Code language. These exceptions were meant to be retained in the new Code. After review, the following action was taken.

Motion by Commissioner Pletcher, seconded by Commissioner Hartman, to recommend City Council approval of the proposed revisions to City Code Subsections 150.16(A) and 150.18(B), as stated, in a “housekeeping ordinance”. Motion carried 5-0.

Zoning Admin. Spielman reviewed the minor Code revisions for Subsections 152.325(A) and (B) that were approved at the November 14th Meeting. Because the language set forth in Subsection 152.325(B) is language from other sections of the Code, it is necessary that the remaining Subsections be re-lettered. Also, re-lettered Subsection 152.325(D) is referenced in several other Subsections and those references need to be revised. After review, the following action was taken.

Motion by Commissioner Harrold, seconded by Commissioner Hartman, to recommend City Council approval of the proposed revisions to Section 152.325 as presented. Motion carried 5-0.

Zoning Admin. Spielman said that these proposed revisions will now come before the City Council in a proposed Ordinance No. 197, 2nd Series for first reading on December 19th and second reading on January 2nd. After adoption of this new ordinance, Ordinance Nos. 196 and 197, 2nd Series, can be sent to the codifier, American Legal Publishing, to update the City Code. After the codifier sends the updated Code to the City, copies of the

zoning sections and other appropriate sections will be provided to the Commissioners.

6. Term Renewals: Zoning Admin. Spielman advised that the four-year terms for Commissioners Lorri Cole and Tom Tegels (completing unexpired term of Jeremy Johnson) are set to expire as of December 31, 2023. He wanted to verify with Commissioners Cole and Tegels that they are willing to be re-appointed for another term on the Planning Commission. Zoning Admin. Spielman reported that Commissioner Tegels had agreed to serve for another term on the Planning Commission. Commissioner Cole also stated that she has agreed to be reappointed for another term on the Planning Commission. Commissioner Harrold advised that he is purchasing a home in a different ward and precinct and will probably be moving by February 2024. Zoning Admin. Spielman confirmed that this move will create a vacancy for that ward and precinct and that the seats on the Planning Commission are filled for the ward and precinct where Commissioner Harrold will be moving.
7. Other Business/Reports: None.
8. Unfinished Business: Zoning Admin. Spielman updated the Commissioners that the City Council had denied Mike Bogle's variance application (for an additional storage shed) as recommended by the Planning Commission. A letter was sent to Mr. Bogle advising of the time by when the shed needed to be removed from his property at 1453 Fourth Avenue. Mr. Bogle has since purchased a property across town and will be moving the shed to that property. There is a residence on the new property and Mr. Bogle will be obtaining a Zoning Permit to move the shed.
9. New Business: Zoning Admin. Spielman reported that he had received an application and a survey for a minor subdivision for property at 1707 Langley Street. Pursuant to the new Code, these applications are reviewed and approved at a City Staff level. The existing home accesses Langley Street. The purpose of the minor subdivision is to create a new buildable single-family lot which will access Third Avenue. Both lots conform to the City Code and there are water and wastewater utilities available on Third Avenue to serve the new lot. A 10-foot easement was created from Langley Street to provide electricity and telecom fiber to the new lot. Other Department Heads have approved the proposed minor subdivision. Zoning Admin. Spielman advised that this is an informational item and does not require any action by the Planning Commission.

The next regular Planning Commission Meeting would be scheduled for Tuesday, January 9th. At this time, no applications have been received and it appears that at least four Commissioners would be unavailable for a meeting on that date. Zoning Admin. Spielman advised that the City Charter requires the Planning Commission to meet once a quarter. He will confirm by text whether any meeting will be scheduled for January.
10. Planning Commission Comments, Concerns, Suggestions: None.
11. Adjourn: The meeting was adjourned by unanimous consent at 7:39 p.m.

Attest: _____
Andy Spielman, Zoning Administrator

Jared Baloun, Vice Chairman



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/2/2023 - 12/15/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	12-4-2023	12/12/2023	NOVEMBER 2023 BILLINGS	100-41110-304	2,250.00
FLAHERTY & HOOD, P.A.	23097	12/07/2023	MAYOR/COUNCIL/LEGAL FEES	100-41110-304	727.50
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41110-326	29.92
US BANK	US BANK NOV. 2023	12/04/2023	Zoom Meeting	100-41110-326	17.09
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	162.50
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	79.50
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	80.25
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	195.00
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	201.00
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	245.25
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	245.25
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41110-350	245.25
Activity 41110 - Mayor & Council Total:					4,478.51
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	100-41310-131	12.60
J. P. COOKE CO	1510844	12/04/2023	CITY HALL/PET LICENSE	100-41310-200	88.35
STOREY KENWORTHY	PINV1137431	12/07/2023	CITY OFFICE/SUPPLIES	100-41310-200	126.83
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-41310-200	25.03
WEX Health Inc	0001860196-IN	12/08/2023	PARTICIPANT FEE	100-41310-217	129.25
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	100-41310-217	121.59
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	100-41310-217	112.15
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41310-321	94.41
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	100-41310-322	360.81
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41310-326	294.86
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	100-41310-350	780.00
Activity 41310 - Administration Total:					2,145.88
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	100-41910-131	1.80
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-41910-200	25.03
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-41910-212	92.94
EUGENE J ABBOTT	20231118	12/12/2023	B&Z/CONSULTING & AUDITIN	100-41910-301	4,875.00
SCHRAMMEL LAW OFFICE	12-4-2023	12/12/2023	NOVEMBER 2023 BILLINGS	100-41910-304	525.00
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	100-41910-321	41.23
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41910-321	69.08
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	100-41910-322	37.94
Activity 41910 - Building & Zoning Total:					5,668.02
Activity: 41940 - City Hall					
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41940-381	432.93
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41940-382	58.31
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	100-41940-383	498.76
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-41940-385	123.15
COTTONWOOD CO SOLID WA	12-01-2023	12/05/2023	CITY OF WINDOM/BACK DOO	100-41940-406	10.00
MELISSA PENAS	NOV 2023	12/05/2023	CLEANING/CITY HALL	100-41940-406	253.00
SANDRA HERDER	NOV 2023	12/05/2023	CLEANING/CITY HALL	100-41940-406	253.00
Activity 41940 - City Hall Total:					1,629.15
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	100-42120-131	16.20
INDOFF, INC	3694850	12/12/2023	POLICE/SUPPLIES	100-42120-200	111.89
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-42120-200	25.03
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-42120-212	-22.63
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-42120-212	1,249.79

Expense Approval Report

Payment Dates: 12/2/2023 - 12/15/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KWIK TRIP INC & SUBSIDIARIE	NOV 2023	12/08/2023	MOTOR FUELS	100-42120-212	881.76
SCOTT E. PETERSON	12-05-23	12/05/2023	UNIFORM REIMBURSEMENT	100-42120-218	360.90
COUNTY OF JACKSON	2023-4	12/05/2023	OCT 1, 2023 - DEC 31, 2023/A	100-42120-304	12,000.00
AT & T MOBILITY	287293102788X12032023	12/12/2023	POLICE/TELECOM	100-42120-321	652.49
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42120-321	33.84
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	100-42120-322	0.86
M. J. DONOVAN ENTERPRISES	154064	12/07/2023	POLICE/PRINTING	100-42120-350	621.85
BRENT JAMES HOGEN	23231	12/12/2023	POLICE/PRINTING	100-42120-350	191.25
MIKE'S LLC	946	12/05/2023	POLICE/MAINTENANCE - OFFI	100-42120-404	457.76
PAUL MARSH	29663	12/07/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	27.46
ENTERPRISE FM TRUST	FBN4902042	12/12/2023	POLICE/VEHICLE LEASE	100-42120-419	473.53
Activity 42120 - Crime Control Total:					17,081.98

Activity: 42220 - Fire Fighting

ARAMARK	2560201265	12/05/2023	FIRE/SUPPLIES	100-42220-211	62.99
US BANK	US BANK NOV. 2023	12/04/2023	amazon	100-42220-211	22.00
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	100-42220-211	16.08
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-42220-212	913.95
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	100-42220-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	100-42220-217	65.40
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42220-321	42.68
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42220-381	337.06
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42220-382	14.43
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	100-42220-383	384.92
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42220-385	33.49
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	100-42220-404	198.94
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-42220-405	26.17
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-42220-405	2.38
US BANK	US BANK NOV. 2023	12/04/2023	Kendell	100-42220-406	155.16
Activity 42220 - Fire Fighting Total:					2,346.58

Activity: 42500 - Civil Defense

ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-42500-381	32.53
Activity 42500 - Civil Defense Total:					32.53

Activity: 43100 - Streets

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	100-43100-131	7.20
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-43100-200	25.03
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-43100-212	-41.46
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	100-43100-212	2,289.94
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	100-43100-217	70.92
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	100-43100-217	65.40
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	100-43100-321	42.06
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-321	20.55
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-381	1,928.31
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-381	230.63
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-382	19.52
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	100-43100-383	233.11
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-43100-385	41.30
WINDOM FARM SERVICE	31642	12/05/2023	STREET/PAYLOADER	100-43100-404	10,241.27
NCI - NORTH CENTRAL INT'L I	578115	11/27/2023	STREET/UNIT 42/MAINTENAN	100-43100-404	195.58
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-43100-404	11.94
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-43100-404	15.33
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-43100-404	67.96
SANFORD HEALTH OCCUPATIO	751978	12/11/2023	CITY OFFICE/MISC	100-43100-480	30.00
Activity 43100 - Streets Total:					15,564.59

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-45120-200	25.03
DAVID S EINCK	992	12/06/2023	ARENA/OPERATING SUPPLIES	100-45120-217	250.00
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	100-45120-217	15.20
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	100-45120-217	14.02

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK NOV. 2023	12/04/2023	Playpass Business	100-45120-217	9.50
Activity 45120 - Recreation Total:					313.75
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	100-45202-131	1.80
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	100-45202-200	25.03
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-45202-241	32.99
ASCAP	12-30-2023	12/05/2023	LICENSE FEES	100-45202-326	140.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	100-45202-381	470.62
MARLON ZINKE	166451	12/05/2023	STREET/MAINTENANCE - GRO	100-45202-406	70.00
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	100-45202-406	8.99
Activity 45202 - Park Areas Total:					1,016.10
Fund 100 - GENERAL Total:					50,277.09

Fund: 211 - LIBRARY

Activity: 45501 - Library

SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Library office supplies	211-45501-211	15.17
US BANK	US BANK NOV. 2023	12/04/2023	Amazon - Supplies	211-45501-211	23.99
HEARTLAND SECURITY SERVIC	11-22-2023	12/05/2023	LIBRARY/602016834	211-45501-217	275.40
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	211-45501-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	211-45501-217	65.40
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	211-45501-321	165.98
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	211-45501-381	165.56
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	211-45501-382	19.55
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	211-45501-383	237.36
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	211-45501-385	41.42
MELISSA PENAS	NOV 2023	12/05/2023	CLEANING/LIBRARY	211-45501-402	253.00
SANDRA HERDER	NOV 2023	12/05/2023	CLEANING/LIBRARY	211-45501-402	253.00
US BANK	US BANK NOV. 2023	12/04/2023	Wave jk	211-45501-402	40.00
US BANK	US BANK NOV. 2023	12/04/2023	popular mechanics	211-45501-433	30.00
US BANK	US BANK NOV. 2023	12/04/2023	architectural dgst	211-45501-433	74.99
US BANK	US BANK NOV. 2023	12/04/2023	Ann House white birch	211-45501-433	45.00
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	70.74
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	7.49
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	14.13
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	38.34
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	44.90
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	21.73
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	35.92
US BANK	US BANK NOV. 2023	12/04/2023	Amazon Credit	211-45501-435	-27.99
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	211-45501-435	32.99
US BANK	US BANK NOV. 2023	12/04/2023	Amazon credit	211-45501-435	-9.99
US BANK	US BANK NOV. 2023	12/04/2023	Amazon-Credit	211-45501-435	-0.01
Activity 45501 - Library Total:					2,075.00
Fund 211 - LIBRARY Total:					2,075.00

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	12-1-2023	12/05/2023	SERVICES	225-45127-200	2.00
RED ROCK RURAL WATER	12-1-2023	12/05/2023	SERVICES	225-45127-200	30.50
Activity 45127 - Airport Total:					32.50
Fund 225 - AIRPORT Total:					32.50

Fund: 230 - POOL

Activity: 45124 - Pool

HAWKINS, INC	6602742	12/07/2023	SWIMMING POOL/CHEMICAL	230-45124-216	40.00
HAWKINS, INC	6625311	12/07/2023	SWIMMING POOL/CHEMICAL	230-45124-216	40.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	230-45124-217	15.20
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	230-45124-217	14.02

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	230-45124-381	33.93
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	230-45124-383	63.88
				Activity 45124 - Pool Total:	340.36
				Fund 230 - POOL Total:	340.36

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	235-42153-131	1.80
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	235-42153-200	25.04
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	235-42153-212	2,064.13
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	235-42153-212	-37.38
ESPENSON GROUP LLC	1547	12/05/2023	AMBO/OPERATING SUPPLIES	235-42153-217	280.00
ARAMARK	2560201265	12/05/2023	AMBO/SUPPLIES	235-42153-217	62.99
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	235-42153-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	235-42153-217	65.40
NAM DESIGN	41765	12/13/2023	AMBO/UNIFORMS	235-42153-218	451.00
LEWIS FAMILY DRUG, LLC	105865 11-30-2023	12/12/2023	AMBO/MERCH/MEDICATION	235-42153-261	42.21
LEWIS FAMILY DRUG, LLC	105865 11-30-2023	12/12/2023	AMBO/MERCH/MEDICATION	235-42153-261	302.01
US BANK	US BANK NOV. 2023	12/04/2023	EMSRB	235-42153-308	153.23
WINDOM AREA HEALTH	734-024-11-2023-0024	12/13/2023	AMBO/NURSING	235-42153-312	2,151.59
AT & T MOBILITY	287304392280X12032023	12/13/2023	AMBO/TELEPHONE	235-42153-321	349.13
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	235-42153-321	28.46
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	235-42153-322	4.38
KRISTEN PORATH	11-28-23	12/12/2023	AMBO/MEALS	235-42153-334	28.59
JUSTIN HARRINGTON	11-28-23 - 11-29-23	12/12/2023	AMBO/MEALS	235-42153-334	76.15
TIM HACKER	11-28-23 - 12-6-23	12/12/2023	AMBO/MEALS	235-42153-334	66.20
CYNDI HANSEN	11-30-23 - 12-3-23	12/12/2023	AMBO/MEALS	235-42153-334	68.41
REBEKAH ELLINGSON	12-7-23 - 12-10-23	12/07/2023	AMBO/MEALS	235-42153-334	73.51
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	235-42153-381	224.70
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	235-42153-382	9.62
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	235-42153-383	256.62
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	235-42153-385	22.32
LANCE C DEFRIES	132263	12/01/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	8,643.14
PAUL MARSH	29596	12/01/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	76.98
US BANK	US BANK NOV. 2023	12/04/2023	Kendell	235-42153-406	38.79
US BANK	US BANK NOV. 2023	12/04/2023	amazon	235-42153-406	16.08
US BANK	US BANK NOV. 2023	12/04/2023	amazon	235-42153-406	21.99
				Activity 42153 - Ambulance Total:	15,638.02
				Fund 235 - AMBULANCE Total:	15,638.02

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	250-46520-131	1.80
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	250-46520-200	25.03
US BANK	US BANK NOV. 2023	12/04/2023	Adobe	250-46520-200	21.36
SCHRAMEL LAW OFFICE	12-4-2023	12/12/2023	NOVEMBER 2023 BILLINGS	250-46520-304	225.00
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	250-46520-321	41.23
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	250-46520-321	69.08
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	250-46520-322	1.25
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	250-46520-350	94.50
FEDERATED RURAL ELECTRIC	11-30-23	12/10/2023	EDA//ELECTRIC UTILITY	250-46520-381	29.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	250-46520-381	52.78
				Activity 46520 - EDA Total:	561.03
				Fund 250 - EDA GENERAL Total:	561.03

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

KULSETH LAWN LANDSCAPE	4309	12/12/2023	EDA/MOWING 10-05-2023	254-46520-406	105.00
				Activity 46520 - EDA Total:	105.00
				Fund 254 - NORTH IND PARK Total:	105.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 255 - EDA GENERAL RLF					
HOUSING & REDEVELOPMEN	12-6-23	12/12/2023	EDA/LOAN	255-12900	2,571.43
					<u>2,571.43</u>
Fund 255 - EDA GENERAL RLF Total:					2,571.43
Fund: 266 - TIF 1-10 RUNNINGS					
Activity: 46530 - TIF Districts					
J R & R PARTNERSHIP	12-8-2023	12/12/2023	TIF PAYMENT	266-46530-482	21,517.00
					<u>21,517.00</u>
Activity 46530 - TIF Districts Total:					21,517.00
Fund 266 - TIF 1-10 RUNNINGS Total:					21,517.00
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
AG BUILDERS	12-8-2023	12/12/2023	TIF PAYMENTS	271-46530-482	6,690.48
					<u>6,690.48</u>
Activity 46530 - TIF Districts Total:					6,690.48
Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:					6,690.48
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SHI INTERNATIONAL CORP	B17586904	12/01/2023	POLICE/CAPITAL OUTLAY	401-49950-501	1,810.00
SHI INTERNATIONAL CORP	B17587613	12/06/2023	POLICE/TECHNOLOGY	401-49950-501	3,620.00
					<u>5,430.00</u>
Activity 49950 - Capital Outlay Total:					5,430.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					5,430.00
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	601-49400-131	5.40
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	601-49400-200	25.04
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	601-49400-212	230.82
HAWKINS, INC	6635917	12/07/2023	WATER/CHEMICALS	601-49400-216	5,655.18
RED ROCK RURAL WATER	12-01-23 READING	12/05/2023	WATER 104328 JOHNSON AU	601-49400-217	30.50
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	601-49400-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	601-49400-217	65.40
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	601-49400-241	70.97
SCHRAMEL LAW OFFICE	12-4-2023	12/12/2023	NOVEMBER 2023 BILLINGS	601-49400-304	75.00
US BANK	US BANK NOV. 2023	12/04/2023	UPS	601-49400-310	15.35
VERIZON WIRELESS	9950072099	12/05/2023	TELECOM	601-49400-321	91.24
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-321	51.10
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	601-49400-322	0.63
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	601-49400-322	143.99
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-326	70.00
FEDERATED RURAL ELECTRIC	11-30-23	12/10/2023	WATER/ELECTRIC UTILITY	601-49400-381	42.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-381	4,243.38
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-382	18.55
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	601-49400-383	532.27
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	601-49400-383	34.37
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-385	38.20
STANTEC CONSULTING SERVIC	2072474	12/05/2023	WATER/LANDFILL	601-49400-386	1,171.50
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	601-49400-386	1,060.77
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Water maint structure	601-49400-402	6.94
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Water maint structure	601-49400-402	28.97
SVOBODA EXCAVATING, INC	00010257	12/05/2023	WATER/MAINTENANCE - DIST	601-49400-408	1,222.50
COTTONWOOD CO PUBLIC W	11-14-2023	11/30/2023	WATER/CSAH 13 REPAIR 11-7-	601-49400-408	1,984.23
SCOTT VEENKER	30191	11/28/2023	WATER/MAINTENANCE - DIST	601-49400-408	2,825.82
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Water maint distribution	601-49400-408	32.13
SW/WC SERVICE COOPERATIV	DEC 2023	12/06/2023	HEALTH INSURANCE	601-49400-480	862.98
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	601-49400-480	1.80
					<u>20,707.96</u>
Activity 49400 - Water Total:					20,707.96
Fund 601 - WATER Total:					20,707.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	602-49450-131	1.80
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	602-49450-200	25.03
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	602-49450-212	210.30
EOSI - Environmental Operati	52907	12/13/2023	SEWER/CHEMICALS	602-49450-216	12,175.73
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	602-49450-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	602-49450-217	65.40
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Sewer jet nozzle	602-49450-217	36.17
SCHRAMEL LAW OFFICE	12-4-2023	12/12/2023	NOVEMBER 2023 BILLINGS	602-49450-304	75.00
MN VALLEY TESTING	1226634	11/30/2023	SEWER/LAB TESTING	602-49450-310	113.30
MN VALLEY TESTING	1227085	11/30/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1227709	11/30/2023	SEWER/LAB TESTING	602-49450-310	183.70
MN VALLEY TESTING	1228059	11/30/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1228100	11/30/2023	SEWER/LAB TESTING	602-49450-310	148.50
MN VALLEY TESTING	1228334	11/30/2023	SEWER/LAB TESTING	602-49450-310	218.90
VERIZON WIRELESS	9950072099	12/05/2023	TELECOM	602-49450-321	121.25
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	602-49450-321	176.04
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	602-49450-322	143.99
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	602-49450-326	70.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	602-49450-381	9,809.51
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	602-49450-382	238.03
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	602-49450-383	56.94
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	602-49450-383	26.80
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	602-49450-383	23.91
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	602-49450-383	950.66
BDG, INC. - FLEXIBLE PIPE TO	29413	11/16/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	630.00
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Sewer maint distribution	602-49450-408	14.36
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Sewer maint distribution	602-49450-408	50.97
NEIL BARTEL	1272	12/04/2023	SEWER/SLUDGE HAULING	602-49450-446	49,879.01
Activity 49450 - Sewer Total:					76,130.03
Fund 602 - SEWER Total:					76,130.03

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	175761	12/05/2023	1 YR 5.50% INTEREST US BAN	604-10400	236,000.00
BORDER STATES	927333482	11/16/2023	EL/INVENTORY	604-14200	78.89
BORDER STATES	927375946	11/16/2023	EL/INVENTORY	604-14200	433.68
J. H. LARSON	S103051186.001	11/16/2023	EL/INVENTORY	604-14200	68.60
DAKOTA SUPPLY GROUP	S103092498.001	12/07/2023	EL/INVENTORY	604-14200	7,116.75
WILCON CONSTRUCTION SER	PAYMENT # 6	12/06/2023	EL/TRUCK GARAGE	604-16200	224,916.14
WILCON CONSTRUCTION SER	# 1 GEN PLANT	12/06/2023	EL/GENERATION PLANT	604-16480	218,220.30
IES COMMERCIAL, INC.	PAYMENT # 4	12/06/2023	EL/TRANSMISSION LINE RECO	604-16480	761,695.69
					1,448,530.05

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	604-49550-131	9.00
AMAZON CAPITAL SERVICES, I	1MTD-13FK-L7MT	12/07/2023	EL/SUPPLIES	604-49550-200	49.43
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	604-49550-200	25.04
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric office supplies	604-49550-200	30.53
COUNTRY PRIDE SERVICE	9028091	12/05/2023	EL/MOTOR FUELS	604-49550-212	30.00
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	604-49550-212	810.25
LOCATORS & SUPPLIES, INC	0311134-IN	11/27/2023	EL/OPERATING SUPPLIES	604-49550-217	37.05
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	604-49550-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	604-49550-217	65.40
US BANK	US BANK NOV. 2023	12/04/2023	c & B	604-49550-217	315.37
AMARIL UNIFORM COMPANY	IV253381	12/05/2023	EL/UNIFORMS	604-49550-218	271.23
AMARIL UNIFORM COMPANY	IV253386	12/05/2023	EL/UNIFORMS	604-49550-218	1,727.59
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric small tools all purpos	604-49550-241	149.94
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric small tools all purpos	604-49550-241	75.96
STAPLES OIL CO	30297956506	12/01/2023	EL/MERCHANDISE FOR RESAL	604-49550-262	13,996.00
STAPLES OIL CO	30369493152	12/01/2023	EL/MERCHANDISE FOR RESAL	604-49550-262	3,499.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FRONTIER ENERGY, INC	192547	12/12/2023	EL/ENERGY DEPLOYMENT	604-49550-315	15,000.00
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	604-49550-321	51.34
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	604-49550-322	9.41
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	604-49550-322	143.99
OZ GROUP INC	5073176-120123	12/05/2023	EL/DISPATCHING	604-49550-325	66.16
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	604-49550-326	90.00
US BANK	US BANK NOV. 2023	12/04/2023	USPS	604-49550-333	19.94
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	604-49550-381	207.18
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	604-49550-382	20.48
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	604-49550-383	25.55
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	604-49550-383	162.76
COTTONWOOD CO SOLID WA	12-01-2023	12/05/2023	EL/REFUSE DISPOSAL	604-49550-384	98.53
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	604-49550-385	40.37
GDF ENTERPRISES, INC	A25568	12/01/2023	EL/MAINTENANCE - STRUCTU	604-49550-402	92.09
J. H. LARSON	S103051186.001	11/16/2023	EL/MAINTENANCE - STRUCTU	604-49550-402	76.14
J. H. LARSON	S103051186.002	11/16/2023	EL/MAINTENANCE - STRUCTU	604-49550-402	84.77
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	5.00
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	5.99
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	17.57
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	53.97
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	36.99
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	8.59
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	9.18
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	198.98
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint structure	604-49550-402	37.98
ELECTRIC FUND	# 846	12/01/2023	MAINTENANCE - DISTRIBUTIO	604-49550-408	193.18
ELECTRIC FUND	# 847	12/08/2023	EL/MAINTENANCE - OFFICE	604-49550-408	5.70
ELECTRIC FUND	# 848	12/13/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	29.99
DAKOTA SUPPLY GROUP	S103092498.001	12/07/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	1,206.19
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint distribution	604-49550-408	38.45
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint distribution	604-49550-408	42.81
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint distribution	604-49550-408	52.12
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Electric maint utilities	604-49550-409	39.98
US BANK	US BANK NOV. 2023	12/04/2023	HyVee	604-49550-410	251.11
KYLE SMITH	12-8-2023	12/13/2023	EL/CONSERVATION - ENERGY	604-49550-450	500.00
WINDOM AREA DEVELOPME	DEC 2023	12/05/2023	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					41,365.23
Fund 604 - ELECTRIC Total:					1,489,895.28
Fund: 609 - LIQUOR STORE					
TSP	0060372	12/07/2023	LIQUOR S/RENOVATIONS	609-16200	1,995.10
					1,995.10

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	609-49751-131	3.60
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	609-49751-200	25.04
US BANK	US BANK NOV. 2023	12/04/2023	Amazon	609-49751-200	170.19
ZABINSKI BUSINESS SERVICES,	3016	12/05/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	875.00
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	609-49751-217	101.33
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	609-49751-217	93.43
BELLBOY CORP	0201644900	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	762.33
VINOCOPIA, INC	0340959-IN	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	153.20
BREAKTHRU BEVERAGE MN	113168179	11/27/2023	LIQUOR S/MERCHANDISE/FREI	609-49751-251	3,633.84
SOUTHERN GLAZER'S OF MN	2410668	11/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,295.04
SOUTHERN GLAZER'S OF MN	2413242	11/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	4,617.50
SOUTHERN GLAZER'S OF MN	2414322	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	486.18
BEVERAGE WHOLESALERS	303531	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-251	432.00
BREAKTHRU BEVERAGE MN	411653486	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	-247.50
BREAKTHRU BEVERAGE MN	411653487	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	-290.40
BREAKTHRU BEVERAGE MN	411663580	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	-320.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CLOUD DISTRIBUTION O	101092018	11/20/2023	LIQUOR S/BEER	609-49751-252	203.00
DOLL DISTRIBUTING, LLC	1385554	11/27/2023	LIQUOR S/BEER/NON-ALCOLI	609-49751-252	11,626.10
DOLL DISTRIBUTING, LLC	1386692	11/28/2023	LIQUOR S/BEER	609-49751-252	190.55
BEVERAGE WHOLESALERS	302683	12/07/2023	LIQUOR S/BEER	609-49751-252	36.00
BEVERAGE WHOLESALERS	303531	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-252	5,083.20
BEVERAGE WHOLESALERS	304521	12/08/2023	LIQUOR S/BEER/NON-ALCOH	609-49751-252	12,968.60
VINOPIA, INC	0340959-IN	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	172.00
BREAKTHRU BEVERAGE MN	113168179	11/27/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	52.00
ROLLING FORKS VINEYARDS, L	1804	11/27/2023	LIQUOR S/WINE	609-49751-253	169.50
PAUSTIS WINE COMPANY	220714	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	1,192.00
SOUTHERN GLAZER'S OF MN	2410669	11/20/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	152.00
SOUTHERN GLAZER'S OF MN	2413244	11/20/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	559.92
SOUTHERN GLAZER'S OF MN	2414323	11/27/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	96.00
SOUTHERN GLAZER'S OF MN	2415428	12/05/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	216.00
ROUND LAKE VINEYARDS & W	4015	11/20/2023	LIQUOR S/WINE	609-49751-253	337.50
ROUND LAKE VINEYARDS & W	4020	11/27/2023	LIQUOR S/WINE	609-49751-253	163.00
BREAKTHRU BEVERAGE MN	411653487	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	-119.00
BELLBOY CORP	0107643500	11/27/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	46.00
BREAKTHRU BEVERAGE MN	113168179	11/27/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	100.18
SOUTHERN GLAZER'S OF MN	2413243	11/20/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	27.00
ATLANTIC COCA-COLA	4306048	12/08/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	257.00
PBC - PEPSI BEVERAGES COM	81739459	11/27/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	253.73
BREAKTHRU BEVERAGE MN	113168179	11/27/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-259	44.00
DOLL DISTRIBUTING, LLC	1385554	11/27/2023	LIQUOR S/BEER/NON-ALCOLI	609-49751-259	252.30
BEVERAGE WHOLESALERS	303531	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-259	78.35
BEVERAGE WHOLESALERS	304521	12/08/2023	LIQUOR S/BEER/NON-ALCOH	609-49751-259	44.70
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	609-49751-321	226.61
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	609-49751-322	1.25
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	609-49751-326	537.97
BELLBOY CORP	0107643500	11/27/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-333	2.77
BELLBOY CORP	0201644900	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	13.34
VINOPIA, INC	0340959-IN	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	10.00
BREAKTHRU BEVERAGE MN	113168179	11/27/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	57.06
PAUSTIS WINE COMPANY	220714	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	18.00
SOUTHERN GLAZER'S OF MN	2410668	11/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	28.02
SOUTHERN GLAZER'S OF MN	2410669	11/20/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	4.44
SOUTHERN GLAZER'S OF MN	2413242	11/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	90.46
SOUTHERN GLAZER'S OF MN	2413243	11/20/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2413244	11/20/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	10.76
SOUTHERN GLAZER'S OF MN	2414322	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	14.35
SOUTHERN GLAZER'S OF MN	2414323	11/27/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	2.39
SOUTHERN GLAZER'S OF MN	2415428	12/05/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	2.22
BREAKTHRU BEVERAGE MN	411653486	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	411653487	11/27/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	-5.55
BREAKTHRU BEVERAGE MN	411663580	11/27/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	-7.40
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	609-49751-340	67.00
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	609-49751-340	1,542.00
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	609-49751-340	100.00
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	609-49751-340	67.50
CITIZEN PUBLISHING CO	20231130	12/05/2023	NOVEMBER/ADVERTISING	609-49751-340	21.00
US BANK	US BANK NOV. 2023	12/04/2023	Facebook-Campaigns	609-49751-340	124.99
BRENT JAMES HOGAN	23331	12/12/2023	LIQUOR S/PRINTING	609-49751-350	279.95
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	609-49751-381	902.81
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	609-49751-382	24.26
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	609-49751-383	182.92
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	609-49751-385	51.66
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Liquor maint grounds	609-49751-406	7.96
ZABINSKI BUSINESS SERVICES,	3015	12/05/2023	LIQUOR S/DUES	609-49751-433	331.31
US BANK	US BANK NOV. 2023	12/04/2023	Alcohol and Gambling ENFO	609-49751-444	20.43

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK NOV. 2023	12/04/2023	GO DADDY.COM	609-49751-480	104.18
Activity 49751 - Liquor Store Total:					51,827.27
Fund 609 - LIQUOR STORE Total:					53,822.37

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20231211	12/11/2023	EXCISE TAX POSTING-DEC-23	614-20201	500.00
INTERNAL REVENUE SERVICE	NOV 23 FINAL	12/11/2023	EXCISE TAX POSTING-NOV-23	614-20201	310.46
MN 9-1-1 PROGRAM	NOV 2023	12/12/2023	911 SERVICES-NOV	614-20206	879.51
					1,689.97

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	614-49870-131	9.00
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	614-49870-200	25.04
CITY LAUNDERING CO.	1953540	11/30/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
WEX BANK	93712044	12/08/2023	NOVEMBER/MOTOR FUELS	614-49870-212	93.52
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	614-49870-217	121.59
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	614-49870-217	112.12
US BANK	US BANK NOV. 2023	12/04/2023	Ebay	614-49870-217	95.00
US BANK	US BANK NOV. 2023	12/04/2023	Ebay	614-49870-227	380.00
US BANK	US BANK NOV. 2023	12/04/2023	Ebay	614-49870-227	958.77
US BANK	US BANK NOV. 2023	12/04/2023	fed ex	614-49870-227	61.96
US BANK	US BANK NOV. 2023	12/04/2023	Arrow. Com	614-49870-227	31.83
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Telecom small tools	614-49870-241	55.97
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	614-49870-321	-0.88
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	614-49870-321	246.15
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	614-49870-321	256.72
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	614-49870-322	143.99
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	614-49870-322	4.38
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	614-49870-381	2,886.55
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	614-49870-382	20.33
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	614-49870-383	70.60
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	614-49870-385	39.90
KULSETH LAWN LANDSCAPE	4308	12/07/2023	TELECOM/10-21-23 MOWING	614-49870-406	85.00
ENTERPRISE FM TRUST	FBN4902042	12/12/2023	TELECOM/VEHICLE LEASE	614-49870-419	586.07
CENTURY LINK	537592	12/01/2023	DIRECTORY LISTING	614-49870-441	275.68
CENTURY LINK	7242105D-D-23321	12/01/2023	CABS	614-49870-441	42.11
AZAR COMPUTER SOFTWARE	142515	12/11/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
NATIONAL CABLE TV COOP	23110402	12/05/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	45,900.85
DISPLAY SYSTEMS INTERNATI	27832	12/05/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	339653	11/30/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	326.50
US BANK	US BANK NOV. 2023	12/04/2023	Ebay	614-49870-442	590.00
WOODSTOCK COMMUNICATI	10268506	12/05/2023	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	DEC 01 2023	12/11/2023	TELECOM/SWITCH FEES	614-49870-445	40.00
MANKATO NETWORKS, LLC	390029	12/11/2023	TELECOM/INTERNET EXPENSE	614-49870-447	475.00
MANKATO NETWORKS, LLC	390039	12/11/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,193.67
HURRICANE ELECTRIC LLC	98483248-IN	12/05/2023	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	US BANK NOV. 2023	12/04/2023	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	231100042	12/05/2023	TELECOM/ON CALL SUPPORT	614-49870-448	166.42
CENTURY LINK	NOV 16, 2023	12/01/2023	SERVICE 831-1075 104	614-49870-451	92.04
Activity 49870 - Telecom Total:					62,194.80

Activity: 49980 - Debt Service

TRUIST GOVERNMENTAL FINA	12-01-23	12/06/2023	TELECOM/INTEREST/9923000	614-49980-611	58,909.50
Activity 49980 - Debt Service Total:					58,909.50
Fund 614 - TELECOM Total:					122,794.27

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	615-49850-131	3.60
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	615-49850-200	25.03
ARAMARK	2560196424	12/01/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	50.65
ARAMARK	2560201279	12/01/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	50.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COUNTRY PRIDE SERVICE	9027314	12/01/2023	ARENA/MOTOR FUELS	615-49850-212	160.00
COUNTRY PRIDE SERVICE	9028125	12/05/2023	ARENA/MOTOR FUELS	615-49850-212	180.00
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	615-49850-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	615-49850-217	65.40
WINDOM AUTO VALU	NOV 2023	12/04/2023	MAINTENANCE	615-49850-217	11.99
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Arena operating supplies	615-49850-217	7.59
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Arena operating supplies	615-49850-217	146.91
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	Arena operating supplies	615-49850-217	28.99
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	615-49850-321	113.97
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	615-49850-321	126.60
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	615-49850-322	0.63
ASCAP	12-30-2023	12/05/2023	LICENSE FEES	615-49850-326	140.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	615-49850-381	5,812.46
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	615-49850-382	379.36
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	615-49850-383	1,342.95
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	615-49850-385	105.23
ELITE MECHANICAL SYSTEMS	14708	12/12/2023	WCC/MAINTENANCE - STRUC	615-49850-402	4,019.92
CARQUEST - SMITH AUTO SUP	ID-47616	12/05/2023	ARENA/MAINTENANCE - OFFI	615-49850-404	227.78
SW/WC SERVICE COOPERATIV	DEC 2023	12/06/2023	HEALTH INSURANCE	615-49850-480	862.98
SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	615-49850-480	1.80
Activity 49850 - Arena Total:					14,358.42
Fund 615 - ARENA Total:					14,358.42

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	DECEMBER 2023	12/06/2023	EAP	617-49860-131	3.60
QUADIENT LEASING USA, INC	Q1081719	12/07/2023	LEASE PAYMENT	617-49860-200	25.04
INDOFF, INC	3692106	12/07/2023	ARENA/SUPPLIES	617-49860-211	82.99
A & B BUSINESS	IN1101010	12/04/2023	MAINTENANCE	617-49860-217	70.93
A & B BUSINESS	IN1109347	12/04/2023	MAINTENANCE	617-49860-217	65.40
US BANK	US BANK NOV. 2023	12/04/2023	hy-vee	617-49860-217	47.94
US BANK	US BANK NOV. 2023	12/04/2023	fleet farm	617-49860-217	420.70
US BANK	US BANK NOV. 2023	12/04/2023	wal-mart	617-49860-217	159.66
US BANK	US BANK NOV. 2023	12/04/2023	menards	617-49860-217	98.16
RIVER BEND LIQUOR	11-1-23 -11-30-23	12/06/2023	WCC/BEER/LIQUOR/WINE	617-49860-251	52.41
RIVER BEND LIQUOR	11-1-23 -11-30-23	12/06/2023	WCC/BEER/LIQUOR/WINE	617-49860-251	998.85
RIVER BEND LIQUOR	11-1-23 -11-30-23	12/06/2023	WCC/BEER/LIQUOR/WINE	617-49860-252	996.01
US BANK	US BANK NOV. 2023	12/04/2023	HyVee-Variety of water & soft	617-49860-254	57.70
US BANK	US BANK NOV. 2023	12/04/2023	Hy-Vee	617-49860-254	57.55
US BANK	US BANK NOV. 2023	12/04/2023	HyVee	617-49860-254	43.42
US BANK	US BANK NOV. 2023	12/04/2023	HyVee	617-49860-254	58.88
US BANK	US BANK NOV. 2023	12/04/2023	HyVee- Variety of water & so	617-49860-254	75.19
US BANK	US BANK NOV. 2023	12/04/2023	HyVee	617-49860-254	31.21
US BANK	US BANK NOV. 2023	12/04/2023	Hy-Vee	617-49860-254	36.71
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP other merchandise	617-49860-261	5.99
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP other merchandise	617-49860-261	32.99
US BANK	US BANK NOV. 2023	12/04/2023	HyVee (261)	617-49860-261	23.96
US BANK	US BANK NOV. 2023	12/04/2023	Hy-Vee	617-49860-261	23.96
US BANK	US BANK NOV. 2023	12/04/2023	Hy-Vee	617-49860-261	23.96
VERIZON WIRELESS	9950072099	12/05/2023	TELEPHONE	617-49860-321	41.23
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	617-49860-321	59.78
USPS-POC	12-8-23	12/12/2023	8100511/POSTAGE MACHINE	617-49860-322	2.50
ASCAP	12-30-2023	12/05/2023	LICENSE FEES	617-49860-326	140.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	617-49860-326	403.33
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	617-49860-381	1,182.00
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	617-49860-382	58.09
MN ENERGY RESOURCES	4812269198	12/06/2023	GAS	617-49860-383	498.68
ELECTRIC FUND	Dec. 2023 City Utilities	12/08/2023	MONTHLY UTILITY	617-49860-385	128.47
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP maint structure	617-49860-402	21.77
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP maint structure	617-49860-402	3.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP maint structure	617-49860-402	3.99
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP maint structure	617-49860-402	9.58
SCHWALBACH HARDWARE	schwalbach November 2023	12/12/2023	MP maint office	617-49860-404	653.48
INDOFF, INC	3692106	12/07/2023	ARENA/MAINTENANCE - GRO	617-49860-406	103.50
Activity 49860 - M/P Center Total:					6,803.60
Fund 617 - M/P CENTER Total:					6,803.60

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002373	12/15/2023	Federal Tax Withholding	700-21701	13,081.59
MN Department of Revenue -	INV0002374	12/15/2023	State Withholding	700-21702	6,495.09
Internal Revenue Service-Payr	INV0002373	12/15/2023	Social Security	700-21703	17,300.16
MN Pera	INV0002371	12/15/2023	PERA	700-21704	8,782.62
MN Pera	INV0002371	12/15/2023	PERA	700-21704	15,910.65
MN Pera	INV0002371	12/15/2023	PERA	700-21704	1,720.42
MN State Deferred	INV0002372	12/15/2023	Deferred Compensation	700-21705	6,653.66
MN State Deferred	INV0002372	12/15/2023	Deferred Roth	700-21705	1,752.00
SW/WC SERVICE COOPERATIV	DEC 2023	12/06/2023	HEALTH INSURANCE	700-21706	71,636.16
LOCAL UNION #949	DEC 2023	12/12/2023	UNION DUES	700-21707	1,773.58
LAW ENFORCEMENT LABOR S	DEC 2023	12/12/2023	POLICE UNION DUES	700-21708	472.50
Internal Revenue Service-Payr	INV0002373	12/15/2023	Medicare Withholding	700-21711	4,775.12
WEX Health Inc	12-11-2023	12/13/2023	FLEX SPENDING	700-21712	394.90
WEX Health Inc	12-11-23	12/13/2023	FLEX SPENDING	700-21712	505.44
WEX Health Inc	12-12-23	12/13/2023	FLEX SPENDING	700-21712	879.44
WEX Health Inc	12-13-23	12/13/2023	FLEX SPENDING	700-21712	2,450.77
WEX Health Inc	12-5-2023	12/05/2023	FLEX SPENDING	700-21712	21.99
WEX Health Inc	12-5-23	12/05/2023	FLEX SPENDING	700-21712	27.78
WEX Health Inc	DEC 11 2023	12/13/2023	FLEX SPENDING	700-21712	117.93
WEX Health Inc	INV0002370	12/15/2023	VEBA Employer Contribution	700-21720	9,062.62
WEX Health Inc	INV0002369	12/15/2023	HSA Employer Contribution	700-21722	4,687.59
WEX Health Inc	INV0002368	12/15/2023	HSA Employee Contribution	700-21723	1,104.62
					169,606.63
Fund 700 - PAYROLL Total:					169,606.63
Grand Total:					2,059,366.47

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	50,277.09
211 - LIBRARY	2,075.00
225 - AIRPORT	32.50
230 - POOL	340.36
235 - AMBULANCE	15,638.02
250 - EDA GENERAL	561.03
254 - NORTH IND PARK	105.00
255 - EDA GENERAL RLF	2,571.43
266 - TIF 1-10 RUNNINGS	21,517.00
271 - TIF 1- 18 AG BUILDERS GDF	6,690.48
401 - GENERAL CAPITAL PROJECTS	5,430.00
601 - WATER	20,707.96
602 - SEWER	76,130.03
604 - ELECTRIC	1,489,895.28
609 - LIQUOR STORE	53,822.37
614 - TELECOM	122,794.27
615 - ARENA	14,368.42
617 - M/P CENTER	6,803.60
700 - PAYROLL	169,606.63
Grand Total:	2,059,366.47

Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	2,977.50
100-41110-326	Data Processing	47.01
100-41110-350	Printing & Design	1,454.00
100-41310-131	Employer Paid Insurance	12.60
100-41310-200	Office Supplies	240.21
100-41310-217	Other Operating Supplie	362.99
100-41310-321	Telephone	94.41
100-41310-322	Postage	360.81
100-41310-326	Data Processing	294.86
100-41310-350	Printing & Design	780.00
100-41910-131	Employer Paid Insurance	1.80
100-41910-200	Office Supplies	25.03
100-41910-212	Motor Fuels	92.94
100-41910-301	Auditing & Consulting Se	4,875.00
100-41910-304	Legal Fees	525.00
100-41910-321	Telephone	110.31
100-41910-322	Postage	37.94
100-41940-381	Electric Utility	432.93
100-41940-382	Water Utility	58.31
100-41940-383	Gas Utility	498.76
100-41940-385	Sewer Utility	123.15
100-41940-406	Repairs & Maint - Groun	516.00
100-42120-131	Employer Paid Insurance	16.20
100-42120-200	Office Supplies	136.92
100-42120-212	Motor Fuels	2,108.92
100-42120-218	Uniforms	360.90
100-42120-304	Legal Fees	12,000.00
100-42120-321	Telephone	686.33
100-42120-322	Postage	0.86
100-42120-350	Printing & Design	813.10
100-42120-404	Repairs & Maint - M&E	457.76
100-42120-405	Repairs & Maint - Vehicl	27.46
100-42120-419	Vehicle Lease	473.53
100-42220-211	Cleaning Supplies	101.07

Account Summary

Account Number	Account Name	Payment Amount
100-42220-212	Motor Fuels	913.95
100-42220-217	Other Operating Supplie	136.33
100-42220-321	Telephone	42.68
100-42220-381	Electric Utility	337.06
100-42220-382	Water Utility	14.43
100-42220-383	Gas Utility	384.92
100-42220-385	Sewer Utility	33.49
100-42220-404	Repairs & Maint - M&E	198.94
100-42220-405	Repairs & Maint - Vehicl	28.55
100-42220-406	Repairs & Maint - Groun	155.16
100-42500-381	Electric Utility	32.53
100-43100-131	Employer Paid Insurance	7.20
100-43100-200	Office Supplies	25.03
100-43100-212	Motor Fuels	2,248.48
100-43100-217	Other Operating Supplie	206.32
100-43100-321	Telephone	62.61
100-43100-381	Electric Utility	2,158.94
100-43100-382	Water Utility	19.52
100-43100-383	Gas Utility	233.11
100-43100-385	Sewer Utility	41.30
100-43100-404	Repairs & Maint - M&E	10,532.08
100-43100-480	Other Miscellaneous	30.00
100-45120-200	Office Supplies	25.03
100-45120-217	Other Operating Supplie	288.72
100-45202-131	Employer Paid Insurance	1.80
100-45202-200	Office Supplies	25.03
100-45202-241	Small Tools	32.99
100-45202-326	Data Processing	406.67
100-45202-381	Electric Utility	470.62
100-45202-406	Repairs & Maint - Groun	78.99
211-45501-211	Cleaning Supplies	39.16
211-45501-217	Other Operating Supplie	411.73
211-45501-321	Telephone	165.98
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	165.56
211-45501-382	Water Utility	19.55
211-45501-383	Gas Utility	237.36
211-45501-385	Sewer Utility	41.42
211-45501-402	Repairs & Maint - Struct	546.00
211-45501-433	Dues & Subscriptions	149.99
211-45501-435	Books and Pamphlets	228.25
225-45127-200	Office Supplies	32.50
230-45124-216	Chemicals and Chemical	80.00
230-45124-217	Other Operating Supplie	162.55
230-45124-381	Electric Utility	33.93
230-45124-383	Gas Utility	63.88
235-42153-131	Employer Paid Insurance	1.80
235-42153-200	Office Supplies	25.04
235-42153-212	Motor Fuels	2,026.75
235-42153-217	Other Operating Supplie	479.32
235-42153-218	Uniforms	451.00
235-42153-261	Other Merchandise-Med	344.22
235-42153-308	Training & Registrations	153.23
235-42153-312	Nursing	2,151.59
235-42153-321	Telephone	377.59
235-42153-322	Postage	4.38
235-42153-334	Meals/Lodging	312.86
235-42153-381	Electric Utility	224.70

Account Summary

Account Number	Account Name	Payment Amount
235-42153-382	Water Utility	9.62
235-42153-383	Gas Utility	256.62
235-42153-385	Sewer Utility	22.32
235-42153-405	Repairs & Maint - Vehicl	8,720.12
235-42153-406	Repairs & Maint - Groun	76.86
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	46.39
250-46520-304	Legal Fees	225.00
250-46520-321	Telephone	110.31
250-46520-322	Postage	1.25
250-46520-350	Printing & Design	94.50
250-46520-381	Electric Utility	81.78
254-46520-406	Repairs & Maint - Groun	105.00
255-12900	Loans Receivable	2,571.43
266-46530-482	TIF Payments	21,517.00
271-46530-482	TIF Payments	6,690.48
401-49950-501	Capital Outlay - Police	5,430.00
601-49400-131	Employer Paid Insurance	5.40
601-49400-200	Office Supplies	25.04
601-49400-212	Motor Fuels	230.82
601-49400-216	Chemicals and Chemical	5,655.18
601-49400-217	Other Operating Supplie	166.83
601-49400-241	Small Tools	70.97
601-49400-304	Legal Fees	75.00
601-49400-310	Lab Testing	15.35
601-49400-321	Telephone	142.34
601-49400-322	Postage	144.62
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	4,285.38
601-49400-382	Water Utility	18.55
601-49400-383	Gas Utility	566.64
601-49400-385	Sewer Utility	38.20
601-49400-386	Landfill	2,232.27
601-49400-402	Repairs & Maint - Struct	35.91
601-49400-408	Repairs & Maint - Distrib	6,064.68
601-49400-480	Other Miscellaneous	864.78
602-49450-131	Employer Paid Insurance	1.80
602-49450-200	Office Supplies	25.03
602-49450-212	Motor Fuels	210.30
602-49450-216	Chemicals and Chemical	12,175.73
602-49450-217	Other Operating Supplie	172.50
602-49450-304	Legal Fees	75.00
602-49450-310	Lab Testing	1,278.20
602-49450-321	Telephone	297.29
602-49450-322	Postage	143.99
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	9,809.51
602-49450-382	Water Utility	238.03
602-49450-383	Gas Utility	1,058.31
602-49450-404	Repairs & Maint - M&E	630.00
602-49450-408	Repairs & Maint - Distrib	65.33
602-49450-446	Sludge Hauling	49,879.01
604-10400	Investments - Current	236,000.00
604-14200	Inventory	7,697.92
604-16200	Buildings	224,916.14
604-16480	CIP-Const in Progress	979,915.99
604-49550-131	Employer Paid Insurance	9.00
604-49550-200	Office Supplies	105.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-212	Motor Fuels	840.25
604-49550-217	Other Operating Supplie	488.75
604-49550-218	Uniforms	1,998.82
604-49550-241	Small Tools	225.90
604-49550-262	Merchandise for Resale -	17,495.00
604-49550-315	Energy Development	15,000.00
604-49550-321	Telephone	131.36
604-49550-322	Postage	153.40
604-49550-325	Dispatching	66.16
604-49550-326	Data Processing	90.00
604-49550-333	Freight and Express	19.94
604-49550-381	Electric Utility	207.18
604-49550-382	Water Utility	20.48
604-49550-383	Gas Utility	188.31
604-49550-384	Refuse Disposal	98.53
604-49550-385	Sewer Utility	40.37
604-49550-402	Repairs & Maint - Struct	627.25
604-49550-408	Repairs & Maint - Distrib	1,568.44
604-49550-409	Repairs & Maint - Utilitie	39.98
604-49550-410	Repairs & Maint - Gener	251.11
604-49550-450	Conservation	500.00
604-49550-491	Payments to Other Orga	1,200.00
609-16200	Buildings	1,995.10
609-49751-131	Employer Paid Insurance	3.60
609-49751-200	Office Supplies	195.23
609-49751-217	Other Operating Supplie	1,069.76
609-49751-251	Liquor	11,522.19
609-49751-252	Beer	30,107.45
609-49751-253	Wine	2,990.92
609-49751-254	Soft Drinks & Mix	683.91
609-49751-259	Non- Alcoholic	419.35
609-49751-321	Telephone	226.61
609-49751-322	Postage	1.25
609-49751-326	Data Processing	537.97
609-49751-333	Freight and Express	241.06
609-49751-340	Advertising & Promotion	1,922.49
609-49751-350	Printing & Design	279.95
609-49751-381	Electric Utility	902.81
609-49751-382	Water Utility	24.26
609-49751-383	Gas Utility	182.92
609-49751-385	Sewer Utility	51.66
609-49751-406	Repairs & Maint - Groun	7.96
609-49751-433	Dues & Subscriptions	331.31
609-49751-444	License Fees	20.43
609-49751-480	Other Miscellaneous	104.18
614-20201	Excise Tax Payable	810.46
614-20206	911 TAP & TACIP Fees Cl	879.51
614-49870-131	Employer Paid Insurance	9.00
614-49870-200	Office Supplies	25.04
614-49870-211	Cleaning Supplies	21.38
614-49870-212	Motor Fuels	93.52
614-49870-217	Other Operating Supplie	328.71
614-49870-227	Utility System Maint Sup	1,432.56
614-49870-241	Small Tools	55.97
614-49870-321	Telephone	501.99
614-49870-322	Postage	148.37
614-49870-381	Electric Utility	2,886.55
614-49870-382	Water Utility	20.33

Account Summary

Account Number	Account Name	Payment Amount
614-49870-383	Gas Utility	70.60
614-49870-385	Sewer Utility	39.90
614-49870-406	Repairs & Maint - Groun	85.00
614-49870-419	Vehicle Lease	586.07
614-49870-441	Transmission Fees	317.79
614-49870-442	Subscriber Fees	49,160.79
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	5,907.67
614-49870-448	On-Call Support	166.42
614-49870-451	Call Completion	92.04
614-49980-611	Bond Interest	58,909.50
615-49850-131	Employer Paid Insurance	3.60
615-49850-200	Office Supplies	25.03
615-49850-211	Cleaning Supplies	101.30
615-49850-212	Motor Fuels	340.00
615-49850-217	Other Operating Supplie	331.81
615-49850-321	Telephone	240.57
615-49850-322	Postage	0.63
615-49850-326	Data Processing	573.00
615-49850-381	Electric Utility	5,812.46
615-49850-382	Water Utility	379.36
615-49850-383	Gas Utility	1,342.95
615-49850-385	Sewer Utility	105.23
615-49850-402	Repairs & Maint - Struct	4,019.92
615-49850-404	Repairs & Maint - M&E	227.78
615-49850-480	Other Miscellaneous	864.78
617-49860-131	Employer Paid Insurance	3.60
617-49860-200	Office Supplies	25.04
617-49860-211	Cleaning Supplies	82.99
617-49860-217	Other Operating Supplie	862.79
617-49860-251	Liquor	1,051.26
617-49860-252	Beer	996.01
617-49860-254	Soft Drinks & Mix	360.66
617-49860-261	Other Merchandise	110.86
617-49860-321	Telephone	101.01
617-49860-322	Postage	2.50
617-49860-326	Data Processing	543.33
617-49860-381	Electric Utility	1,182.00
617-49860-382	Water Utility	58.09
617-49860-383	Gas Utility	498.68
617-49860-385	Sewer Utility	128.47
617-49860-402	Repairs & Maint - Struct	39.33
617-49860-404	Repairs & Maint - M&E	653.48
617-49860-406	Repairs & Maint - Groun	103.50
700-21701	Federal Withholding	13,081.59
700-21702	State Withholding	6,495.09
700-21703	FICA Tax Withholding	17,300.16
700-21704	PERA Contributions	26,413.69
700-21705	Retirement	8,405.66
700-21706	Medical Insurance	71,636.16
700-21707	Union Dues	1,773.58
700-21708	PD Union Dues	472.50
700-21711	Medicare Tax Withholdi	4,775.12
700-21712	Flex Account	4,398.25
700-21720	VEBA Contributions	9,062.62
700-21722	HSA Contribution	4,687.59
700-21723	HSA Employee Contribu	1,104.62
Grand Total:		2,059,366.47

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
2,059,366.47

2,059,366.47

HA 12/14/23

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2023 TAX LEVY, COLLECTABLE IN 2024

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2024, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$2,561,842
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 19th day of December, 2023.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2023 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
EDA - Maintain Commercial & Industrial Property Inventory						LOIS and Loopnet updated monthly.
EDA - Infill Development						Individual lots identified and inventoried. Several builds occurring.
EDA - Tenant(s) for Former Shopko Building						Leads are passed on to building owners. Building partially filled.
EDA - East Hwy 60 Development - Marketing						Connections with interested parties are referred to the property owner.
EDA - New Residential Subdivision for Starter Homes						Grove acres building homes. South Cottonwood Lake subdivision in progress.
EDA - Additional Grocery Store Retail Space						A grocery store study was completed in March/April 2023 just prior to Hylife bankruptcy. Marketing materials created.
EDA - Data Center Project						NWIP lot remains a Certified Data Center Shovel Ready location. Leads obtained via CVN.
EDA - Increase Child Care Supply						Discussions with other communities, SWIF, EDAM and First Children's Finance to generate more information.
EDA - Targeted Industry Outreach						Still looking for plastics/biodegradable products.
Library - Increase Email Enrollment of Patrons						
Library - Review and Update Policies						
Library - Increase Number of Programs and Services						
Police - Red Dot Pistol Training						
Police - Active Shooter Training						
Administration - Stable Property Taxes						Windom's property tax levy was up 7.8% for 2023, but we maintained our position of being at the average for comp cities.
Administration - Increase Mgmt. Knowledge & Team Building						Bankruptcy with Hylife and new management team members (EDA & Finance) reduced time available for this task.
City Hall Office - Transition to Elation+						Billing and some reports will transition mid-year 2024.
City Hall Office - Assist Customers with Streaming Video						Postponed until Spring 2024.
Electric - Increase Generation Capacity						Generators ordered and generation building under construction (complete Oct 2024).
Electric - Improve Safety & Response Time						Mpower updates done as needed with system information added.
Electric - Staff Training						Connor obtained his journeyman certification. Staff attended conferences and MMUA Safety Trainings.
Electric - Improve Transmission System Reliability						New transmission line built and tied into substation.
Liquor Store - Inventory Management System Improvement						Improvement, still making changes to make system simpler to do spot checks. Work in progress.
Liquor Store - Renovate Store & Add Storage						Bid was awarded and work started on the new storage space and in store renovations. May 2024 anticipated completion.
Liquor Store - Tasting Events						2023 Holiday event best yet (197 attendees) which is up 30% over 2022. A few in-store tastings...need to go up in 2024.
Liquor Store - Server Training						New on-line training got staff to 100% done including new hires.
Airport - AWOS Tower						Awaiting State & FAA funding\approvals. New location shown on Airport Layout Plan.
Airport - Airport Zoning Update						Consultants hired, land owners identified and project scoped with FAA.
Airport - Credit Card System Upgrade						Still awaiting updated federal regulations.
Airport - Crosswind Runway Study						Consultants hired, environmental review is underway and project scoped with FAA.
Ambulance - Scheduling Change						
Ambulance - Unit 27 Replacement						New rig in service.
Building\Zoning - Code Review & Revision						
Building\Zoning - GIS Mapping						
Building\Zoning - Research Areas for New Residential Subd.						Future land use map complete. South Cottonwood Lake plat approved.
Building\Zoning - Demolition of Blighted Homes						Funded and program established.
Building\Zoning - Consider Policy to Preserve Trees						
Wastewater - New Plant Compliance with MPCA Regulations						
Water - PFAS Testing						
Water - Wellhouse Improvements						Well houses #3 and #4 painted to match Lions Shelter. Piping replaced in Well #3.
Community Center - Maintain\Increase Revenues from 2022						Closing of Hylife plant resulted in event cancellations (2 anniversary parties, 3 Quinquennials and 4 birthday parties)
Community Center - Increase Marketing\Advertising						Advertising of Community Center expanded to Fulda, Slayton, Worthington and Jackson.
Rec/Arena/Pool - Utilization of Activenet to Engage Users						Activenet running and used for swimming lessons, Arena schedules and recreation programs.
Recreation - Translate Recreational Program Info into Spanish						
Pool - Updating Pool Feasibility Study						
Streets - Maintain Infrastructure (manhole covers)						Park & Rec Commission recommends moving ahead. Budget request for funding brought to the City Council (Oct 2023).
Streets - Maintain Infrastructure (crack & pothole filling)						Planned project for 2023 completed. Additional locations to be done in future years.
Parks - New Lighting at Island Park						Work program for 2023 completed. Potholes and crack filling is an on-going maintenance issue.
Telecom - Maintain Building & Grounds						
Telecom - Improve Voice Services						
Telecom - Employee Continuing Education						
Telecom - Website Update						

2024 SMART Goal Planning Form – Administration
Stable Property Taxes

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

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

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

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

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

SMART Goal Planning Form – Administration -
Department Head Training

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

Measurement/Assessment – Complete at least four hours of training.

Attainable/Achieve – A variety of training platforms are available. Prior to COVID the management team participated in a one day, in-person training session annually. Most training sessions have now moved to on-line sessions. The group will provide input on desired topics.

Relevant – As City management, we are consistently presented with changing environments for staffing, regulatory matters, public relations expectations, and prioritization of duties.

Supervisory staff are tasked with leading their departments. This training session also helped with building relationships, trust and communication among Supervisory staff.

Timed – Goal will be to be achieved annually.

SMART Goal Planning Form – Administration
City Facilities Tour

Specific – The City Administrator and Department Heads provide an opportunity for the City Council (plus possibility County Board of Supervisors and School Board members) to walk through City buildings and view public infrastructure. Local media would also be invited.

Measurement/Assessment – Completion of a tour.

Attainable/Achieve – Time commitment by City Council and staff.

Relevant – The expected result is a better understanding of the conditions of public buildings and infrastructure. This knowledge will be used by the Council to help set and establish goals, priorities and budgets.

Timed – Goal will be to have the tour completed by July 2024 so information can be used in 2025 budget discussions.

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

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

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

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

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

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

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

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

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

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

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

Timed – The State and Federal grants will be made to the Windom Airport for 2023 - 2024. Environmental review underway in 2023 to be completed in 2024.

AIRPORT – Maintain and Upgrade Public Infrastructure Pursuant to a Defined and Prioritized Plan – 2024 – 2025 Taxiway & Runway Maintenance

Specific – Crack-seal (and possibly) seal coat taxi way. Crack fill concrete runway where needed.

Measurement/Assessment – Address FAA inspection Report 5010 concerns about surface maintenance.

Attainable/Achieve – FAA, State and airport funding to cover the costs have been included in the 2025 Capital Plan.

Relevant – Maintaining the pavement surface will help extend the useful life of the asset.

Timed – The Federal funds are anticipated in the 4th quarter of 2024, both State and City of Windom funding will be requested for the 2025 budget. If funded, the project will be completed in 2025.

SMART Goal Planning Form – Windom Ambulance Service

Specific – WHO? WHAT?

Windom Ambulance - Billing

Add Specialty Care (Interfacility) Transport Rate for 2024 fee schedule

Measurement/Assessment – HOW?

Research area Ambulance Service fee schedules for Specialty Care Transports

Transfers that are considered critical care based on ALS Services/Interventions and critical care medication types can be billed at a higher rate.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Information received from our Expert Billing Company and Medicare guidelines.

Relevant – EXPECTED RESULT?

Specialty Care Transport fee allows our service to bill at a higher rate per Medicare guidelines. This will help our service recover additional costs of a nurse or other specialty services being provided on Interfacility (Hospital to Hospital Transfers) (nurse, additional nurse, respiratory therapist, etc.)

Timed – WHEN?

Starting January 2024 or when City Council approves the 2024 fees.

SMART Goal Planning Form – Windom Ambulance Service

Specific – WHO? WHAT?

Windom Ambulance - Radios

Radio replacement in 2025

Measurement/Assessment – HOW?

Budget plan for replacement by working with vendors on cost effective plan (replace all at once or divide over one or two years)

Attainable – REASONABLE/RESOURCES AVAILABLE?

Funding options – grants have been non-existent or limited for EMS. Ambulance budget would most likely have to absorb the replacement cost.

Relevant – EXPECTED RESULT?

Replace old radios that are becoming difficult to repair/replace. Law Enforcement and Fire Department are on the most current portable devices.

Timed – WHEN?

Start working with vendors to get cost estimates and budget replacement of radios for 2025.

For 2024

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 1
Community Mapping and GIS Using “Empower” Software

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

Specific:

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

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal resubmitted and approved by the Planning Commission on November 14, 2023.

For 2024

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

Potential Expansion of Blighted Homes Program to Include Rehab of Blighted Homes

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

Specific:

Research possible parameters and prepare program guidelines to expand the current Blighted Homes Program to include rehabilitation (“rehab”) of eligible blighted homes.

[Background: There is a need for additional housing in Windom. The City Council previously approved two demolition programs for blighted homes in Windom. The current ongoing program is the “Blighted Homes Incentive Program” which encourages developers (or adjacent landowners) to purchase properties, demolish the existing structures, and construct a new structure. The program has been successful in the past. However, the number of available lots has increased and building costs have risen since the program was initiated. There may be some blighted homes that could be rehabbed, instead of demolished, to lower costs and provide additional housing stock.]

Methods/Plan/Steps:

Contact other cities concerning programs they may have utilized to rehab blighted homes. Research applicable codes/criteria to establish guidelines for determining whether a blighted home is eligible for rehab. Develop proposed program guidelines for rehab of blighted homes. Research additional funding options to supplement a blighted homes rehab program.

Attainable/Resources Available:

The Building & Zoning Department has compiled a list of blighted properties. The sum of \$20,000 was budgeted by the City Council for 2024 for the demolition of blighted properties. There is a balance remaining of \$17,500 in this account from 2023. There may be additional sources of funds to supplement this budget if a rehab component is added to the program.

Result(s) Expected/Measurement:

Initial Result: Present program guidelines to the Planning Commission for review; and if approved, to the City Council for review. Long Term Result: If a rehab component is added to the blighted homes program, the anticipated result is the rehab of one or two blighted residential properties each year.

Timeframe:

Research and presentation of guidelines: One year. Thereafter, it is anticipated that one to two blighted properties can be addressed each year either through demolition or rehabilitation.

New goal submitted and approved by the Planning Commission on November 14, 2023.

For 2024

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 2
Research Areas for Housing & New Residential Subdivisions

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

Specific:

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

(Background: A housing study outlined the need for additional residential housing. Through the last three years, the City has been experiencing an increased need for residential housing of all types.)

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

Identification of potential locations for new housing in Windom.

Timeframe:

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

Goal resubmitted and approved by the Planning Commission on November 14, 2023.

For 2024

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

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

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

Specific:

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

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal resubmitted and approved by the Planning Commission on November 14, 2023.

SMART Goal Planning Form – Community Center – Increase Birthday Package Rentals

Specific – Increase Birthday package (inflatables) rentals from 10 to 20+ in 2024.

Measurement/Assessment – Number of bookings.

Attainable/Achieve – Planning on purchasing two additional inflatables in 2024 using on-line auction sites to save money.

Relevant – Increase in revenue due to increase in bookings

Timed – Completed by December 31, 2024.

SMART Goal Planning Form – Community Center – Policy Updates

Specific – Review and update policies for the new brochure; pricing increased for some items\events. Policies are inconsistent from year to year.

Measurement/Assessment – New policies and brochure for the Community Center as policies will be different than what the City Council has approved in the past.

Attainable/Achieve – Yes, new policy documents are needed to align with Board policy.

Relevant – Clarity in policy; currently there are different rules\expectations.

Timed – Completed by March 2024.

2024 S.M.A.R.T. Goal Planning Form

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous.

Goal resubmitted and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

EDA – SHORT-TERM GOAL
Infill Development

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous.

Goal resubmitted and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

EDA – SHORT-TERM GOAL
Assist in Marketing of Tenant Space in TJBm Properties LLC Building
(Former Shopko Building)

Specific:

Assist in marketing of available tenant spaces in TJBm Properties' building at 2155 First Avenue.

(**Background:** TJBm Properties LLC purchased the former Shopko building. The owners have remodeled the building to create spaces for Elite Mechanical and Elite Appliance Plus (a retail store). The owners have also remodeled additional spaces for tenants in this building. The property is located along Highway 60 and offers 585 feet of frontage with great visibility. The entire property is 5.8 acres and could potentially be split to accommodate additional development.)

Methods/Plan/Steps:

Maintain communications with the current property owners and work with them on marketing/promotion of the available tenant spaces in this building and forward contact information for potential tenants to the property owners.

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Continuous until the building is fully occupied.

Goal updated and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

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

Specific:

Market the available property along Highway 60 in Windom between Runnings and Windom Wash. Construction of a new cul-de-sac street between Dollar General and Crystal Clean Car Wash is planned for 2024 depending upon the timing of MnDOT's turn lane project.

Background: There are multiple possible options for land use in a highway business zoning district. Permitted uses in this district typically include a mixture of commercial uses and highway-oriented businesses, such as Dollar General, Runnings, gas stations, convenience stores, vehicle washes, etc.

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

New tax base in the East Highway 60 Development.

Timeframe:

2024 - 2026

Goal updated and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

EDA – LONG-TERM (1-5 Years) GOAL
New Residential Subdivision – Affordable Starter Homes

Specific:

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

Background: Premium Iowa Pork plans to reopen a pork processing plant in Windom in the second quarter of 2024. Toro and numerous other businesses are also hiring.

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

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

Result(s) Expected/Measurement:

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

Timeframe:

2024 – 2028

Goal updated and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

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

Specific:

Attract a second grocery store to Windom.

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

A "Grocery Market Analysis Report" was completed by SD Research in April 2023. There are several potential locations for development of a second grocery store.

Result(s) Expected/Measurement:

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

Timeframe:

To bring potential projects to the EDA Board by the end of 2025 with anticipated construction of a new grocery store within the next 5 years.

Goal updated and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

The EDA has been working with potential data center developers who have worked on small- to middle-scale data centers. DEED also assists with marketing our Shovel Ready Data Center Site.

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal resubmitted and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

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

Specific:

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

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

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

Result(s) Expected/Measurement:

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

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

Timeframe:

2024 - 2028

Goal updated and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

EDA – LONG-TERM (1-5 Years) GOAL
Attracting New Industry – Recyclable Plastics –
Production Materials &/or New Products

Specific:

Attract a new industry to the North Windom Industrial Park with an emphasis on an industry that processes materials for use in the recyclable plastics industry and/or produces new products that incorporate recyclable plastics.

Methods/Plan/Steps:

Research this relatively new industry. Create a plan to market the North Windom Industrial Park as a potential location for a plant to reuse recyclable plastics.

Attainable/Resources Available:

There is an ample supply of raw materials (recyclable plastics) and a collection system for these plastics. There is also a growing market for products made from recycled plastics (such as milk jugs, pop/water bottles, etc.) which include, among other things, childrens' toys, outdoor furniture, etc.

Result(s) Expected/Measurement:

Attract a plastics recycling company to the North Windom Industrial Park that converts recyclable plastics into material for production and/or produces new products from recyclable plastics.

Timeframe:

2025 - 2029

Goal revised and approved by EDA Board of Commissioners on November 13, 2023.

For 2024

EDA – SHORT-TERM (1-2 Years) GOAL
Recapitalize EDA's Financial Assistance Programs

Specific:

Research available funding sources to recapitalize the EDA's financial assistance programs and specifically the commercial rehab program and the façade improvement program.

Background: These programs were originally funded by other EDA funds. However, those sources have now been depleted. Loan repayments were also used to re-fund the commercial rehab program. The repaid funds have also been loaned and there are not sufficient balances in either of these programs to provide any additional loans.

Methods/Plan/Steps:

Investigate grant opportunities and other methods of recapitalizing these financial assistance programs.

Attainable/Resources Available:

Commercial Rehab Program: The EDA loans two-thirds of the project costs up to \$10,000 in the form of a forgivable loan (up to \$5,000) and a repayable loan (up to \$5,000). The repayable portion of the loan accrues interest at the rate of 1 percent per annum and is repayable over a period of five years. Façade Improvement Program provides forgivable loans up to \$3,000. All forgivable loans are forgiven over five years. If the property is transferred within five years of either loan, the unforgiven balance of the forgivable loan(s) is also repayable to the EDA.

There may be funds available through programs provided by the Southwest Initiative Foundation or governmental sources.

Also, a budget request could possibly be submitted in the 2025 budgeting process.

Result(s) Expected/Measurement:

Funds will be available to loan to commercial property owners for repairs and updating their properties for life, health and safety items (commercial rehab program) and for front and traffic-visible facades of a building (including, but not limited to, painting, lighting, signage, awnings, etc.)

Timeframe:

Recapitalization of the programs within the next 1-2 years and as the need arises in the future.

New goal suggested and approved by EDA Board of Commissioners on November 13, 2023.

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

Specific – Increase Emergency Generation Capacity

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

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

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

Timed – Generators ordered September 2022
Substantial completion of building October 4th 2024
Generation online by November 1st of 2024

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

Specific – Improve Safety and Response Time

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

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

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

Timed – The Windom electric system consists of 8 distribution circuits. Goal is to complete one circuit a year through 2026. Circuit 1 is targeted for completion by the end of December 2024.

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

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

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

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

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

Timed – Each Employee will attend a training before December 31, 2024

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

Specific – Convert AMR metering system to an AMI metering system

Measurement/Assessment – Windom Electric staff will collect information on different AMI technology.

Attainable/Achieve – Funds for the purchasing the equipment will come from the electric reserve fund. Electric Utility staff will install the equipment. Training for office staff will be provided through the equipment contract.

Relevant – In 2016 the Electric and Water department installed an AMR meter reading system. This system allowed meters to be read from a moving vehicle which drastically reduced labor costs and was much safer for employees. This system though is limited to just one-way communication (meter to reader).

AMI meter system will allow two-way communication flow. This will allow for remote disconnects and reconnects which is much safer for staff. It will also allow for meter readings to be done almost instantly and whenever they are needed with a push of a button.

The system selected will be able to read the AMR water meters so Water Department staff will not have to continue driving to read water meters. It will cut down even further the amount of staff time for meter reading.

Most AMI metering systems allow customers to see real time what their energy consumptions are. This can allow customers to make changes in their electric usage to save money.

Timed – Research and demonstrations to happen fall of 2024
Bidding and equipment purchase January 2025.
AMI metering system operational by December 31st 2025

SMART Goal Planning Form – Fire Department
Additional Hose Purchase

Specific – Replace damaged or unsafe hose sections.

Measurement/Assessment – Purchase hose.

Attainable/Achieve – A MN DNR grant for 50% of the cost has been secured and the Windom Fire Relief Association will donate the balance of funds needed (approximately \$2,600) to the City of Windom.

Relevant – To maintain and improve our reliability, fire protection and firefighting services.

Timed – Completed in 2024.

SMART Goal Planning Form – Fire Department
Tanker Truck Replacement

Specific – Replace aging equipment.

Measurement/Assessment – Purchase, outfit and place into service a new tanker truck (Unit #26).

Attainable/Achieve – A USDA grant application will be discussed with the Windom Fire District members. Windom has budgeted \$160,000 for this project.

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

Timed – Completed in 2024.

SMART Goal Planning Form – Library

Specific – Increase email enrollment for patrons

Measurement/Assessment –

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

The library will run quarterly reports from our Plum Creek Library System software program to determine the number of patrons who have an email address attached to their account.

Attainable –

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

Relevant –

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

Timed –

This goal is attainable within the 2024 calendar year.

SMART Goal Planning Form – Library

Specific – Review & Update Library Policies

Measurement/Assessment –

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

Attainable –

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

Relevant –

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

Timed – This goal is attainable within the 2024 calendar year.

SMART Goal Planning Form – Library

Specific – Increase the number of Library Programs and Services in 2024

Measurement/Assessment –

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

Attainable –

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

Relevant –

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

Timed –

This goal is attainable within the 2024 calendar year.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Products will continue to be re-categorized as sub departments making larger sub departments easier to count.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

This will occur monthly throughout the year as time allows, and will continue on a regular basis.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

Using our membership benefits of the MLBA, we have access to a few different forms of server either training with options of in person or online.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Included in our MLBA membership is online training that is free. By having all employees complete this training money is saved on our Dram Shop Insurance Policy through the League of Minnesota Cities Insurance Trust.

In 2023, we used MLBA On-Line training to allow staff to complete the training on their own time, or during a standard work shift, and it worked great! Staff could be trained at any time, rather than finding a time that works for all employees.

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Training will be completed by end of January 2024, and as part of new employee training.

SMART Goal Planning Form – Office/Accounting

Specific – WHO? WHAT?

Transition to Elation+ as it gets developed. Begin regularly using the newly developed Customer Service portion of Elation + and move to Billing and Reporting portion as it gets developed in 2024. Utilizing the efficiencies and improvements of the new system to assist customers in a timely manner.

Measurement/Assessment – HOW?

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

Attainable – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Complete transition to Elation + should be done by end of 2024 as long as development of software is complete by mid-year as expected.

SMART Goal Planning Form – Office/Accounting

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

The transition should be completed by year-end 2024 as long as equipment can be installed by Telecom department.

SMART Goal Planning Form – Parks

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Installation of new security cameras in Tegals park shelter.

Measurement/Assessment – HOW?

Visual, completion of the new security cameras in Tegals park shelter.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

With the city's general fund reserves, the council approved the purchase of the new cameras for Tegals Park on August 15th 2023. Freedom Security and Surveillance will be installing them.

Relevant – EXPECTED RESULT?

Increase the security and safety in the new Tegals park shelter and grounds.

Timed – WHEN?

Early 2024, Installation of the cameras will begin. Completion of installation work by June 1, 2024.

SMART Goal Planning Form – Police Department P.I.T. Training

Specific – In 2024, the Windom Police Department plans to make Pursuit Intervention Technique training available to its staff. This training takes place in St. Cloud through St. Cloud State University. The training teaches officers techniques to use their patrol vehicles to stop pursuits.

Measurement/Assessment – We will measure this goal by whether officers complete the training.

Attainable/Achieve – We have money available through our 2024 training budget to cover costs associated with the training.

Relevant – We have seen an increase in police pursuits over the last several years. It is our intent to provide our staff with the necessary training to end pursuits in a safe manner.

Timed – We hope to have sent all of our patrol officers to this training by the end of 2024.

SMART Goal Planning Form –Increased Firearm Training

Specific – In 2024, the Windom Police Department plans to increase its firearms training for officers. Officer Paulson is our new instructor and plans to provide increased skill training involving our respective service weapons.

Measurement/Assessment – We will measure this goal by whether officers complete the training.

Attainable/Achieve – We have money available through our 2024 training budget to cover costs associated with the training.

Relevant – Unfortunately, deadly force encounters involving the police are becoming more common in America. Increased training in firearms is a necessary component to increasing officer safety.

Timed –We hope to have had all of our staff go through this training by the end of 2024.

SMART Goal Planning Form – Pool – Feasibility Study

Specific – Engage consulting firm to complete a feasibility study for the Windom Pool to include suggested options and costs.

Measurement/Assessment – Completion of the feasibility study.

Attainable/Achieve – The City Council included \$12,870 in the 2024 budget to cover the cost of the study.

Relevant – The Windom Pool has been experiencing leaks and equipment breakdowns due to age (over 50 years old).

Timed – Completed by August 31, 2024.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Completion of identified work by October 15, 2024. In 2023 street department staff put down 37 thousand pounds of mastic on the city streets.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

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

Measurement/Assessment – HOW?

Street department crew will identify problem areas during the 2023-24 snow plowing season. In Spring\Summer 2024 a contractor will be engaged to do the work.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Completion of identified work by November 1, 2024. In 2023 the Street Department & the Water Department had 8 manholes & 7 valve boxes repaired at a cost of 14,050 dollars. One Strom water intake at the Windom Airport for 3,000 Dollars.

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2024

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

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

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

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

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

SMART Goal Planning Form – Telecommunications Department 2024
Improve Voice Services

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

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

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

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

Timed – The goal would be to have Telecommunications Department Network Operations Center's session border controller provisioned and in operation by 2nd Quarter 2024.

SMART Goal Planning Form – Telecommunications Department 2024
Maintain Building and Grounds

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

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

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

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

Timed – By September 2024.

SMART Goal Planning Form – Telecommunications Department –

Website 2024

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

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

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

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

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

SMART Goal Planning Form – Telecommunications Department –

Video Service 2024

Specific – The Telecom Department has identified a goal to offer a new Streaming Video service to customers during the 2024 calendar year and to cease operation of the existing cable TV system.

Measurement/Assessment – The Telecom Department will track the number of households added to the streaming service and removed from the cable TV system. This data will be used to help set a date for the termination of cable TV service.

Attainable/Achieve – Department staff will work with customers who request the Streaming Video service to explain the technical requirements, access the service and explain its operation.

Relevant – Ending the cable TV service will impact the Department's budget by eliminating the fixed cost of maintaining the head-end equipment. A streaming video service will be provided to customers as a new video option with a goal of being operated on a profitable basis.

Timed – The goal is to complete the transition to Streaming video by the end of the 2024 calendar year or sooner, allowing the cable TV system to be decommissioned.

Water Department- Complete Service Line Inspection

Specific – The EPA Lead and Copper Rule Revision mandates that a complete inventory of all service lines be completed and submitted to EPA.

Measurement/Assessment – The initial work should begin early in 2024 starting with a review of records, and then a site-specific plan will be followed to identify service lines not on plans.

Attainable/Achieve – The State has supplied funding to allow Municipalities to contract with engineering firms to assist with the initial inventory.

Relevant – This inventory be used to prioritize replacements going forward as directed by the Lead and Copper Rule.

Timed – EPA has set a inventory completion deadline of October 16, 2024. At that time, all service lines must have been identified and reported to EPA.

SMART Goal Planning Form – Water Utility

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

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

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

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

Timed – The goal will be to update 2 well house each year. With a total of 7 buildings, we plan to have them all updated by 2026. In 2023, well houses 3 and 4 were painted to match the new shelter house, and a pipe was replaced in well #3 to clean up some of the process piping issues.

SMART Goal Planning Form – Wastewater

Specific – A new NPDES Permit will be issued in 2024, and it will include new limits for Copper and a lower limit than previously for Chlorides. We will work diligently towards meeting these new and existing limits.

Measurement/Assessment – Testing for all parameters will continue with most occurring at 3x/week, but less frequent for the new Copper and Chloride limits.

Attainable – We have a history of maintaining compliance. The new Copper limit is within reason historically for our facility, and we will be looking into industries that may contribute and find ways for them to improve on their end. We are still under the chloride schedule of compliance until 2023, at which time we will entertain whether a variance is the next step.

Relevant – Clean effluent water is the ultimate goal in the treatment of wastewater, and meeting MPCA limits is our way to ensure that. We intend to continue our history of meeting those goals and ensuring safe effluent water.

Timed – Wastewater treatment is perpetual, the facility runs 24/7/365. The permit assessment happens annually with a report being done by MPCA at the end of every year.



Windom, MN

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT27152 - 2023 Budget Adjustments 20231208

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000129	Budget 2023	2023 Budget Adjustments	12/8/2023
Summary Description:			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>100-32210</u>	Building Permit - City	Windom Area Health Building Permit	-45,000.00	-48,000.00	-93,000.00
January: -4,000.00	April: -4,000.00	July: -4,000.00	October: -4,000.00		
February: -4,000.00	May: -4,000.00	August: -4,000.00	November: -4,000.00		
March: -4,000.00	June: -4,000.00	September: -4,000.00	December: -4,000.00		
<u>100-33430</u>	Other State Grants and Aids	State Approp. received related to HyLife closin	0.00	-4,491,731.67	-4,491,731.67
January: -374,310.97	April: -374,310.97	July: -374,310.97	October: -374,310.97		
February: -374,310.97	May: -374,310.97	August: -374,310.97	November: -374,310.97		
March: -374,310.97	June: -374,310.97	September: -374,310.97	December: -374,311.00		
<u>100-33436</u>	Reimbursements	Police Agreements Increased (Wages & Mt Lak	-110,100.00	-30,000.00	-140,100.00
January: -2,500.00	April: -2,500.00	July: -2,500.00	October: -2,500.00		
February: -2,500.00	May: -2,500.00	August: -2,500.00	November: -2,500.00		
March: -2,500.00	June: -2,500.00	September: -2,500.00	December: -2,500.00		
<u>100-34104</u>	Plan Review Fees	Windom Area Health Plan Review	-3,000.00	-34,400.00	-37,400.00
January: -2,866.67	April: -2,866.67	July: -2,866.67	October: -2,866.67		
February: -2,866.67	May: -2,866.67	August: -2,866.67	November: -2,866.67		
March: -2,866.67	June: -2,866.67	September: -2,866.67	December: -2,866.63		
<u>100-36230</u>	Contributions and Donations -	Lion's Park Shelter Donations	0.00	-6,278.00	-6,278.00
January: -523.17	April: -523.17	July: -523.17	October: -523.17		
February: -523.17	May: -523.17	August: -523.17	November: -523.17		
March: -523.17	June: -523.17	September: -523.17	December: -523.13		
<u>100-41110-490</u>	Donations & Contributions	Lion's Park Shelter Construction not budgeted	0.00	42,200.00	42,200.00
January: 3,516.67	April: 3,516.67	July: 3,516.67	October: 3,516.67		
February: 3,516.67	May: 3,516.67	August: 3,516.67	November: 3,516.67		
March: 3,516.67	June: 3,516.67	September: 3,516.67	December: 3,516.63		
<u>100-43100-439</u>	Special Projects	Cul-de-sac Project moved to CIP	161,450.00	-161,450.00	0.00
January: -13,454.17	April: -13,454.17	July: -13,454.17	October: -13,454.17		
February: -13,454.17	May: -13,454.17	August: -13,454.17	November: -13,454.17		
March: -13,454.17	June: -13,454.17	September: -13,454.17	December: -13,454.13		
<u>100-49960-720</u>	Transfers	Transfer State Appropriation to Sewer to pay	0.00	2,000,000.00	2,000,000.00
January: 166,666.67	April: 166,666.67	July: 166,666.67	October: 166,666.67		
February: 166,666.67	May: 166,666.67	August: 166,666.67	November: 166,666.67		
March: 166,666.67	June: 166,666.67	September: 166,666.67	December: 166,666.63		
<u>100-49980-720</u>	Transfers for Debt Service	Transfer to Fund 303 to close 2007 Street Proj	0.00	283,154.00	283,154.00
January: 23,596.17	April: 23,596.17	July: 23,596.17	October: 23,596.17		
February: 23,596.17	May: 23,596.17	August: 23,596.17	November: 23,596.17		
March: 23,596.17	June: 23,596.17	September: 23,596.17	December: 23,596.13		
<u>303-39200</u>	Interfund Transfers	Transfer to Close fund balance 2007 Street Pro	0.00	-283,154.00	-283,154.00
January: -23,596.17	April: -23,596.17	July: -23,596.17	October: -23,596.17		
February: -23,596.17	May: -23,596.17	August: -23,596.17	November: -23,596.17		
March: -23,596.17	June: -23,596.17	September: -23,596.17	December: -23,596.13		

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 - Budget 2023 Fiscal: 2023			
100	3,350.00	-2,446,505.67	-2,443,155.67
303	0.00	-283,154.00	-283,154.00
Budget Code 2023 Total:	3,350.00	-2,729,659.67	-2,726,309.67
Grand Total:	3,350.00	-2,729,659.67	-2,726,309.67

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: 12/19/23
RE: Taser Debt
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windompmn.com

Recommendations/Options/Action Requested

Approval of paying off the remaining funds owed to Taser.

Issue Summary/Background

In 2020, the Windom City Council appropriated money to purchase new Tasers for the department. The Windom Police Department reached an agreement with Taser to pay for the devices on a yearly basis out of the operating budget. It is my request to pay the remainder of the money owed to Taser out of this year's budget. The money owed is \$9,600.00. I have consulted with the finance office and it has been determined that there is enough money to pay this debt, while remaining under budget.

Fiscal Impact

The money used for payment will be distributed out of the 2023 Windom Police Operating Budget.

Attachments

None.

ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: DECEMBER 19, 2023
RE: PROPOSED NEW ORDINANCE – “MINOR CODE REVISIONS”
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Review and approve the first reading of **Ordinance No. 197, 2nd Series** which includes minor revisions to various existing City Code sections and replacement of the language of Chapter 56.
-

Issue Summary/Background

Some questions have arisen in the past concerning responsibility for water and sewer repairs on private property, required permits, responsibility for inspections, etc. This fall Building & Zoning Official Andy Spielman had discussions with Water/Wastewater Superintendent Ryan Anderson, Street Superintendent Jon Ketzenberg, and County representatives concerning these questions. Proposed City Code amendments were prepared and then reviewed and approved by the Utility Commission and City Attorney. These proposed amendments include Sections 54.02 and 55.04. The existing Chapter 56, entitled “Individual Sewage Treatment Systems”, is not in compliance with current Minnesota Statutes and regulations of Minnesota State Agencies. Staff is proposing that this Chapter be deleted and replaced with a new Chapter 56. All of these proposed Code amendments are set forth in Ordinance No. 197, 2nd Series.

The City Attorney has been reviewing proposed changes to these Sections and advised that Section 10.99 should also be amended to add language concerning recovery of costs for actions taken by the City to remediate or abate a Code violation. The proposed new Subsection is set forth in Ordinance No. 197, 2nd Series.

Since the Code review of Chapters 150, 151, and 152 and adoption of Ordinance No. 196, 2nd Series, it has come to the attention of the Building & Zoning Office that certain Sections in the prior Code, which were to remain, were not included in Ordinance No. 196, 2nd Series and should be added back into those specific Code Sections. The proposed amendments have been presented to the Planning Commission for review and the Commission recommended approval by the City Council. The proposed amendments were also reviewed and approved by the City Attorney and are included in Ordinance No. 197, 2nd Series.

Fiscal Impact

There should be no fiscal impact to the City to hold the required readings and adopt Ordinance No. 197, 2nd Series.

Attachments

1. Ordinance No. 197, 2nd Series.

AWS:mah

ORDINANCE NO. 197, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CERTAIN EXISTING CITY CODE SECTIONS AND ADDING NEW SECTIONS

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

WHEREAS, City Code Section 10.99, entitled “General penalty and enforcement”, needs to be amended to add language concerning recovery of costs for actions taken by the City to remediate or abate a Code violation; and

WHEREAS, it has come to the attention of City Staff that specific Sections of City Code Chapter 54, entitled “Water”, and Chapter 55, entitled “Sewers”, should be amended to clarify responsibility for repairs to water and wastewater infrastructure on private property; and

WHEREAS, it has also come to the attention of City Staff that Chapter 56, entitled “Individual Sewage Treatment Systems”, is not in accordance with current Minnesota Statutes and regulations of Minnesota State Agencies and should be amended; and

WHEREAS, the Windom Utility Commission has reviewed the proposed revisions to City Code Chapters 54, 55, and 56 and recommended that the City Council approve those revisions; and

WHEREAS, on August 1, 2023, the Windom City Council adopted Ordinance No. 196, 2nd Series amending specific Sections in the Windom City Code including Chapter 150, entitled “Building Regulations; Construction”, Sections in Chapter 151, entitled “Subdivisions”, and Sections in Chapter 152, entitled “Zoning”; and

WHEREAS, since that time, Staff has discovered that certain Sections in the prior Code, which were to remain, were not included in the version of the City Code used for the City Code review and should be added back into those Code Sections; and

WHEREAS, after review of the Sections that had been inadvertently omitted, the Planning Commission made a recommendation to the City Council to approve the following proposed amendments to City Code Chapters 150 and 152; and

WHEREAS, the City Attorney has reviewed and approved the proposed amendments; and

WHEREAS, it is in the best interests of the citizens of Windom that the City Code be amended as set forth in the proposed amendments referenced herein.

NOW, THEREFORE, THE CITY OF WINDOM, MINNESOTA, HEREBY AMENDS THE CITY CODE OF THE CITY OF WINDOM BY ADOPTING REVISIONS TO THE FOLLOWING CODE SECTIONS:

1. **City Code Section 10.99**, entitled “**General penalty and enforcement**”, is amended to add the following language as a new Subsection:

(F) Recovery of costs.

(1) *Personal liability.* The owner(s) of the real estate on which a violation of City Code has occurred shall be personally liable for all costs the City has incurred concerning administrative actions regarding the violation and/or to remediate or abate the violation including, but not limited to, costs (labor and equipment) for remediation of the violation or for removal of nuisance items by city departments and/or contractors, landfill costs, impounding fees, disposal costs, sheriff's service fees, court costs, attorney's fees, and the City's administrative fees. As soon as the work has been completed and the costs determined, the City shall prepare an invoice for the costs and mail it to the owner(s). Thereupon the amount shall immediately be due and payable at the Office of the City Clerk.

(2) *Assessment.* If the owner(s) of the real estate fail(s) to pay the fees and costs incurred by the City, as set forth in §10.99(F)(1), the City shall provide notice to the property owner(s) and hold a public hearing as provided by M.S. § 429.061, as it may be amended from time to time. After said hearing and adoption of the proposed assessments by City Council resolution, the City Administrator shall, on or before December 31st next following City actions concerning the City Code violation, transmit to the County Auditor a list of the assessments to be collected with the real estate taxes levied against the applicable parcel(s). The special assessments levied under this chapter shall be payable in installment(s) as the City Council may determine.

2. **City Code Section 54.02**, in the Chapter entitled "**Water**", is amended to read as follows:

§ 54.02 REPAIR OF LEAKS

It is the responsibility of the **property owner** to maintain the service pipe from the curb stop into the house or **any** other building. In case of failure upon the part of the **property owner** to repair any leak occurring in his or her service pipe within 24 hours after oral or written notice has been given the **property owner**, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately.

3. **City Code Section 55.04**, in the Chapter entitled "**Sewers**", is amended to add new Subsections to read as follows:

§ 55.04 REPAIR OF LEAKS AND/OR BLOCKAGES

(A) *General.* It is the responsibility of the property owner to maintain the sewer service line from the house, or any other building, to the City Sewer Main, including the connection to the main.

(B) *Blockages.* In the case of a blockage of the service line, the property owner shall be responsible for all costs to remove the blockage or replace the service line, including street and/or boulevard restoration.

(C) *Leaks.* In any case when the City discovers a leak in the sewer service line, written

notice shall be sent to the property owner requiring the repair of the sewer service line and all costs for the repair shall be the responsibility of the property owner. Repairs shall be made within 30 days from the date of the written notice unless less time is stated in the notice due to the severity of the leak. Failure of the property owner to make repairs within the time established in the written notice may result in the City shutting off the water service to the building or premises. The water service will not be turned on until a reconnection charge has been paid and the sewer service line has been repaired.

4. Existing City Code Section 55.04, entitled “**Unlawful Acts and Costs of Damage**”, shall be re-numbered as **City Code Section 55.05**.

5. Existing City Code Chapter 56, entitled “**Individual Sewage Treatment Systems**”, is hereby deleted in its entirety and replaced with the following **new Chapter 56**:

CHAPTER 56: INDIVIDUAL SEWAGE TREATMENT SYSTEMS

Section

- 56.01 Intent
- 56.02 Scope
- 56.03 Limitations for approval
- 56.04 Permits required
- 56.05 Non-conforming uses
- 56.06 Administration
- 56.07 Inspection
- 56.08 Future sewer hookup provisions

- 56.99 Penalty

§ 56.01 INTENT.

The objectives of this chapter are to provide all areas of the city with adequate and safe means of sewage disposal. In certain areas where the City of Windom wastewater disposal system is not available to a property, individual sewage treatment systems may be allowed under the specific requirements of this chapter.

§ 56.02 SCOPE.

Where differences in requirements of this chapter and other federal, state, county or city code provisions or regulations exist, the most restrictive requirements shall apply.

§ 56.03 LIMITATIONS FOR APPROVAL

(A) *General.* Prior to approval from the City, the following conditions must be met.

(1) *New systems.*

(a) The property must be located in an area that is more than 500 feet from any

City wastewater system or if the property owner can show that there are practical difficulties or natural features that make it infeasible to connect to the City wastewater system.

(b) There must be sufficient land to accommodate a compliant individual system without the need for a variance.

(2) *Annexed land.*

(a) Individual systems that are located on properties annexed into the City shall be allowed to remain as long as the conditions in (A)(1) above are met, in which case all provisions in § 56.07 will apply.

(3) *Existing Systems.*

(a) All existing systems, within six months of written notice from the City, shall be taken out of service unless the property owner submits a written request to the City according to § 56.04. When reviewing the request, the City must find that the conditions of (A)(1) above are met, in which case all provisions of § 56.07 will apply.

§ 56.04 PERMITS REQUIRED.

(A) It is unlawful for any person to install any individual sewage treatment system in the City without first obtaining permission from the City Utility Commission and the City Council, or the City Council's authorized representative. Property owners shall submit a written request to the City Wastewater Superintendent. The written request shall include the property address and reason for requesting an individual system as opposed to connecting to the city system.

(B) After the property owners have received permission from the City to install an individual sewage treatment system, a permit for the construction of the individual system shall be obtained from Cottonwood County. All forms, fees and submittal information shall be submitted to the County according to their requirements.

(C) Property owners shall provide the City Wastewater Superintendent with copies of all approved permits and construction drawings.

(D) All systems shall be subject to inspections and requirements set forth in § 56.07.

§ 56.05 NON-CONFORMING USES.

Any individual sewage treatment system or pertinent part thereof, irrespective of the date of original installation, which is not located, constructed or installed in accordance with the state or County's current regulations shall not be relocated or reconstructed without meeting all provisions of this chapter.

§ 56.06 ADMINISTRATION.

The City Wastewater Superintendent shall be responsible for the administration and enforcement of this chapter.

§ 56.07 INSPECTION.

(A) *General.*

(1) Property owners shall have all individual systems inspected according to State and County guidelines and requirements. Costs of inspections shall be the responsibility of the property owners.

(2) All existing systems shall be inspected prior to the City's approval allowing the system to remain in service.

(3) All new systems shall be inspected after installation and prior to being put into service.

(B) *Periodic Inspections.*

(1) All systems, whether new or existing, shall be inspected at least once every three years to determine that the system is still functioning properly and in compliance with all applicable regulations.

(2) Property owners are responsible for hiring a qualified inspector, at their cost, and submitting the inspection report to the County for review.

(3) The County shall submit copies of the inspection report and their review to the City Wastewater Superintendent.

(C) *Substandard systems.*

(1) If an inspection of a new system reveals any deficiency, the property owners shall be responsible for the correction of all defects. The property owners shall then request another inspection to verify that all defects have been corrected and that the system is in compliance with all requirements.

(a) No system shall be put into service until it has passed inspection and the County has approved the installation.

(2) If an inspection reveals any deficiency, the system shall be taken out of service. The property owners shall then be required to connect to the City wastewater system unless the property owners submit a written request and the procedures set forth in §56.04 are met and follow-up inspections determine that the system is compliant.

§ 56.08 FUTURE SEWER HOOKUP PROVISIONS.

In all new construction, provision must be made for possible future hookup to the City wastewater system when required by the Utility Commission or City Council.

§ 56.99 PENALTY.

Every person who violates a section, division, paragraph or provision of this chapter when he or she performs an act thereby prohibited or declared unlawful, or fails to act when the failure is thereby prohibited or declared unlawful, or performs an act prohibited or declared unlawful or fails to act when the failure is prohibited or declared unlawful by a code adopted by reference by this chapter and, upon conviction thereof, shall be punished as for a misdemeanor, except as otherwise stated in the specific provisions hereof.

6. Amend **City Code Section 150.16(A)**, in the City Code version adopted on August 1, 2023, to read as stated in the previous version of the City Code:

§ 150.16 PERMIT REQUIRED AND APPLICATION.

(A) It is unlawful for any person to move a building on any street without a moving permit issued by the City **EXCEPT** that if a manufactured home/structure permit, building permit, or zoning permit has been issued for the building, no moving permit will be required.

7. Amend **City Code Section 150.18(B)**, in the City Code version adopted on August 1, 2023, to read as stated in the previous version of the City Code:

(B) It is unlawful for any person to move a building without a permit required by the terms of this subchapter **unless the exception listed in § 150.16(A) is applicable.**

8. Amend **City Code Section 152.325**, in the City Code version adopted on August 1, 2023, to include language stated in the previous version of the City Code including Subsection 152.325(A) and language provided in new Subsection 152.325(B); re-letter subsequent Subsections after new Subsection 152.325(B); and amend the citation for re-lettered Subsection 152.325(D) made in several other subsections; and amend the re-lettered Subsection 152.325(H) to read as stated in the previous version of the City Code, all as follows:

ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS

§ 152.325 GENERAL REQUIREMENTS

(A) Each residential lot on which a principal dwelling has been constructed shall be allowed an accessory building(s) pursuant to the provisions set forth herein. All accessory buildings shall require a permit from the city.

(B) Accessory structures are to be used exclusively for the storage of household, yard, and related supplies and equipment.

(C) All accessory buildings shall be constructed of new materials and shall comply with all the requirements of the following section. Prior to the construction or installation of an accessory building or any structure listed in division (D) below, the property owner shall contact Gopher State One Call to determine the location of underground utilities.

(D) Buildings such as gazebos, outdoor living rooms, pool enclosures and similar buildings are not included in the calculation of total accessory floor area, but are subject to the ground coverage and setback requirements in the following section.

(E) No more than two detached accessory buildings and one structure listed in division (D) above shall be constructed or installed on any lot without a variance.

(F) Accessory buildings shall not occupy over 30% of the area of the rear yard.

(G) All structures on a lot, including the dwelling, any accessory building(s), and any structure listed in division (D) above, shall not occupy over 35% of the total lot area in R-1 Districts and shall not occupy over 40% of the total lot area in R-2 and R-3 Districts.

(H) No accessory building or structure, other than a fence or temporary construction, may be constructed prior to the time of construction of the principal building or structure on the lot except if the provisions set forth in Section 152.329 are applicable.

(I) No commercial business shall be conducted in a garage or accessory building on a residential lot except as permitted under § 152.350 et seq.

(J) No accessory building, other than a new building, may be moved into the city without a prior inspection of the building by the Windom Building Official. No accessory building may be relocated from one lot to another lot in the city without a prior inspection of the building by the Windom Building Official.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS that all other existing provisions set forth in City Code Chapters 10, 54, 55, 150, and 152 shall remain in full force and effect.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this
2nd day of January, 2024.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: December 19, 2023
2nd Reading: January 2, 2024
Adoption: January 2, 2024
Published: January 10, 2024

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: TIFFANY LAMB, EDA DIRECTOR
DATE: December 19, 2023 (City Council Meeting Date)
RE: Decertification of TIF District No. 1-19
DEPT: EDA
CONTACT: Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com

Recommendations/Options/Action Requested

After review, adopt the "Resolution Approving the Decertification of Tax Increment Financing District No. 1-19".

Issue Summary/Background

TIF District 1-19 was created on August 18, 2015, and modified to include additional parcels on April 5, 2016. This district is locally known as the "North Windom Industrial Park II" District and covers the property in Lots 1 through 5 and Outlot A in Block 2 of the North Windom Industrial Park; Lot 1, Block 1 of North Windom Industrial Park First Addition; and the 80 acres lying south of Opportunity Drive (35.78 acres owned by the EDA and 40 acres being purchased on contract by Scott and Aimee Veenker). This is the property on the east side of Commerce Boulevard and south side of Opportunity Drive.

This was an economic development district. Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of eight years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July 2017. In addition to a Contract for Private Redevelopment with Ryan Companies, tax increment from this District was allocated for payment of bond obligations for the purchase of the South 80 acres and extension of installation of infrastructure in this industrial park. All obligations relating to the Contract for Private Redevelopment have been satisfied. Also, it has been determined that sufficient funds are in place in this District's accounts to pay the future bond obligations for this property. The obligations of the District will either be satisfied or arrangements made to satisfy them as of December 31, 2023. Thus, pursuant to Minnesota Statutes and the TIF Plan for this District, the District needs to be decertified by the Cottonwood County Auditor effective December 31, 2023.

To begin the process, the EDA Board adopted a resolution on December 11, 2023, approving the decertification of TIF District 1-19. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-19.

Fiscal Impact

The real estate taxes for the property will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that the City, School and County will all receive their proportionate shares of the property taxes paid for this property.

Attachments

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-19.

TL:mah

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM, MINNESOTA

RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-19

WHEREAS, upon the recommendation of the Economic Development Authority of Windom, on August 18, 2015, the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-19, County Number 37, (locally known as "North Windom Industrial Park II" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the initial property covered by this District was described as Lot 5 (Parcel No. 25-556-0100) and Lots 6, 7, and Outlot B in Block 2. A purchaser of Lots 6, 7, and Outlot B in Block 2 replatted that property as Lot 1, Block 1 of North Windom Industrial Park First Addition (Parcel No. 25-557-0010); and

WHEREAS, on April 5, 2016, the City modified and expanded this District to include Lots 1, 2, 3, 4, and Outlot A in Block 2 of the North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota, (now identified as Parcel Nos. 25-556-0060, 25-556-0070, 25-556-0071, 25-556-0080, 25-556-0090, and 25-556-0130) and also the approximate 80 acres lying South of Opportunity Drive (now identified as Parcel No. 25-024-2900 containing 35.78 acres and Parcel No. 25-024-2903 containing 40 acres); and

WHEREAS, the Tax Increment Financing Plan adopted for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this district will be eight (8) years after date of receipt of first tax increment unless the obligations of the district are met prior to that time; and

WHEREAS, the receipt of first tax increment in this District was July of 2017; and

WHEREAS, the plan provides for decertification of the district effective December 31, 2025, unless the obligations of the district are met prior to that time; and

WHEREAS, it has been determined that the obligations of the district, regarding contracts for private redevelopment, have been met. In addition, there will be sufficient funds in the TIF Fund for this District, as of December 31, 2023, to satisfy the remaining obligations of this District concerning infrastructure installation and acquisition of additional land for the District which were financed by bonds; and this District should be decertified effective December 31, 2023; and

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

WHEREAS, the City acknowledges the expiration of this District pursuant to the TIF Plan and statutory requirements; and

WHEREAS, the City desires by this resolution to acknowledge the expiration of this District effective December 31, 2023, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor.

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

1. All eligible obligations of said District will have been paid, or arrangements made for their payment, effective as of December 31, 2023, and Tax Increment Financing District No. 1-19 (County No. 37) (North Windom Industrial Park II) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said District.

2. After adoption of a Resolution by the Windom City Council to decertify this District, EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County required for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify City TIF District No. 1-19 as a tax increment district effective December 31, 2023.

ADOPTED this 19th day of December, 2023.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

Action Memo



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: December 14, 2023
RE: Liquor Store – Awning Replacement
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

1. The Liquor Committee recommends accepting the low quote from Scenic Sign Corp. of \$18,590 for installing of illuminated channel letters on the front and back of the liquor store along with the proposal from Sussner Construction of \$5,350 for the repairs and resurfacing of the EIFS.

Issue Summary/Background

The awning located on the front of the liquor store needs repairs/replacement. In September, I reached out to Scenic Sign Corp. to discuss the repairs to our awning. We reviewed a couple of options including recovering the awning and discussed the idea of updating to more modern signage. All options were quoted; the cost to recover the awning was \$17,800 while the cost of removing the awning and installing illuminated channel letters was \$13,245, plus having a contractor repair the EIFS on the front of the building. I met with the general contractor on the liquor store project and discussed the contractor work with them. Sussner Construction provided a proposal for the removal of the awning, patching of existing holes, and re-coating the upper portion EIFS. They will also wash the remaining lower portion of EIFS for a total of \$5,350.

With the contractor, doing the removal of the awning Scenic Sign Corp amended their proposal to \$10,245. We also discussed about putting the same illuminated channel letters on the new addition for traffic to see coming from the south. If both were done at the same time, the cost would be \$9,295 per sign for a total of \$18,590. A second quote was received from AP Design out of Marshall at a cost of \$25,198. It is recommended by the liquor commission to purchase two sets of illuminated channel letters from Scenic Sign Corp in the amount of \$18,590 and have Sussner Construction remove the current awning and patch and recoat the EIFS in the amount of \$5,350. For a total of \$23,940.

Fiscal Impact

The total cost of this project would be \$23,940.00 and paid out of the liquor store budgets from 2023 & 2024.

Attachments

1. Scenic Sign Corp. Proposal #28762
2. Sussner Construction Proposal
3. RBL North Signage
4. RBL South Signage



FILE NAME: RIVER-BEND-LIQUOR-WINDOW-FRONT-NORTH-ELEV-CHL-V2.AI



ELECTRICAL: THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

The client warrants that this subject matter to be printed is not copyrighted by a third party. The client also warrants that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily convey a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing this subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Jenite Sign Corp. harmless for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.

PLEASE NOTE: ARTWORK NOT READY FOR PRODUCTION!



AFTER - NOT TO SCALE
DAY VIEW

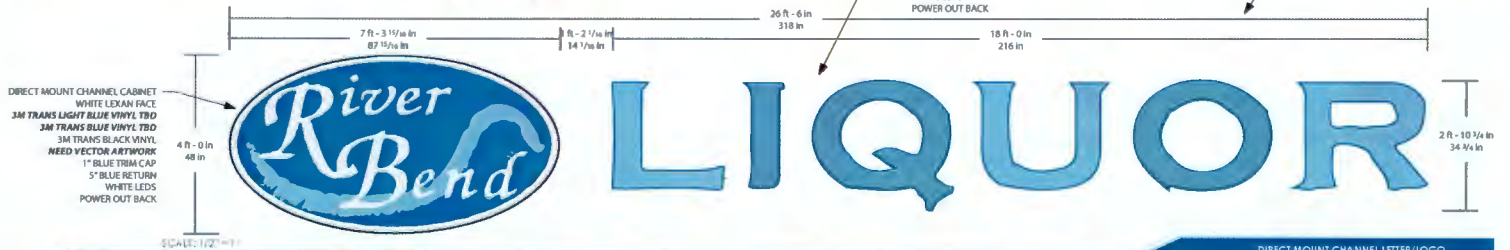


AFTER - NOT TO SCALE
EVENING VIEW



BEFORE - NOT TO SCALE

**NEED VECTOR
ARTWORK & COLORS**



DIRECT MOUNT CHANNEL LETTER/LOGO

DATE: 9/20/23

SALESMAN: DARYL KIRT

DRAWN BY: BRET SCHWINGHAMMER

LOCATION: WINDOM, MN

SQ. FT:

VOLTAGE: 120/277

PHOTO EYE: NO

WC: #



FILE NAME: RIVER-BEND-LIQUOR-WINDOM-BACK-SOUTH-ELEV-CHL-V2.AI

Proponents warrant that the enclosed drawings, specifications, and other information are true and correct to the best of their knowledge and belief, and that they are not aware of any facts or circumstances which would render the same misleading or incomplete.



ELECTRICAL: THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

The client warrants that the subject matter in the product is not copyrighted by a third party. The client also recognizes that the subject matter does not have to be a copyright notice in order to be protected by copyright law. Absence of such notice does not necessarily mean a right to reproduce. The client further warrants that no copyright notice has been returned from any material used in preparing the subject matter for reproduction. In addition, the client warrants that the subject matter is not a trademark, service mark, or registered trademark of any third party. The client warrants that the subject matter is not a trademark, service mark, or registered trademark of any third party.

PLEASE NOTE: ARTWORK NOT READY FOR PRODUCTION!



RENDERING - AFTER - NOT TO SCALE
DAY VIEW

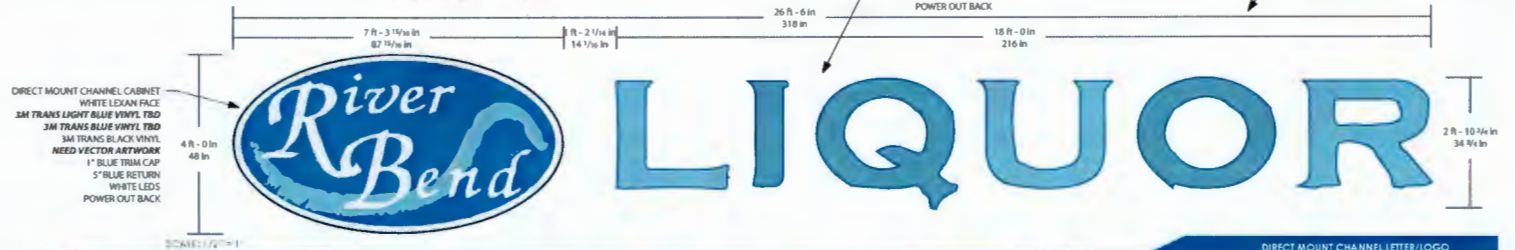


RENDERING - AFTER - NOT TO SCALE
EVENING VIEW



RENDERING - BEFORE - NOT TO SCALE

**NEED VECTOR
ARTWORK & COLORS**



DATE: 9/20/23

SALESMAN: DARYL KIRT

DRAWN BY: BREY SCHWINGHAMMER

LOCATION: WINDOM, MN

SQ. FT:

VOLTAGE 120/277

PHOTO EYE: NO

WO: #

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: Utility Commission
DATE: December 7, 2023
RE: Municipal Electric Rate Adjustment – Street Lighting
DEPT: Electric
CONTACT: Jason.Sykora@windommn.com or Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Utility Commission requests that the City Council take the following action:

1. Authorization to adjust the Municipal Rate for Street Lighting for 2024 – 2026 as proposed.

Issue Summary/Background

The Electric Department recently was presented with a completed rate study conducted by Missouri River Energy Services (MRES). The rate study recommended an adjustment for all electric rates including the Municipal Rate for Street Lighting. The Utility Commission voted on November 22nd to approve amended rates for all classes of customers.

Due to the conversion to LED lighting, the number of kilowatt hours sold for street lights was found to be insufficient to cover the power costs and distribution infrastructure.

The Municipal Rate for Street Lighting is proposed to increase from 12 cents per kilowatt hour to 13 cents per kilowatt hour which is an 8.3% increase for 2024. Then the rate would escalate to 14.1 cents per kilowatt hour in 2025 and 15.3 cents per kilowatt hour in 2026. According to the City Charter (Section 10.03) the rate for Street Lighting is subject to concurrence by the City Council.

Fiscal Impact

The cost for street lighting would rise from just over \$19,000 in 2023 to \$20,577 in 2024; \$22,326 in 2025 and \$24,224 in 2026. Collectively the three year increase would total an estimated \$10,125.

Attachments

1. Proposed Windom Electric Utility Rate – Municipal Classification
2. City Charter Section 10.03
3. 2023 Street Light Usage Summary

Windom Electric Utility
Rates for 2024 through 2026

	Current Rates	2024 Proposed	Rate Change %	2025 Proposed	Rate Increase %	2026 Proposed	Rate Increase %
Overall Change			5.0%		5.0%		5.0%
<u>Power Cost Adjustment</u>							
Adjustment Base Factor	\$ 0.0550	\$ 0.0550		\$ 0.0550		\$ 0.0550	
Average Adjustment	\$ 0.0041	\$ 0.0041		\$ -		\$ 0.0008	
<u>Residential</u>							
Customer Charge - In City Limits	\$ 15.00	\$ 16.00	5.4%	\$ 17.00	5.1%	\$ 18.00	4.9%
Customer Charge - Outside of City Limits	\$ 27.00	\$ 28.00		\$ 30.00		\$ 32.00	
Energy Charge - per kWh	\$ 0.0790	\$ 0.083		\$ 0.087		\$ 0.091	
<u>Commercial - Below 50 kW</u>							
Customer Charge							
Single Phase	\$ 22.00	\$ 23.00	4.7%	\$ 24.00	4.5%	\$ 25.00	4.3%
Three Phase	\$ 31.00	\$ 33.00	4.9%	\$ 35.00	4.6%	\$ 37.00	4.4%
Energy Charge - per kWh	\$ 0.0850	\$ 0.089		\$ 0.093		\$ 0.097	
<u>Industrial - 50 kW or greater</u>							
Customer Charge	\$ 49.00	\$ 52.00	5.0%	\$ 55.00	5.0%	\$ 58.00	5.2%
Demand Charge - per kW	\$ 14.55	\$ 16.10		\$ 17.75		\$ 19.55	
Energy Charge - per kWh	\$ 0.042	\$ 0.042		\$ 0.042		\$ 0.042	
<u>Street Lighting</u>	\$ 0.1200	\$ 0.130	8.3%	\$ 0.141	8.5%	\$ 0.153	8.5%
<u>Security Lights</u>							
57 Watt LED	\$ 8.00	\$ 8.00	0.0%	\$ 8.00	0.0%	\$ 8.00	0.0%
150 Watt LED	\$ 18.00	\$ 18.00	0.0%	\$ 18.00	0.0%	\$ 18.00	0.0%



Sec. 10.02, BY-LAWS, RULES: Said board is hereby vested with full power to make and enforce such by-laws, rules and regulations as may be necessary to carry into effect the object and intent of this chapter and to cause all such by-laws, rules and regulations to be entered in a book kept for that purpose and signed by the president and secretary, which, when so entered and signed, shall be open at all times for inspection and shall be evidence in any court of justice. Said board shall fix and maintain the rents and rates for water, light and sewer service furnished by it, so that the water, light and sewer service fund of the City shall, in each fiscal year, be at least sufficient to defray the cost of the operation, maintenance and extension of the water, light and sewer service system of the City and to pay the interest on all bonds of the City designated under this charter, which have been issued on account of the construction of the water, light and sewer service plant.



Sec. 10.03, REGULATIONS AND RATES: Said board shall regulate the distribution and use of water, light and sewer in all places and for all purposes where the same shall be required for either public or private use and shall fix the price and rates therefore provided, that, in case of hydrants for extinguishing fires, fountains and lights for the streets, public buildings and other public places, the board shall fix and locate the same as the council may direct. The City shall pay, out of the general fund to the account of the board or to the water, light and sewer service fund, at the price and rate fixed by the board, for all water, light and sewer service supplied to the City for public purposes.

Said board is hereby authorized and required to restrain and prevent any and all waste of water, light and sewer service and may, when in its judgment necessary, shut off the water, light or sewer service or take such action as in its judgment may be proper.

Sec. 10.04, METHODS OF PAYMENT: The board shall have full power and authority to prescribe the time and manner of payment for any services rendered under the control of said board and make such other regulations, including requirements for advance payment as may be necessary and consistent with Minnesota laws and may prescribe penalties for violations of such regulations in accordance with Minnesota law. In the event payments are not made in accordance with the prescribed time and manner of payments, the board shall have authority to shut off such water and electrical services and shall not again supply said building, place or premises with water or light until all arrears, with interest thereon, together with the costs and expense of turning said water or lights off and on, shall have been fully paid in accordance with Minnesota Statutes. Said policy shall be in accordance with State Statutes and shall be set in a policy outline or policy procedure format as set forth in the minutes of said board from time to time.

Sec. 10.05, LIABILITY OF OWNER OF PROPERTY: The board may from time to time set the liability policy for the owners and occupants of said premises for use of water, electrical and sanitary services, and said policy shall be set forth in a policy outline or policy procedure in the minutes of said board from time to time.

Street Light Usage Summary

Plan = Electric Municipal Street Lighting

2023 January Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	330	\$39.6000000	\$0.0000000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	309	\$37.0800000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1608	\$192.9600000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	7904	\$948.4800000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	7205	\$864.6000000	\$0.0000000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	77	\$9.2400000	\$0.0000000
Subtotal				17433	\$2,091.9600000	\$0.0000000

2023 February Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	327	\$39.2400000	\$0.0000000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	305	\$36.6000000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1541	\$184.9200000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	7600	\$912.0000000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	6812	\$817.4400000	\$0.0000000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	75	\$9.0000000	\$0.0000000
Subtotal				16660	\$1,999.2000000	\$0.0000000

2023 March Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	287	\$34.4400000	\$0.0000000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	270	\$32.4000000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1273	\$152.7600000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	6384	\$766.0800000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	5764	\$691.6800000	\$0.0000000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	62	\$7.4400000	\$0.0000000
Subtotal				14040	\$1,684.8000000	\$0.0000000

2023 April Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	305	\$36.6000000	\$0.5400000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	288	\$34.5600000	\$0.5100000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1273	\$152.7600000	\$2.2300000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	6384	\$766.0800000	\$11.1800000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	5633	\$675.9600000	\$9.8600000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	62	\$7.4400000	\$0.1100000

Subtotal				13945	\$1,673.4000000	\$24.4300000
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2023 May Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	281	\$33.7200000	\$0.0000000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	272	\$32.6400000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1139	\$136.6800000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	5168	\$620.1600000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	4847	\$581.6400000	\$0.0000000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	53	\$6.3600000	\$0.0000000

Subtotal				11760	\$1,411.2000000	\$0.0000000
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2023 June Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	280	\$33.6000000	\$0.0000000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	285	\$34.2000000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	938	\$112.5600000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	4864	\$583.6800000	\$0.0000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	4192	\$503.0400000	\$0.0000000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	47	\$5.6400000	\$0.0000000

Subtotal				10606	\$1,272.7200000	\$0.0000000
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2023 July Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	265	\$31.8000000	\$1.1100000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	274	\$32.8800000	\$1.1500000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	804	\$96.4800000	\$3.3700000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	4256	\$510.7200000	\$17.8000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	3668	\$440.1600000	\$15.3400000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	42	\$5.0400000	\$0.1800000

Subtotal				9309	\$1,117.0800000	\$38.9500000
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2023 August Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surchage Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	276	\$33.1200000	\$1.9800000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	284	\$34.0800000	\$2.0400000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	980	\$117.6000000	\$7.0100000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	4256	\$510.7200000	\$30.4400000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	4061	\$487.3200000	\$29.0400000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	44	\$5.2800000	\$0.3200000
Subtotal				9901	\$1,188.1200000	\$70.8300000

2023 September Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surchage Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	284	\$34.0800000	\$3.8100000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	291	\$34.9200000	\$3.9000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1050	\$126.0000000	\$14.0600000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	5168	\$620.1600000	\$69.2000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	4454	\$534.4800000	\$59.6400000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	51	\$6.1200000	\$0.6900000
Subtotal				11298	\$1,355.7600000	\$151.3000000

2023 October Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surchage Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	285	\$34.2000000	\$2.3600000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	296	\$35.5200000	\$2.4600000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1260	\$151.2000000	\$10.4400000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	5776	\$693.1200000	\$47.8300000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	5109	\$613.0800000	\$42.3100000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	56	\$6.7200000	\$0.4700000
Subtotal				12782	\$1,533.8400000	\$105.8700000

2023 November Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surchage Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	304	\$36.4800000	\$2.5200000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	302	\$36.2400000	\$2.5100000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1470	\$176.4000000	\$12.1800000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	6992	\$839.0400000	\$57.9000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	6157	\$738.8400000	\$50.9800000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	67	\$8.0400000	\$0.5600000
Subtotal				15292	\$1,835.0400000	\$126.6500000

2023 December Cycle 1

Account	Account Number	Plan	Service	Electric Consumption Charged kWh	Electric Consumption Charged Amount	Electric Consumption Surcharge Charged Amount
City Of Windom Street Light B/H Center S	00022806-0	Electric Municipal Street Lighting	61454408	306	\$36.7200000	\$1.0600000
City Of Windom Traffic Light	00023062-2	Electric Municipal Street Lighting	61454432	297	\$35.6400000	\$1.0300000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802848	1540	\$184.8000000	\$5.3300000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	58802850	6992	\$839.0400000	\$24.2000000
City Of Windom Street Lights	00023318-1	Electric Municipal Street Lighting	62028120	6419	\$770.2800000	\$22.2100000
City Of Windom EDA	00027669-3	Electric Municipal Street Lighting	61454417	71	\$8.5200000	\$0.2500000
Subtotal				15625	\$1,875.0000000	\$54.0800000
Totals				158651	\$19,038.1200000	\$572.1100000

2023
Expense

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: City Administrator *Age*
DATE: December 11, 2023
RE: Law Enforcement Labor Services, Inc. – Labor Agreement Correction
DEPT: Administration
CONTACT: Steve.Nasby@windommn.com or 831-6129

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approval of a Memorandum of Agreement between the City of Windom and Law Enforcement Labor Services, Inc. (LELS) to correct a typographical error contained in Article 24.6.

Issue Summary/Background

During the labor negotiations between the Personnel Committee and LELS one of the items settled were City contributions to health benefits. When the final agreement was drafted there was an error in the maximum amount the City would contribute to employees selecting single health insurance. The transposed numbers showed \$8,333 instead of \$8,883.

To fix this typographical error both LELS and the City staff drafted the proposed Memorandum of Agreement.

Fiscal Impact

This correction will result in an increased cost to the City, but it has been budgeted as the amount was agreed to in the negotiations.

Attachments

1. Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into by and between the City of Windom (hereinafter referred to as the "Employer") and LELS - Licensed Peace Officer Unit (hereinafter referred to as the "Union").

WHEREAS, the Employer and Union are parties to a collective bargaining agreement which includes the classification of Licensed Peace Officer; and

WHEREAS, as of December 8, 2023, The Employer and Union mutually agree to correct a typographical error in the 2024 – 2026 labor agreement executed between the parties.

NOW, THEREFORE, the Employer and Union agree as follows:

1. That Article 24.6, Section A should read as follows in number 2 of this agreement. The only change is to the lined out dollar amounts for each qualified employee who elects single coverage.

2. 24.6 City Contributions to the Health Reimbursement Arrangement for Active Employees:

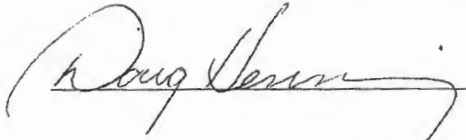
A. Contributions to the Active Employees' Health Reimbursement: The CITY will make a monthly contribution to the employee accounts under the Health Reimbursement Arrangements for Active Employees who are members of this Collective Bargaining Agreement in accordance with the following for the term of January 2024 – December 2026. Employees may annually select that this contribution go to an established VEBA Account, to a Health Savings Account (I-ISA) or a 50/50 split between VEBA and HSA if the employee is eligible for an HSA under federal law. Employee shall make this election annually.

\$83.33 for each qualified employee who elects single coverage under the group health plan described in 24. IB. The City's contribution to VEBA and/or HSA shall be reduced to maintain a not to exceed annual contribution by the City (premium and VEBA\HSA) of ~~\$8,333~~\$8883 in 2024; ~~\$8333~~\$8883-in 2025 and ~~\$8333~~ \$8883 in 2026; and

\$83.33 for each qualified employee who elects family coverage under the group health plan described in 24. IB. The City's contribution to VEBA and/or LISA shall be reduced to maintain a not to exceed annual contribution by the City (premium and VEBA\HSA) of \$21502 in 2024; \$21502 in 2025 and \$21502 in 2026.

City of Windom (Employer)

Law Enforcement Labor Services, Inc (Union)





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: Kim Armstrong
DATE: 12/12/2023
RE: Part-Time Office Assistant Hire
DEPT: City Hall
CONTACT: Kim Armstrong

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Authorization to approve Mackenzie Cirksena for the part-time Office Assistant position.

Issue Summary/Background

The part-time Office Assistant resigned in October 2023. We received several applications and after conducting six phone interviews and three personal interviews I recommend hiring Mackenzie Cirksena at step 1, \$16.78/hour. She is scheduled to start on January 2, 2024.

Fiscal Impact

Permanent part-time position has been budgeted.

Attachments

1. None.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Personnel Committee
DATE: December 14, 2023
RE: New Earned Sick & Safe Time Law
DEPT: Administration
CONTACT: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee recommends that the City Council take the following action:

1. Amend the City of Windom Personnel Policy to comply with the State of Minnesota's recent passage of the Earned Safe and Sick Time law.

Issue Summary/Background

During the last legislative session, a new law was passed that mandated that all employers provide paid Earned Safe and Sick Time (ESST) to all employees. The State's Department of Labor has been working on providing guidance for the mandatory implementation of this law as of January 1, 2024. Essentially the new law will require that everyone the State determines is an "employee" and works more than 80 hours in a year will accrue ESST at a rate of one hour for each 30 hours worked up to a maximum of 48 hours annually. This applies to all employers, even those currently providing sick leave but the ESST can be a subset of those traditional sick leave accruals.

The League of Minnesota Cities drafted a model policy for the implementation of ESST for municipalities to use. The City of Windom's policy follows this template and was provided to Flaherty & Hood for a labor law review and approval.

Fiscal Impact

As the City provides sick time to full-time employees this will not have a financial impact, but now ESST is now accrued and available for use by part-time employees and paid on call personnel as they were included in the ESST law. The anticipated financial impact will be the need for additional staffing to cover ESST taken by the previously uncovered groups.

Attachments

1. Earned Sick and Safe Time Policy
2. Minnesota Dept of Labor and Industry ESST Poster

Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off for all employees (including full-time, part-time, and temporary employees) performing work for at least eighty (80) hours in a year for the City. Sick leave under this policy accrues at a rate of one (1) hour of Earned Sick and Safe Leave (ESSL) for every thirty (30) hours worked by an employee, up to a maximum of forty-eight (48) hours per year.

The 12-month period is calculated by calendar year (defined as January 1 - December 31). ESSL hours or portion thereof will be posted to the employees' ESSL account each pay period. For purposes of ESSL, employees will be paid the same hourly rate the employee earns from employment with the City.

(a) Earned Sick and Safe Leave Accrual

Full-time employees will accrue forty-eight (48) hours ESSL per calendar year. Once an employee accrues forty-eight (48) hours of ESSL time, they will then accrue forty-eight (48) hours of standard Sick Leave.

Part-time employees will accrue ESSL on a pro-rata basis according to state law based upon the number of hours worked, at the rate of one (1) hour ESSL for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per calendar year.

(b) Earned Sick and Safe Leave Use

ESSL may be used as it is accrued in the smallest increment of time tracked by the City's payroll system (15-minute increments) for the following circumstances:

An employee's own:

- Mental or physical illness, injury or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness
- injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

Care of a family member:

- With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance Notice for Use of Earned Sick and Safe Leave

If the need for ESSL is foreseeable, the City requires seven (7) days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESSL time as soon as practicable. When an employee uses ESSL for more than three (3) consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESSL for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ESSL to find a replacement worker to cover the hours the employee will be absent.

(d) Tracking Earned Sick and Safe Leave

Earned Sick and Safe Leave will be tracked through the payroll system (similar to vacation) with balances shown on employees' pay checks.

(e) Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over of up to eighty (80) hours of accrued but unused ESSL time from year to year.

(f) Benefits and Return to Work

During an employee's use of ESSL, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued ESSL is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESSL absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued ESSL that had not been used will be reinstated. An employee is entitled to use and accrue ESSL at the commencement of reemployment.

(g) Separation of Employment

Unused but accrued ESSL holds no cash value and will not be paid out upon separation of employment, except as otherwise provided in these policies.

(h) Retaliation Prohibited

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESSL rights, requesting an ESSL absence, or

pursuing remedies. Use of ESSL will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ESSL.

(i) Complaints

An employee alleging a violation of the Minnesota Earned Sick and Safe Leave laws may file a complaint with the Minnesota Department of Human Rights or the Minnesota Department of Labor and Industry.

Earned sick and safe time (ESST)

Effective: Jan. 1, 2024

What is ESST?

ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

ESST must be paid at the same hourly rate an employee earns when they are working.

Who is eligible for ESST?

An employee is eligible for ESST if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for ESST.

Retaliation is against the law.

An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.

How do you accrue and use ESST?

- Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer front loads ESST hours as allowed by law.
- ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
- Employers must allow an employee to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
- Employers can require documentation from employees when ESST is used for more than three consecutive days.

What can you use ESST for?

ESST can be used for reasons that include:

- the mental or physical illness, treatment or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member; and
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency.



Sick time

For mental or physical illness, treatment or preventive care



Safe time

To address domestic abuse, sexual assault or stalking



**DEPARTMENT OF
LABOR AND INDUSTRY**

November 2023

651-284-5075 • 800 342 5354 • dli.laborstandards@state.mn.us • dli.mn.gov/sick-leave

Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for related Minnesota Statutes.

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:

City of Windom
1105 First Avenue
Windom MN 56101

FROM CONTRACTOR:

Sussner Construction, Inc.
305 Legion Field Road
Marshall MN 56258

PROJECT:

River Bend Liquor
575 2nd Ave
Windom MN 56101

VIA ARCHITECT:

TSP Architects
1112 N West Ave
Sioux Falls SD 57104

APPLICATION NO: 2 2

PERIOD TO: 12/31/2023

CONTRACT FOR:

CONTRACT DATE: 9/7/2023

PROJECT NOS:

Distribution to:

OWNER ☐

ARCHITECT ☐

CONTRACTOR ☐

FIELD ☐

OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	745,885.00
2. NET CHANGE BY CHANGE ORDERS	\$	27,603.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	773,488.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	271,084.73
5. RETAINAGE:		
a. 5.00 % of Completed Work (Columns D + E on G703)	\$	13,554.24
b. 0.00 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	13,554.24
6. TOTAL EARNED LESS RETAINAGE	\$	257,530.49
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	111,552.32
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	145,978.17
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	515,957.51

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 27,603.00	\$ 0.00
TOTAL	\$ 27,603.00	\$ 0.00
NET CHANGES by Change Order	\$	27,603.00

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Sussner Construction, Inc.

By: 
State of: Minnesota

Date: 12/07/23

County of: Lyon

Subscribed and sworn to before
me this 7th

day of December 2023

Notary Public:

My commission expires: January 31, 2028



CRYSTAL D JENNIGES
NOTARY PUBLIC
MINNESOTA

My Commission Expires Jan. 31, 2028

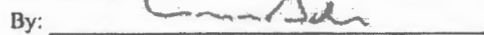
ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 145,978.17

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: 

Date: 12/15/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 12/7/2023
PERIOD TO: 12/31/2023
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
001	Misc Demo	19,500.00	3,900.00	1,950.00	0.00	5,850.00	30.00	13,650.00	292.50
002	Excavation / Fill	65,700.00	49,275.00	16,425.00	0.00	65,700.00	100.00	0.00	3,285.00
003	Rebar	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	600.00
004	Footings / Foundations	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00	0.00	1,600.00
005	Interior Flatwork	19,800.00	0.00	14,850.00	0.00	14,850.00	75.00	4,950.00	742.50
006	Exterior Coverage	12,000.00	0.00	12,000.00	0.00	12,000.00	100.00	0.00	600.00
007	Metals / Handrails	6,450.00	0.00	0.00	0.00	0.00	0.00	6,450.00	0.00
008	Rough Carpentry	62,000.00	0.00	37,200.00	0.00	37,200.00	60.00	24,800.00	1,860.00
009	Trusses	28,800.00	0.00	24,768.00	0.00	24,768.00	86.00	4,032.00	1,238.40
010	Thermal Insulation	20,600.00	2,060.00	0.00	0.00	2,060.00	10.00	18,540.00	103.00
011	Wall / Roof Panels, Trim & Accessories	76,750.00	0.00	0.00	0.00	0.00	0.00	76,750.00	0.00
012	Joint Sealants	1,600.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00
013	Hollow Metal, Wood Doors & Hardware	12,500.00	0.00	0.00	0.00	0.00	0.00	12,500.00	0.00
014	Aluminum / Glazing	8,350.00	0.00	0.00	0.00	0.00	0.00	8,350.00	0.00
015	Sheetrock Hang / Tape	18,250.00	0.00	0.00	0.00	0.00	0.00	18,250.00	0.00
016	Acoustical Ceilings	11,700.00	0.00	0.00	0.00	0.00	0.00	11,700.00	0.00
GRAND TOTAL		408,000.00							

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 12/7/2023
PERIOD TO: 12/31/2023
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G + C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
017	Resilient Base / Carpet	7,850.00	0.00	0.00	0.00	0.00	0.00	7,850.00	0.00
018	Resinous Flooring	31,500.00	0.00	0.00	0.00	0.00	0.00	31,500.00	0.00
019	Painting	18,200.00	0.00	0.00	0.00	0.00	0.00	18,200.00	0.00
020	P-Lam Cabinets / C-tops	6,100.00	0.00	0.00	0.00	0.00	0.00	6,100.00	0.00
021	Plumbing / HVAC	106,950.00	0.00	0.00	0.00	0.00	0.00	106,950.00	0.00
022	Electrical	80,750.00	0.00	16,150.00	0.00	16,150.00	20.00	64,600.00	807.50
023	Hydro Seeding	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
024	Temp Jobsite Fencing	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00	0.00	100.00
025	Equipment	10,000.00	1,000.00	4,000.00	0.00	5,000.00	50.00	5,000.00	250.00
026	General Requirements	35,135.00	3,513.50	5,270.25	0.00	8,783.75	25.00	26,351.25	439.19
027	Bond	7,600.00	7,600.00	0.00	0.00	7,600.00	100.00	0.00	380.00
028	Mobe	20,000.00	2,000.00	2,000.00	0.00	4,000.00	20.00	16,000.00	200.00
029	Dumpsters	8,300.00	2,075.00	830.00	0.00	2,905.00	35.00	5,395.00	145.25
30	Change Order 1	27,603.00	0.00	18,217.98	0.00	18,217.98	66.00	9,385.02	910.90
	GRAND TOTAL	773,488.00	117,423.50	153,661.23	0.00	271,084.73	35.05	502,403.27	13,554.24

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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