

Council Meeting
Tuesday, January 3, 2023
City Council Chamber
6:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Oath of Office
2. Appointment of City Administrator
3. Appointment of City Attorney
4. Designation of Electronic Transfers
5. Designation of Financial Institutions
6. Designation of Official Newspaper
7. Establish 2023 City Council Meeting Dates/Times
8. Consent Agenda
 - Minutes
 - Council Minutes– December 20, 2022
 - Housing and Redevelopment Authority – Nov. 9 & Dec. 14, 2022
 - Utility Commission – December 28, 2022
 - Regular Bills
9. Resolutions of Appreciation - Jayesun Sherman & Lisa Farag
10. MN DOT – Hwy 60 Striping Follow-up
11. Department Heads
12. Library Board Recommendations – Polices
 - Conduct
 - Circulation of Materials
 - Internet Safety Policy
13. Resolution Accepting Donations – Library – Dorothy Van Norman
14. 2023 Mayor Appointments & Reappointments
 - Boards & Commissions
 - 2023-2024 City Council Board & Commission Appointments
15. New Business
16. Old Business
17. Contractor Payment & Change Order – City Hall Roof Project - Schwickert's
 - Change Order #1 \$4,200.00
 - Payment #1 \$50,356.00



18. Council Comments

19. Adjourn

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: Steve Nasby, City Administrator *Steve*
DATE: December 21, 2022
RE: Appointment of City Officials and Designation of Financial Institutions and Newspaper
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Appoint and designate City officials, financial institutions and the official newspaper as shown.

Issue Summary/Background

The first City Council meeting of the year is primarily an organizational meeting. As such, there are appointments for City officers as required by the City Charter and designations required by State statute. To assist the City Council with these tasks the following is a listing of the current City officers and official designations of Financial Institutions and Newspaper.

City Administrator/Clerk and Assistant City Administrator/Clerk
City Administrator – Steve Nasby

City Attorney
City Attorney – Ron Schramel

Electronic Funds Transfer Designation
City Administrator – Steve Nasby
Finance Director/Controller – Cheryl Ulferts

Financial Institutions
Bank of the West
Bank Midwest
United Prairie Bank
Leading Edge Credit Union (formerly Fulda Area Credit Union)
4M Fund
Multi-Bank Securities

Official Newspaper
Cottonwood County Citizen

Fiscal Impact

Continuation of professional services with contracted employees (City Attorney and City Administrator).
Maintain existing accounts with financial institutions and local newspaper as required by statute.

Attachments

1. Electronic Funds Transfer Policy.

City of Windom

Electronic Funds Transfers Policy

I. Purpose

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

II. Policy

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

III. Scope

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

IV. Accounts Payable

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

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

V. Payroll

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

VI. Receivables

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

ACTION ITEM



CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
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TO: City Council
FROM: City Administrator 
DATE: December 21, 2022
RE: 2023 City Council Meetings – Dates & Times
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Confirm the continuance of Regular City Council meetings on the first (1st) and third (3rd) Tuesdays of each month at 6:30 pm.
2. Set tentative meeting time for Board of Review meeting on May 8, 2023 at 4:30 pm upon confirmation with the County Assessor's Office.
3. On July 4, 2023 the City Council meeting falls on a Federal/State holiday and cities are prohibited from holding public meetings. Rescheduled date is July 5, 2023 per City Code.
4. The November 7, 2023 City Council meeting falls on a general election date, even though Windom does not have an election, State statute prohibits public meetings from 6:00 – 8:00 pm. As such, the start time for this meeting has been moved to 8:01 pm.

Issue Summary/Background

City Code 3102 states that the City Council shall set annually the meeting dates and times in January of each year.

Fiscal Impact

None.

Attachments

1. Windom City Code Section 31.02
2. Proposed 2023 City Council Meeting Calendar

§ 31.02 COUNCIL MEETINGS; TIME AND PLACE.

Regular meetings of the Council shall be held in the Council Chambers on the first and third Tuesdays of each month. The time of the meeting shall be set annually by the Council in January of each year, except for 2019 when the meeting time will be set in March of 2019. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next day at the same time.

(Prior Code, § 2.02) (Ord. 175, 2nd Series, passed 2-19-2019)

2023 City Council Meeting Schedule

Meetings held at City Hall, Council Chamber

444 9th Street

Windom, MN

January 3, 2023

6:30 pm January 3, 2023
6:30 pm January 17, 2023

6:30 pm February 7, 2023
6:30 pm February 21, 2023

6:30 pm March 7, 2023
6:30 pm March 21, 2023

6:30 pm April 4, 2023
6:30 pm April 18, 2023

6:30 pm May 2, 2023
4:30 pm May 8, 2023 (*Tentative - Board of Review Meeting*)
6:30 pm May 16, 2023

6:30 pm June 6, 2023
6:30 pm June 20, 2023

July 4, 2023 HOLIDAY – No Meeting Permitted

6:30 pm July 5, 2023
6:30 pm July 18, 2023

6:30 pm August 1, 2023
6:30 pm August 15, 2023

6:30 pm September 5, 2023
6:30 pm September 19, 2023

6:30 pm October 3, 2023
6:30 pm October 17, 2023

8:01 pm November 7, 2023
6:30 pm November 21, 2023

6:30 pm December 5, 2023
6:30 pm December 19, 2023

City Council packets are available on-line at <https://www.windom-mn.com/city-government/mayor-and-council-members/council-packets/>

**Regular Council Meeting
City Hall, Council Chamber
December 20, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: Lisa Farag

City Staff Present: Steve Nasby, City Administrator; Cheryl Ulferts, Finance Director; John Nelson, Liquor Store Manager; Jon Ketzenberg, Streets & Parks Superintendent; Tim Hogan, Recreation Director; Tim Snyder, Community Center Director and Scott Peterson, Police Chief; Cory Hillesheim, Asst Police Chief; and Officers Dana Wallace, Devin Kopperud, Austin Lasky

3. Pledge of Allegiance

4. Amend Agenda:

Motion by Nelson second by Sherman to add an agenda item for an extension on a Small Cities Development Program grant. Motion carried 4 – 0.

5. Consent Agenda:

- Minutes
 - Council Minutes– December 6, 2022
 - Community Center Commission – December 12, 2022
 - Economic Development Authority – December 12, 2022
 - Library Board – December 13, 2022
 - Planning Commission – December 13, 2022
- Licenses – Exempt Gambling Permits
 - BARC – January 24, 2023 and February 21, 2023
- Regular Bills

Motion by Grunig second by Sherman approving the Consent Agenda and to move the Old Business agenda item for the Horse Show Discussion up to #7 on the agenda. Motion carried 4 – 0.

6. Department Heads:

John Nelson, Liquor Store Manager, said that they are continuing to work with TSP to refine floor plan options for renovation of the store and adding some storage space. He is hoping for cost estimates in the next 30-60 days.

7. Old Business – Horse Show Discussion:

Jones said that he will be stating his position and then asking Council members to share their views. He said there is a lot of misinformation going around and hopefully this discussion clears up some questions and he wanted to say this is not a backdoor way of year-around hockey and that is not even a topic that has been raised. The Council has gotten information from the Parks and Recreation

Commission from their discussion with user groups in 2021 and their September 2022 minutes. He said that in 2021 the Commission had looked at financials and seemed to want to see 2-3 years more data. As it was the Commission that heard from the user groups the Council had not been party to hearing that information first hand. Asking the Council to decide is putting them into a tough spot. Options could include sending this back to the Parks & Recreation Commission for more discussion and a recommendation, having Council attend the January 11th Park & Recreation Commission meeting to hear input or Council deciding. He said that this item is not a public hearing and though some people are in attendance it would not be fair to hear only one side or the other so he prefers to have no public input tonight, but have the Council outline their thoughts and ask questions. Jones said that the Council has a fiduciary responsibility to the City taxpayers but acknowledges this is a larger community issue.

Grunig said that there has been a lot of interest in this matter and input provided, he would not want to refer it back to the Commission. He is ready to decide tonight. The main point being decided is to stop having indoor horse shows, not stop hosting them. To him the key aspects are as follows: 1. we are in an agricultural area and some feel County Ag and/or 4-H will suffer. 2. Horse show participation has not fully rebounded from COVID. 3. Fuel prices have been high so that may have impacted participation, prices going down so may be better next year. 4. Cement slab for the rink was to reduce labor and improve operations, not to eliminate horse shows and 5. Marketing the Arena and horse shows could be better. His recommendation at this time is to continue status quo.

Sherman thanked everyone for the input and acknowledged there were aspects he was unaware of. All comments he got were pro-horse. Comments included that horse show participants do other things in town and support restaurants and buy gas. He was told horse and livestock numbers are going up and there are few venues in Minnesota. There is a 4-H benefit and all amenities cost money so he is in favor of keeping shows.

Jones said one concern for him is the long-term wear on the cement floor and embedded ice system.

Quade said that the Park & Recreation Commission had several discussions and took user group input. Not all information has been before the Council and the larger picture is the history of the horse shows. The numbers had been declining even before COVID. She listed a number of shows and clubs that are no longer coming or holding events. The Palomino group usually holds two shows a year, which are our largest. In 2019 they had 88 and 92 stalls; none in 2020; 88 and 51 stalls in 2021; then 58 and 52 stalls in 2022. This group has indicated they are not coming in 2023 due to numbers. The horse groups themselves report lower numbers and fewer shows. This is not a new issue, but something the Commission has been tracking and brought up in Fall 2021 for more in-depth review and user input. Direction from that was to do more promotion and re-evaluate. There is not much use for open riding and saying any change is stopping shows or against the Fair is inaccurate as the issue is indoor or outdoor rinks. In Jackson the horses are outside and the indoor rink has wood chips for the livestock showings. All the surrounding counties have outdoor rinks and there are two equestrian centers in Cannon Falls and Winona. Most of the shows go to these equestrian arenas. If the push is to get more shows then investment is needed, which was discussed at Park & Recreation. Outdoor seating, judges station, sound system and future canopy are possible improvements. At this time only input from one side has been given and there are other potential user groups if the cement floor were available, such as flea markets. Most horse show participants do camp rather than stay in hotels. She noted that the Park and Recreation minutes are in the Council packets. Also, of note is that there are many priorities that need to be addressed within Parks and Recreation and limited resources. She mentioned the swimming pool needs to be replaced and Kastle Kingdom will require a large reconstruction.

Preliminary

Jones said that he did request the November 10, 2021 and December 2021 Park and Recreation minutes from staff for review. He saw that the Board and 4-H were user groups providing input. His reading is that the shows would go 2-3 years with marketing then be looked at again. He would like to discuss the numbers again and explore the outdoor canopy idea.

Nelson said his bottom line is the finances and the Council's obligation is to the citizens. Other uses should be considered too and break-even is a goal. Horse shows are good and bring people into town, but the bottom line is a key factor.

Tim Hogan, Recreation Director, in response to the Mayor said that the Park & Recreation Commission did direct him to market and he attended the MN Horse Expo and did outreach to horse groups. He also followed up on contacts from peer groups. Most horse shows are held outdoor. Horse groups do like Windom but they can only do so many shows. Jones asked about 2023 bookings. Hogan replied that there are three possible, but some other interest is out there. Hogan said some social media comments about not being contacted or having calls returned are inaccurate. Also, no one has ever said the aim is to push out horse shows or we would not book shows. He said the Parks & Recreation Commission is providing information and reviewing the data, which is being done. It is up to the Commission and Council to decide on the future direction. He said Windom could work to get additional shows but that requires investments for upgrades.

Quade said that her notes from the Parks & Recreation Commission meeting show that in 2019 there were six shows; none in 2020 due to COVID, three in 2021 and five in 2022.

Sherman said he was contacted by MN Prairie Club Association and they would have future interest in a show, Cutting Association has misinformation and the MN Palomino Association said they did not feel welcomed due to poor attendance at their shows. He feels that more than three shows are possible and the positive impact animals have on youth is worth keeping shows indoors.

Grunig asked the length of horse shows. Hogan replied that the Palomino shows are Friday – Sunday, but most are Saturday – Sunday. Nine shows in a season would be considered full. The key is number of stalls; 40 stalls is a low count and 100 is good. Hogan was asked if the Fair participants pay stall rent, Hogan replied not during the Fair.

Motion by Sherman second by Grunig to continue indoor horse shows for the 2023-2024 seasons. Motion failed 2-3 (Quade, Nelson and Jones).

Nelson said he would like to have more public comment from all types of user groups.

Nasby suggested a possible joint Council/Park & Recreation meeting.

Quade said the Parks & Recreation Commission has a meeting on January 11th so Council could attend and hear input and decide.

Motion by Quade second by Nelson to hold a joint Council/Park & Recreation Commission meeting on January 11, 2023 at 5:30 pm. Motion carried 4 – 0.

Jones recessed the Council meeting at 7:38 pm to reconvene at 8:00 pm.

8. 2023 City Budget and SMART Goals:

Nasby said the budget review was presented at the last Council meeting and no comments were received nor changes made by the City Council. The actions tonight are to adopt the 2023 tax levy and approve the budget as presented.

Council Member Grunig introduced the Resolution No. 2022-72, entitled “A RESOLUTION APPROVING 2022 TAX LEVY, COLLECTABLE IN 2023” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Sherman, Nelson, Quade and Grunig. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

Motion by Nelson second by Sherman to approve the 2023 Budget as presented. Motion carried 4 – 0.

Nasby said the 2022 SMART Goal Dashboard report shows the progress and status on the SMART goals adopted last year. He asked if there were any questions from Council, there were none.

Nasby said the 2023 SMART goals from the Departments and Boards\Commissions were included in the Council packet for discussion or question. No comments or questions.

Motion by Quade second by Sherman to approve the 2023 SMART goals as presented. Motion carried 4 – 0.

9. 2022 Budget Adjustments:

Cheryl Ulferfs, Finance Director, reviewed the proposed 2022 budget adjustments. Items included adjustments for unbudgeted items, reclassifications and increased\decreased expenses or revenue.

Motion by Grunig second by Quade to approve the 2022 Budget adjustments as presented. Motion carried 4 – 0.

10. Resolution Accepting Donations:

Jones thanked the Friends of the Library, Windom Towing and the Figure Skating Club for their donations.

Council Member Sherman introduced the Resolution No. 2022-73, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM LIBRARY” and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig, Sherman and Quade. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

Council Member Sherman introduced the Resolution No. 2022-74, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM TOWING LLC TO THE WINDOM POLICE DEPARTMENT” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Quade, Nelson, Grunig and Sherman. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

Council Member Quade introduced the Resolution No. 2022-75, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM FIGURE SKATING CLUB TO THE WINDOM ARENA” and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Quade, Nelson, Grunig and Sherman. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

11. TIF District 1-22 Interfund Loan Resolution:

Nasby said that there is an approved TIF spending plan approved for this TIF District and the second payment on the Cemstone property purchase is coming up in 2023. Ehlers Associates recommends that the Council approve an interfund loan of up to \$575,000 to cover this upcoming expenditure.

Council Member Grunig introduced the Resolution No. 2022-76, entitled “RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-22” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Grunig, Quade and Sherman. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

12. Cottonwood County Home Initiative Program – Revised Guidelines and Recommendation:

Nasby said that the School District and Cottonwood County have reviewed and approved extensions of the program for another three years. The County amended its cap on the tax abatement up to \$320,000 and the School District also adopted that limit. The Windom EDA is recommending that the Council approve a three year extension to the program and to adopt the same \$320,000 limit on the value being eligible for the tax abatement.

Council Member Grunig introduced the Resolution No. 2022-77, entitled “RESOLUTION EXTENDING PARTICIPATION IN THE COTTONWOOD COUNTY HOME INITIATIVE PROGRAM” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Grunig, Sherman, Nelson and Quade. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

13. Proposal for Reduction of Special Assessment - 14 24th Street Personnel:

Nasby said an interested party contacted him about this tax forfeited lot and the special assessment for the demolition costs. The County got no bids at the tax sale. Nasby noted that he had previously talked to both adjacent owners and let them know if they made a proposal to the City that included some sort of new construction on the lot the Council may consider a reduction of the assessment. The proposal received was that the interested party would build a new home on the lot if the City would consider forgiving half of the \$18,138 assessment. Before paperwork is completed Nasby is requesting Council consensus on proceeding. Consensus of the Council was to proceed and bring back a formal, written proposal.

Quade noted the neighbors have been taking care of the property and it would be good to see it be developed.

14. Community Center Commission – Recommendation on HVAC:

Tim Snyder, Community Center Director, said that some units have been replaced but the HVAC units proposed for replacement are original to the building in 1999. The proposal is for a 5-ton and 10-ton unit. Quotes were solicited and the recommendation is to accept the quote from Elite Mechanical for \$30,250.

Motion by Nelson second by Grunig to accept the Elite Mechanical quote for the two units to be replaced. Motion carried 4 – 0.

Snyder said the Community Center is hosting inflatables on December 29th and 30th from 8 am to 8 pm.

15. Resolution State of MN Department of Public Safety Joint Powers Agreement:

Nasby said the Council previously approved this agreement but the State requested a new approval as there was confusion on the execution of the prior agreement. The City Attorney reviewed the agreement and had no comments. This will enable the Windom PD and Cottonwood County to access BCA information.

Council Member Quade introduced the Resolution No. 2022-78, entitled “RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WINDOM ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Sherman, Nelson, Grunig and Quade. Nay: None. Absent: Farag. Abstain: None. Resolution passed 4 – 0.

16. Personnel:

Jon Ketzenberg, Streets & Parks Superintendent, said that he is recommending Jeremy Johnson to fill a maintenance worker position to start at Step 5 with advancement to Step 6 upon completion of the probationary period.

Motion by Quade second by Sherman to approve the hire of Jeremy Johnson as presented. Motion carried 4 – 0.

John Nelson, Liquor Store Manager, said the Council had approved the inclusion of a new union liquor clerk position. The job was advertised and five applications were received with two interviews. He and Council member Quade are recommending Marsha Forsyth be hired as a liquor clerk at Step 4 with advancement to Step 5 upon completion of probationary period.

Motion by Quade second by Sherman to approve the hiring of Marsha Forsyth as a liquor clerk as proposed. Motion carried 4 – 0.

Snyder said he is recommending the hiring of Alex Blom for on-call help at a rate of \$12.50/hour.

Motion by Grunig second by Quade to approve the hiring of Alex Blom for on-call help at the Community Center as presented. Motion carried 4 – 0.

17. New Business:

None.

18. Old Business:

Jones said the Council added the SCDP grant extension to Old Business. This is a time extension for the housing rehabilitation project and authorizes the Mayor to execute the amendment for time.

Motion by Grunig second by Sherman to authorize the Mayor to sign a time extension for the SCDP grant. Motion carried 4 – 0.

19. Contractor Payments:

Nasby said the two payments are for demolition work at the Cemstone site as part of the DEED grant and a payment for the new LED beacon at the Airport. The respective engineers have recommended payment. Nasby noted the majority of the Cemstone demolition will be in 2023.

Motion by Sherman second by Grunig to approve a pay request #2 to Voss Plumbing and Heating for \$10,545 as presented. Motion carried 4 – 0.

Motion by Nelson second by Grunig to approve a pay request by Neo-electrical Solutions for \$24,590 as presented for the Airport LED Beacon. Motion carried 4 – 0.

20. Council Comments:

Quade wished everyone a Merry Christmas and Happy New Year. She reminded the public about the inflatables at the Community Center on December 29th and 30th. Stay safe with the coming weather.

Preliminary

Nelson noted the special hours for the Liquor Store over the holidays.

Grunig wished everyone a Merry Christmas.

Mayor Jones thanked Sherman and Farag for their service to the community and for all their work. He recognized and thanked the Windom PD, Fire and EMTs for serving the citizens of Windom.

Sherman said he was thankful for the community and appreciated serving.

Nasby thanked Sherman and Farag. He wished everyone a Merry Christmas.

Mayor Jones wished everyone a Merry Christmas.

21. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:55 p.m.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

November 09, 2022, at 4:00 pm

A regular meeting of the Board of Directors was held on November 09, 2022, at the Riverview Apartments. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White, Joanie Halvorson and Tenant Liaison, Rory Koch. Also present was Executive Director, Linda Loewen and Operations Manager Tamara Wahdan. Absent: Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:03 pm with the consent agenda approved (Fast/McDonald) which included minutes from the October meeting, the agenda, balance report and bills report.

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate since 04/22, we have turned over 22 units with an average of 13.72 days, which includes Apt 113. The Executive Director reported there were no fee accountant reports to review.
2. The Executive Director reported that the smoking shelter cement is complete and the frame is up. Maintenance still needs to install the Plexiglass.
3. The Executive Director reported that Worthington Glass has supplies ordered for the RV Door/Window Replacement, which should arrive late November.
4. The Executive Director reported that the ACOP policy changes are still in progress.
5. The Executive Director reported that we received one bid from Richard Barnett for the Apt. 113 modification. The bid was in the amount of \$6,082.00. After some discussion, a motion was made to accept the bid as presented. (Fast/Halvorson)
6. The Executive Director reported the office door locks are complete.
7. The Executive Director reported that the Entry System at RV is currently in progress. Kjell has looked at HS & will get us a quote.
8. The Executive Director reported that the Boiler retest for the maintenance staff will be January 31st in New Ulm.

New Business consists of:

1. The Executive Director presented a quote from Loucks & Schwartz for Fee Accountant Services. After some discussion, she will go back to get a few questions answered and bring back to the December meeting.
2. The Executive Director presented Annual Contracts received as follows. Carpentry-Barnett Pro Care- \$100/hr Regular and \$150/hr after hours. Electrical-Ron's Electric-\$55/hr regular and \$82.50/hr after hours. Plumbing-Thurmer's-\$80/hr regular, \$120/hr after hours and \$160/hr on Sundays. After some discussion, a motion was made to award Barnett Pro Care for Carpentry, Ron's Electric for Electrical and Thurmer's for Plumbing. The motion included going back for more information regarding Snow Removal Bids received and bring them back to the December meeting. (White/Halvorson)
3. The Executive Director reported we received a request for a new \$10,000 SCDP Loan. After some discussion, a motion was made to approve the request. (White/McDonald)

4. The Executive Director presented a quote from Adams Mechanical for the HS Boiler repair in the amount of \$10,783 which includes labor and installation. After some discussion, a motion was made to accept the quote. (White/McDonald)
5. The Executive Director reported on the BCBS renewal. The new deductible is \$4,400 per person. She asked if the board wanted to increase staff HSA's to reflect the increase. After some discussion, a motion was made to increase HSA's from \$200/mo to \$250/mo effective 01/2023. (McDonald/Fast, White opposed)
6. The Executive Director asked about changing the meeting time as previously discussed. After some discussion, a motion was made to make the change. The new meeting time will be 8:30 A.M. and it will continue to be on the second Wednesday of the Month. (Fast/White)
7. The Executive Director reported that WHRA shirts/coats will be ordered for staff this month.
8. The Executive Director asked about the staff gifts. After much discussion, a motion was made to gift the staff from the Laundry Account & run it through payroll for tax purposes. Margaret will get the gift cards from Bank Midwest as in the past, as Follows: \$300-LL, \$50-TW, \$250-BH, \$100-BB. (Halvorson/McDonald)
9. The Executive Director has been working on: Training the new OM's, ACOP, EPIC-Annual CFP Plans, CFP Projects, REAC Submission, EIV reporting, Utility Allowance.
10. Upcoming board meeting: December 14th (HS) and January 11th (RV)

With no further business, the meeting was adjourned at 5:30p.m. (Halvorson/Fast)

Linda Jaakola, Chairman

Linda Loewen, Executive Director

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

December 14, 2022, at 4:00 p.m.

A regular meeting of the Board of Directors was held on December 14, 2022, at the Hillside Apartments. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White and Joanie Halvorson. Also present was Executive Director, Linda Loewen, Operations Manager Tamara Wahdan and City Liaison: Jim Nelson. Absent: Rory Koch Tenant Liaison.

The Regular Board Meeting was called to order at 4:08 pm with the consent agenda approved which included minutes from the November meeting, the agenda, balance report and bills report. (White/McDonald)

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. Since 04/22, we have turned over 23 units with an average of 13.65 days, which includes Apartment 113. The Executive Director reported there are May, June, July and August fee accountant reports for review. All reports will be reviewed and any questions discussed at the January meeting.
2. The Executive Director reported that the smoking shelter is completed.
3. The Executive Director reported that Worthington Glass has supplies ordered for the Riverview Door/Window Replacement and we are currently waiting for the supplies to arrive.
4. The Executive Director reported that the ACOP policy changes are still in progress.
5. The Executive Director reported that the Entry System at Riverview is currently in progress. Kjell has looked at Hillside & will get us a quote when he is completed with Riverview.

New Business consists of:

1. The Executive Director revisited the quote from Loucks & Schwartz for Fee Accountant Services which included an explanation of fees. The quote is for Public Housing (88 units)-\$217 per month and Non-HUD 4 bedroom house-\$125 per month. After much discussion, a motion was made to accept and approve the quote as presented. (McDonald/Fast)
2. The Executive Director reported that Scott's Snow Removal submitted a bid for Annual Contract of snow removal and per previous board discussion, has been awarded the bid.
3. The Executive Director reported that the CD at Leading Edge will mature on 12/30/22. The expected balance is \$114,959.74. After much discussion, it was agreed upon that the Executive Director will call the other banks to check on current interest rates and will move the CD to the highest rate available. (McDonald/Fast)
4. The Executive Director presented an update on the apartment 113 Modification. Our HUD Rep, Ryan stated we can use capital funds for windows. (CFP20) for this project. After some discussion, a motion was made to approve the use of CFP20. (McDonald/Fast)
5. The Executive Director presented Utility Allowance data. After some discussion a motion was made to set the 2023 utility allowance at \$19.00/month which is on a 3-year rolling average. (White/Halvorson)
6. The Executive Director reported that the Board Liaison Term is set to expire 12/31/22. A vacant seat posting will go up at Riverview tomorrow to be reviewed at the January meeting.
7. The Executive Director reported the Holiday meal at Riverview has been postponed to Tuesday December 20, 2022 at 5:00 p.m. Hillside apartments will have their meal on December 19, 2022 at 5:00 p.m.

8. The Executive Director presented a quote from C&B for the maintenance tractor. The blade is worn down and needs to be repaired. The quote was in the amount of \$1,986.53. After much discussion a motion was made to accept and approve the quote but to also add a "Shoot" to the purchase. (White/Fast)
9. The Executive Director has been working on: Training the new OM's, ACOP-language updates, EPIC-Annual CFP Plans, CFP Projects, REAC Submission, EIV reporting, Utility Allowance, SAM.gov Renewal, ACA Reporting, Op Funding Reporting
10. The Executive Director presented the Compliance Report for review. After some discussion a motion was made to approve as presented. (White/Fast)
11. Upcoming board meetings January 11th (RV) and February 8th (HS) at the new time of 8:30 a.m.
12. Board Member Jean Fast asked the board to purchase a stove from a previous tenant that passed away, in the amount of \$300.00. After some discussion a motion was made to purchase the stove and move it to the community kitchen due to many bells and whistles and move the kitchen stove to the apartment. (White/Fast)

With no further business, the meeting was adjourned at 4:45p.m. (McDonald/Fast)

Linda Jaakola, Chairman

Linda Loewen, Executive Director

UTILITY COMMISSION MINUTES
Council Chambers
December 28, 2022

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

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

APPROVE MINUTES

Motion by Riordan second by Francis to approve the November 23, 2022 Minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Micro C Carbon Pricing

Anderson stated the First Quarter of 2023, EOSi is reporting stagnant pricing on carbon.

Macro C Testing

Anderson explained a vendor has contacted him that has a comparable carbon product and preliminary testing has shown to be effective. Staff will order 2,200 gallons at trial pricing. This carbon will be fed the same as current product. The SCADA system will monitor the needed product and the feed will shut off when the necessary product level is established. Anderson will contact MPCA to make them aware of the change in product.

Sewer Plant License Application

Anderson mentioned the Sewer Plant License Application was 10 days delinquent. The application is to be submitted 180 days before the current permit expires. Anderson spoke with the local MPCA officer and they did not voice concern. Staff will inform the Commission if there is a fine implemented or enforcement action is needed.

Other Water/Wastewater Items

Anderson followed-up on the pump motor that had failed in the treatment plant. The motor has been rebuilt and is in place. It was determined there were bad spots in the windings and not the VDF power source. Bolton & Menk is pushing to have this covered at no cost to the city.

Staff had noticed that the water plant had three capacitor fuses blown. They have been replaced this item will be monitored more closely.

Anderson said that Stantec had submitted a pay request for additional work done for PFAS testing at the old landfill. Staff is asking for additional breakout of costs as their first submission should have met the state requirements. An incorrect report should be on their expense.

ELECTRIC ITEMS

Generation Plant Scope of Work

Sykora handed out a Scope of Work for the Diesel Generation Addition Project. He said preliminary designs are complete and the items listed meet the contract. DGR is planning to have weekly meetings to track progress. Pricing will be available by the next Commission Meeting.

Truck Shed Scope of Work

The scope of work for the new Truck Shed was distributed. Sykora stated demolition of the existing Lions' structure, tree removal, and infrastructure changes City staff may be able to complete. He voiced that electric department staff will be able to move/install electrical and communication services inside the building. The Commission replied that they still may need an engineered electrical plan as the new shed will need to have fire protection and bidding contractors will need to know where to place the fire suppression sprinklers in the facility. Water staff will assist in the location of the building's main water line and switch the feed line to a larger source if needed. The Commission discussed the structure and roof lines needed dependent upon the material used to construct the shed. Staff will follow-up with DGR on the roof-lines and snow load requirements to better assess the product used for the building and present it at the next meeting. If the engineer designs for both steel and wood, the city will be charged for both designs.

Radiator VFD Change Order

Sykora received a recommendation that the new generator radiators will need a mod board to each unit to remotely monitor the engine on SCADA. One mod board will control two radiators per engine. The cost estimate was \$465 per mod board. Sykora added the current airflow inside the building is insufficient.

Motion by Riordan second by Francis to approve the Change Order as presented. Motion carried 3 – 0.

Other Electrical Items

Sykora stated that Travis Zipf from DGR is looking for direction on the exhaust stack pipes for the new generators. New construction (2000 and newer) is required by EPA to adhere to the required heights based on the number of generators, locations, and efficiency. The generators that are being placed require a 44ft stack. The 44-foot stack would be applicable to four Tier 4 generators, noting a fifth generator would require all stacks to be 50 feet based on current EPA regulations. The Commission discussed the stack heights, the future of using diesel generation, changing EPA regulations, and the timeline of needing a fifth generator. Commission consensus was to design footings for 50-foot stacks, but use stacks of 44 feet with flanges allowing a stack extension.

Sykora mentioned electric department staff is moving inside electrical in preparation for the upcoming projects. New wiring will be 3-phase 200-amp service. Telecommunications wiring is also being strung.

Tree trimming is completed. Sykora added that staff will be removing a tree from private property for the transmission project. The property owner has signed off on this removal.

Sykora and staff member Levi Bunting recently attended the MMUA Operations Conference. Bunting was recognized for completing his journeyman's license. He will also be noted in the upcoming MMUA newsletter.

REGULAR BILLS

An additional DGR bill in the amount of \$212 and a Stantec bill in the amount of \$3,612.89 were handed out. Anderson explained the Stantec bill was for monitoring services for November and December.

Motion by Riordan second by Francis to approve the Regular Bills and additional bills from DGR and Stantec as presented. Motion carried 3 – 0.

OLD BUSINESS

None.

NEW BUSINESS

Grunig asked about the well water levels due to the dry year. Anderson replied they are low but not alarmingly low. The new monitoring well near Cottonwood Lake will be a good source of information on levels. Schwalbach added reading about water regeneration and noted it is faster than previously predicted.

The next regular meeting was set for January 25th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:27 am.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/17/2022 - 12/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
4M FUND	INV0002210	12/28/2022	Transfer cash to 4M Fund 202	100-10400	500,000.00
ELIZABETH RIGHTMIRE	14633-4	12/20/2022	CREDIT REFUND	100-20191	1.67
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	100-20202	18,005.91
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	100-20202	26.00
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	100-20202	30.00
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	100-20202	70.68
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	100-20202	6,345.00
					524,479.26
Activity: 41110 - Mayor & Council					
WINDOM LIONS CLUB	12-28-22	12/28/2022	PARK SHELTER DONATIONS	100-41110-490	1,805.50
CONVENT. & VISITOR BUREAU	DEC 2022	12/19/2022	AMERICINN/LODING TAX	100-41110-491	3,562.35
CONVENT. & VISITOR BUREAU	DEC 2022	12/19/2022	RED CARPET INN/LODING TAX	100-41110-491	435.45
Activity 41110 - Mayor & Council Total:					5,803.30
Activity: 41310 - Administration					
INDOFF, INC	3618798	12/27/2022	CITY OFFICE/SUPPLIES	100-41310-200	39.99
WEX Health Inc	0001645890-IN	12/19/2022	PAR	100-41310-217	121.00
STEVE NASBY	12-2-2022	12/19/2022	TRAVEL EXPENSE	100-41310-331	85.63
Activity 41310 - Administration Total:					246.62
Activity: 41940 - City Hall					
COLE PAPERS INC.	102281769	12/01/2022	CITY HALL/CLEANING/SUPPLI	100-41940-211	339.45
A & B BUSINESS	INV1C108337	12/19/2022	CAPITAL OUTLAY/INSURANCE	100-41940-362	1,000.00
HOMETOWN SANITATION SER	0000489593	12/01/2022	CITY HALL/REFUSE DISPOSAL	100-41940-384	102.98
Activity 41940 - City Hall Total:					1,442.43
Activity: 42120 - Crime Control					
AMAZON CAPITAL SERVICES, I	1V19-QGKQ-1CWF	12/13/2022	POLICE/SUPPLIES	100-42120-200	701.53
INDOFF, INC	36165153	12/22/2022	POLICE/SUPPLIES	100-42120-200	29.49
STREICHER'S, INC	I1604736	12/22/2022	POLICE/UNIFORMS	100-42120-218	23.98
WINDOM AREA HEALTH	3163816266	12/13/2022	POLICE/MEDICAL FEES	100-42120-305	73.00
AVERA MEDICAL GROUP	SN0031475783	12/28/2022	POLICE/MEDICAL FEES	100-42120-305	427.55
ALPHA WIRELESS - MANKATO	185821	12/08/2022	POLICE/RADIO UNITS	100-42120-323	108.00
LEASE FINANCE PARTNERS	3250 12-20-22	12/28/2022	POLICE/DATA PROCESSING	100-42120-326	398.00
SHI INTERNATIONAL CORP	B16217212	12/20/2022	POLICE/DATA PROCESSING	100-42120-326	88.00
SUNSET LAW ENFORCEMENT,	00075102-IN	12/08/2022	POLICE/MAINTENANCE - OFFI	100-42120-404	473.30
FLEET SERVICES DIVISION	2023C150001	12/20/2022	POLICE/VEHICLE LEASE	100-42120-419	1,741.21
Activity 42120 - Crime Control Total:					4,064.06
Activity: 42220 - Fire Fighting					
HOMETOWN SANITATION SER	0000489643	12/12/2022	FIRE/REFUSE DISPOSAL	100-42220-384	48.59
THE INSULATORS LLC	1284	12/19/2022	FIRE/MAINTENANCE - GROUN	100-42220-406	370.00
Activity 42220 - Fire Fighting Total:					418.59
Activity: 43100 - Streets					
JIM SMEDSRUD	12-14-22	12/20/2022	STREET/SAFETY SHOES	100-43100-218	99.99
HOMETOWN SANITATION SER	0000489594	12/08/2022	STREET/REFUSE DISPOSAL	100-43100-384	102.98
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-43100-404	29.97
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-43100-404	19.28
Activity 43100 - Streets Total:					252.22
Activity: 45120 - Recreation					
GREGORY VINCENT PEICHEL	98497'8	12/27/2022	REPAIR IRRIGATION SYSTEM/B	100-45120-215	483.88
ABC BOAT DOCKS, LLC	7164	12/20/2022	ARENA/OPERATING SUPPLIES	100-45120-217	667.20
GREGORY VINCENT PEICHEL	98497'8	12/27/2022	REPAIR IRRIGATION SYSTEM/B	100-45120-217	1,687.76
Activity 45120 - Recreation Total:					2,838.84

Expense Approval Report

Payment Dates: 12/17/2022 - 12/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 45202 - Park Areas					
HOMETOWN SANITATION SER	0000489595	12/08/2022	STREET/REFUSE DISPOSAL	100-45202-384	58.98
HOMETOWN SANITATION SER	0000489609	12/08/2022	STREET/REFUSE DISPOSAL	100-45202-384	25.99
HOMETOWN SANITATION SER	0000489649	12/08/2022	STREET/REFUSE DISPOSAL	100-45202-384	21.98
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-45202-404	59.06
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-45202-404	66.89
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-45202-404	79.25
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-45202-404	199.80
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	100-45202-404	-31.94
GREGORY VINCENT PEICHEL	984978	12/27/2022	REPAIR IRRIGATION SYSTEM/B	100-45202-406	2,900.36
Activity 45202 - Park Areas Total:					3,380.37
Fund 100 - GENERAL Total:					542,925.69
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
INDOFF, INC	3617383	12/20/2022	LIBRARY/SUPPLIES	211-45501-200	25.55
Activity 45501 - Library Total:					25.55
Fund 211 - LIBRARY Total:					25.55
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	12-15-2022	12/19/2022	AIRPORT/TELEPHONE	225-45127-321	27.16
SOUTH CENTRAL ELECTRIC	12-28-22	12/28/2022	ELECTRIC	225-45127-381	231.57
SOUTH CENTRAL ELECTRIC	12-28-22	12/28/2022	ELECTRIC	225-45127-381	270.00
Activity 45127 - Airport Total:					528.73
Activity: 49950 - Capital Outlay					
NEO ELECTRICAL SOLUTIONS	12-12-2022	12/20/2022	AIRPORT BEACON	225-49950-500	24,590.00
SEH	4375816	12/27/2022	AIRPORT-CIP-BEACON	225-49950-500	2,550.00
Activity 49950 - Capital Outlay Total:					27,140.00
Fund 225 - AIRPORT Total:					27,668.73
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
BOUND TREE MEDICAL, LLC	847851562	12/22/2022	AMBO/OPERATING SUPPLIES	235-42153-217	685.40
BOUND TREE MEDICAL, LLC	847961197	12/27/2022	AMBO/OPERATING SUPPLIES	235-42153-217	295.58
LINDE GAS & EQUIPMENT INC	32811.463	12/13/2022	AMBO/MERCHANDISE	235-42153-261	572.45
EXPERT BILLING LLC	100161	12/20/2022	AMBO/DATA PROCESSING	235-42153-326	2,900.00
APRIL HARRINGTON	12-12-22	12/27/2022	AMBO/MEALS	235-42153-334	36.18
LONDON JOHNSON	12-13-22 - 12-15-22	12/27/2022	AMBO/MEALS	235-42153-334	40.38
TIM HACKER	12-17-22 - 12-23-22	12/28/2022	AMBO/MEALS	235-42153-334	181.81
JUSTIN HARRINGTON	12-17-22 - 12-23-22	12/28/2022	AMBO/MEALS	235-42153-334	76.71
CYNDI HANSEN	12-19-22 - 12-21-22	12/27/2022	AMBO/MEALS	235-42153-334	80.86
HOMETOWN SANITATION SER	0000489643	12/12/2022	AMBO/REFUSE DISPOSAL	235-42153-384	32.40
P.M. REPAIR & DETAILING	265971	12/22/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	153.35
O'REILLY AUTOMOTIVE, INC	4425- 359430	12/28/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	71.96
SIRIUS XM RADIO INC	X7-15 57869618	12/27/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	18.99
THE INSULATORS LLC	1284	12/19/2022	AMBO/MAINTENANCE - GRO	235-42153-406	370.00
Activity 42153 - Ambulance Total:					5,516.07
Fund 235 - AMBULANCE Total:					5,516.07
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
VOSS PLUMBING & HEATING	12-9-2022	12/20/2022	CEMSTONE DEMO MN DEED	250-46520-439	10,545.00
ABC BOAT DOCKS, LLC	7164	12/20/2022	ARENA/SPECIAL PROJECT	250-46520-439	6,330.00
Activity 46520 - EDA Total:					16,875.00
Fund 250 - EDA GENERAL Total:					16,875.00

Expense Approval Report

Payment Dates: 12/17/2022 - 12/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 252 - EDA SCDP					
Activity: 46520 - EDA					
SW MN HOUSING PARTNERSH	CDAP-17-0039-O-FY18 18	12/28/2022	DEED GRANTS/LOANS	252-46520-491	5,146.25
Activity 46520 - EDA Total:					5,146.25
Fund 252 - EDA SCDP Total:					5,146.25
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	12-28-22	12/28/2022	ELECTRIC	254-46520-381	101.02
Activity 46520 - EDA Total:					101.02
Fund 254 - NORTH IND PARK Total:					101.02
Fund: 261 - TIF 1-21 TIBODEAU'S CENTER					
Activity: 46530 - TIF Districts					
WINDSTREAM INNS LLC	12-19-22	12/21/2022	TIF PAYMENTS/TAXES PAYABLE	261-46530-482	40,253.55
WINDSTREAM INNS LLC & SW	2022 2ND HALF TIF	12/19/2022	2022 TIF PAYMENT	261-46530-482	40,253.55
Activity 46530 - TIF Districts Total:					80,507.10
Fund 261 - TIF 1-21 TIBODEAU'S CENTER Total:					80,507.10
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
A & B BUSINESS	INV1008337	12/19/2022	CAPITAL OUTLAY/INSURANCE	401-49950-500	20,104.96
ELITE UNMANNED LLC	1118	12/27/2022	WINDOM TOWING DONATIO	401-49950-501	1,173.00
HEIMAN FIRE EQUIP. CO	0733823	12/27/2022	FIRE/DROP TANK LINER	401-49950-502	1,186.00
Activity 49950 - Capital Outlay Total:					22,463.96
Fund 401 - GENERAL CAPITAL PROJECTS Total:					22,463.96
Fund: 601 - WATER					
4M FUND	INV0002210	12/28/2022	Transfer cash to 4M Fund 202	601-10400	200,000.00
					200,000.00
Activity: 49400 - Water					
INDOFF, INC	3616207	12/22/2022	WATER/SUPPLIES	601-49400-200	199.92
HAWKINS, INC	6336975	11/18/2022	WATER/CHEMICALS	601-49400-216	20.00
GOPHER STATE ONE CALL	2110845	12/06/2022	LOCATES	601-49400-321	7.43
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	POSTAGE	601-49400-322	236.82
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	601-49400-326	813.74
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	PROCESSING	601-49400-326	164.72
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	INSERTS	601-49400-350	1.50
THE INSULATORS LLC	1283	12/19/2022	WATER/MAINTENANCE - OFFI	601-49400-404	298.75
DEFRIES COLLISION CENTER	14018	12/20/2022	WATER/MAINTENANCE - VEHI	601-49400-405	4,730.03
Activity 49400 - Water Total:					6,990.41
Fund 601 - WATER Total:					206,990.41
Fund: 602 - SEWER					
4M FUND	INV0002210	12/28/2022	Transfer cash to 4M Fund 202	602-10400	500,000.00
					500,000.00
Activity: 49450 - Sewer					
INDOFF, INC	3616207	12/22/2022	SEWER/SUPPLIES	602-49450-200	199.92
AMAZON CAPITAL SERVICES, I	1TKK-4G7G-GWG3	12/13/2022	SEWER/CHEMICALS	602-49450-216	16.98
HAWKINS, INC	6337288	11/18/2022	SEWER/CHEMICALS	602-49450-216	10.00
GOPHER STATE ONE CALL	2110845	12/06/2022	LOCATES	602-49450-321	7.43
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	POSTAGE	602-49450-322	236.82
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	602-49450-326	813.74
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	PROCESSING	602-49450-326	164.72
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	INSERTS	602-49450-350	1.50
SOUTH CENTRAL ELECTRIC	12-28-22	12/28/2022	ELECTRIC	602-49450-381	138.99
HOMETOWN SANITATION SER	0000489597	12/08/2022	SEWER/REFUSE DISPOSAL	602-49450-384	104.98

Expense Approval Report

Payment Dates: 12/17/2022 - 12/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
THE INSULATORS LLC	1283	12/19/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	298.75
				Activity 49450 - Sewer Total:	2,511.33
				Fund 602 - SEWER Total:	502,511.33

Fund: 604 - ELECTRIC

4M FUND	INV0002210	12/28/2022	Transfer cash to 4M Fund 202	604-10400	500,000.00
4M FUND	INV0002210	12/28/2022	Transfer cash to 4M Fund 202	604-10400	1,000,000.00
ELK RIVER WINLECTRIC	362240 02	12/20/2022	EL/INVENTORY	604-14200	5,460.00
VAN METER INC	5012458025.001	12/05/2022	EL/INVENTORY	604-14200	86.56
AMERICAN ENGINEERING TES	INV-107007	12/13/2022	EL/IMPROVEMENT/GENERATI	604-16200	9,520.00
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	604-20202	3,626.09
CHRISTIAN O MATINEZ ABUN	1581-4	12/20/2022	UTLITIY DEPOSIT	604-22000	300.00
SONY VUE	15916-8	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
YABDIEL RIVERA BERRIOS	16428-9	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
JACINTO CHACH	27179-0	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
KORI COURTEAUX	36395-1	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
ISRAEL E GONZALEZ	59179-7	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
RICHARD BARNETT	64542-9	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
ARLENE P PEREZ	64811-5	12/20/2022	ELECTRIC REFUND	604-22000	300.00
LATINO UNIVERSAL	65067-5	12/20/2022	UTILITY DEPOSIT	604-22000	300.00
					1,521,392.65

Activity: 49550 - Electric

RAILROAD MANAGEMENT CO	467908	09/29/2022	EL/OPERATING SUPPLIES	604-49550-217	11,712.49
ELK RIVER WINLECTRIC	365470 01	12/20/2022	EL/SMALL TOOLS	604-49550-241	1,104.00
CMP - CENTRAL MUNICIPAL P	7406 11-30-2022	12/13/2022	EL/ENERGY	604-49550-263	55,595.33
CMP - CENTRAL MUNICIPAL P	7406 11-30-2022	12/13/2022	EL/TRANSMISSION	604-49550-263	174,903.39
DEPARTMENT OF ENERGY	BFPB(X00801122	12/13/2022	EL/MERCHANDISE FOR RESAL	604-49550-263	65,439.65
GOPHER STATE ONE CALL	2110845	12/06/2022	LOCATES	604-49550-321	7.42
INNOVATIVE SYSTEMS LLC	INV-0 7335	12/09/2022	POSTAGE	604-49550-322	236.82
INNOVATIVE SYSTEMS LLC	INV-0 7073	12/01/2022	DEC-22/DATA PROCESSING	604-49550-326	1,627.46
INNOVATIVE SYSTEMS LLC	INV-0 7073	12/01/2022	DEC-22/DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-0 7335	12/09/2022	PROCESSING	604-49550-326	164.72
INNOVATIVE SYSTEMS LLC	INV-0 7335	12/09/2022	INSERTS	604-49550-350	1.50
HOMETOWN SANITATION SER	0000489598	12/08/2022	ELECTRIC/REFUSE DISPOSAL	604-49550-384	104.98
AMAZON CAPITAL SERVICES, I	11DQ -C9K3-D4TN	12/22/2022	EL/MAINTENANCE - VEHICLE	604-49550-405	35.68
O'REILLY AUTOMOTIVE, INC	4425- 359331	12/22/2022	EL/MAINTENANCE - VEHICLE	604-49550-405	250.90
ELECTRIC FUND	# 682	12/20/2022	EL/DISTRIBUTION	604-49550-408	37.88
ELECTRIC FUND	# 683	12/27/2022	EL/DISTRIBUTION	604-49550-408	159.67
MN DEPT OF COMMERCE	1000C49022	12/13/2022	EL/ENERGY/DUES	604-49550-433	523.41
MN DEPT OF COMMERCE	1000C49022	12/13/2022	EL/ENERGY/DUES	604-49550-450	997.95
CMP - CENTRAL MUNICIPAL P	7406 11-30-2022	12/13/2022	EL/CIP	604-49550-450	2,757.67
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	604-49550-460	212.00
				Activity 49550 - Electric Total:	316,907.92
				Fund 604 - ELECTRIC Total:	1,838,300.57

Fund: 609 - LIQUOR STORE

MN REVENUE	NOV 2022	12/19/2022	SALES TAX	609-20202	18,836.00
					18,836.00

Activity: 49751 - Liquor Store

JOHNSON BROS.	21995112	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	4,249.45
JOHNSON BROS.	22044111	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,518.33
SOUTHERN GLAZER'S OF MN	22876192	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	7,300.96
BREAKTHRU BEVERAGE MN	3468610062	12/13/2022	LIQUOR S./MERCHANDISE	609-49751-251	3,232.62
BREAKTHRU BEVERAGE MN	4103612992	12/08/2022	LIQUOR S./LIQUOR	609-49751-251	-40.00
PHILLIPS WINE & SPIRITS	65137158	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,578.35
PHILLIPS WINE & SPIRITS	65173125	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	740.50
PHILLIPS WINE & SPIRITS	65173126	12/22/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-251	99.25
DOLL DISTRIBUTING, LLC	11363199	12/08/2022	LIQUOR S./BEER	609-49751-252	10,730.47
DOLL DISTRIBUTING, LLC	11405181	12/13/2022	LIQUOR S./BEER	609-49751-252	2,462.96
DAHLHELMER BEVERAGE LLC	17973129	12/13/2022	LIQUOR S./BEER	609-49751-252	203.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BRAU BROTHERS BREWING C	20674	12/13/2022	LIQUOR S./BEER	609-49751-252	118.00
BEVERAGE WHOLESALERS	251588	12/22/2022	LIQUOR S./BEER	609-49751-252	14,703.72
BEVERAGE WHOLESALERS	252635	12/22/2022	LIQUOR S./BEER	609-49751-252	6,607.80
ARTISAN BEER COMPANY	3576852	12/22/2022	LIQUOR S./BEER	609-49751-252	36.90
ARTISAN BEER COMPANY	3578087	12/22/2022	LIQUOR S./BEER	609-49751-252	216.50
PAUSTIS WINE COMPANY	187237	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-253	2,204.00
PAUSTIS WINE COMPANY	187560	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-253	-293.00
JOHNSON BROS.	2199913	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-253	978.50
JOHNSON BROS.	2204412	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-253	684.78
SOUTHERN GLAZER'S OF MN	2287693	12/08/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	605.71
BREAKTHRU BEVERAGE MN	346860062	12/13/2022	LIQUOR S./MERCHANDISE	609-49751-253	148.00
ROUND LAKE VINEYARDS & W	3602	12/13/2022	LIQUOR S./WINE	609-49751-253	300.00
INDIAN ISLAND WINERY	4870	12/20/2022	LIQUOR S./WINE	609-49751-253	723.36
PHILLIPS WINE & SPIRITS	6513759	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-253	443.45
PHILLIPS WINE & SPIRITS	6517326	12/22/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-253	296.14
MORGAN CREEK VINEYARDS	6649	12/13/2022	LIQUOR S./WINE	609-49751-253	100.80
WINE MERCHANTS	7408254	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-253	120.00
RED BULL DISTRIBUTION CO, I	2006008696	12/08/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	155.52
JOHNSON BROS.	2199913	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	37.00
BREAKTHRU BEVERAGE MN	346860062	12/13/2022	LIQUOR S./MERCHANDISE	609-49751-254	146.58
ATLANTIC COCA-COLA	3688724	12/13/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	282.60
PHILLIPS WINE & SPIRITS	6513759	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-254	27.95
WATERVILLE FOOD & ICE	07-209314	12/22/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	156.60
WATERVILLE FOOD & ICE	07-209314	12/22/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
PAUSTIS WINE COMPANY	187237	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-333	31.50
PAUSTIS WINE COMPANY	187560	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-333	-4.50
JOHNSON BROS.	2199912	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	88.22
JOHNSON BROS.	2199913	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	35.10
JOHNSON BROS.	2204411	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	40.83
JOHNSON BROS.	2204412	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-333	27.32
SOUTHERN GLAZER'S OF MN	2287692	12/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	96.30
SOUTHERN GLAZER'S OF MN	2287693	12/08/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	16.74
BREAKTHRU BEVERAGE MN	346860062	12/13/2022	LIQUOR S./MERCHANDISE	609-49751-333	65.06
SOUTHERN GLAZER'S OF MN	5091425	12/20/2022	LIQUOR S./FREIGHT	609-49751-333	11.27
PHILLIPS WINE & SPIRITS	6513758	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	19.49
PHILLIPS WINE & SPIRITS	6513759	12/22/2022	LIQUOR S./MERCHANDISE/FR	609-49751-333	21.43
PHILLIPS WINE & SPIRITS	6517325	12/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	11.71
PHILLIPS WINE & SPIRITS	6517326	12/22/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-333	10.39
WINE MERCHANTS	7408254	12/22/2022	LIQUOR S./BEER/FREIGHT	609-49751-333	7.80
KDOM RADIO	0229 11-30-2022	12/08/2022	LIQUOR S./ADVERTISING	609-49751-340	1,558.36
FORUM COMMUNICATIONS C	MP2999811122	12/13/2022	LIQUOR S./ADVERTISING	609-49751-340	88.00
HOMETOWN SANITATION SER	0000489596	12/12/2022	LIQUOR S./REFUSE DISPOSAL	609-49751-384	177.99
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	609-49751-460	6.00
Activity 49751 - Liquor Store Total:					64,191.06
Fund 609 - LIQUOR STORE Total:					83,027.06

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20200630	12/28/2022	RETURNED CHECK IRS DEC 20	614-20201	2,643.87
					2,643.87
Activity: 49870 - Telecom					
CITY LAUNDERING CO.	1837422	12/22/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1842161	12/27/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
AMAZON CAPITAL SERVICES, I	1GX3-VHX9-1HD3	12/22/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	119.76
AMAZON CAPITAL SERVICES, I	1CX3-GVYN-FMJR	12/22/2022	TELECOM/OPERATING SUPPLI	614-49870-217	916.91
MN DEPT OF COMMERCE	1000048726	12/19/2022	TELECOM/LEGAL FEES	614-49870-304	729.41
INTERSTATE TRS FUND	82580760060-1222	12/20/2022	514b OBLIGATION	614-49870-304	104.16
INTERSTATE TRS FUND	82580760060-1222	12/20/2022	514a OBLIGATION	614-49870-304	257.79
GOPHER STATE ONE CALL	2110845	12/06/2022	LOCATES	614-49870-321	7.42
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	POSTAGE	614-49870-322	236.82
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	614-49870-326	1,627.47

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INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-07073	12/01/2022	DEC-22/DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	PROCESSING	614-49870-326	164.72
NEUSTAR, INC.	L-0000041282	12/08/2022	TELECOM/DATA PROCESSING	614-49870-326	18.25
KDOM RADIO	22110543	12/08/2022	TELECOM/ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-07335	12/09/2022	INSERTS	614-49870-350	1.50
HOMETOWN SANITATION SER	0000489599	12/08/2022	TELECOM/REFUSE DISPOSAL	614-49870-384	92.98
ELITE MECHANICAL SYSTEMS,	13122	12/27/2022	TELECOM/SERVICES	614-49870-401	102.54
ELITE MECHANICAL SYSTEMS,	13123	12/27/2022	TELECOM/SERVICES	614-49870-401	90.00
POWER & TEL	12-13-22 7577166-00	12/27/2022	TELECOM/MAINTENANCE - ST	614-49870-402	2,823.22
CONSOLIDATED COMMUNICA	12-01-22	12/19/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
MLB NETWORK	189493	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	355.18
NEXSTAR BROADCASTING GR	410890	12/20/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	234.12
SHOWTIME NETWORKS INC	58769	12/13/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	179.28
CONSOLIDATED COMMUNICA	22258	12/08/2022	TELECOM/SWITCH FEES	614-49870-445	125.48
1623 FARNAM LLC	00007144	12/08/2022	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
ONVOY, LLC dba INTELIGENT	285755	12/08/2022	TELECOM/CALL COMPLETION	614-49870-451	3,333.24
ONVOY, LLC dba INTELIGENT	286002	12/08/2022	TELECOM/CALL COMPLETION	614-49870-451	250.20
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	614-49870-460	262.00
Activity 49870 - Telecom Total:					15,790.44
Fund 614 - TELECOM Total:					18,434.31
Fund: 615 - ARENA					
Activity: 49850 - Arena					
JCL SOLUTIONS - JANITORS CL	1310117	12/08/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	342.80
JCL SOLUTIONS - JANITORS CL	1310117-1	12/20/2022	ARENA/SUPPLIES	615-49850-211	126.58
CITY LAUNDERING CO.	1837419	12/22/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
ULTIMATE SAFETY CONCEPTS I	202982	12/20/2022	ARENA/OPERATING SUPPLIES	615-49850-217	93.63
HOMETOWN SANITATION SER	0000489600	12/08/2022	ARENA/REFUSE DISPOSAL	615-49850-384	158.98
WINDOM AUTO VALU	NOV-2022	12/20/2022	MAINTENANCE	615-49850-405	29.98
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	615-49850-460	36.32
Activity 49850 - Arena Total:					838.29
Fund 615 - ARENA Total:					838.29
Fund: 617 - M/P CENTER					
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	617-20202	367.42
					367.42
Activity: 49860 - M/P Center					
HOMETOWN SANITATION SER	0000489601	12/08/2022	WCC/REFUSE DISPOSAL	617-49860-384	157.97
HUSSONG MANUFACTURING	0000010011	12/28/2022	WCC/MAINTENANCE - OFFICE	617-49860-404	347.75
MN REVENUE	NOV 2022	12/19/2022	SALES TAX	617-49860-460	865.58
INFLATABLES 4 FUN, LLC	222114	12/20/2022	WCC/ENTERTAINMENT EVENT	617-49860-492	1,004.00
Activity 49860 - M/P Center Total:					2,375.30
Fund 617 - M/P CENTER Total:					2,742.72
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002214	12/30/2022	Federal Tax Withholding	700-21701	11,501.73
MN Department of Revenue -	INV0002215	12/30/2022	State Withholding	700-21702	5,354.63
Internal Revenue Service-Payr	INV0002214	12/30/2022	Social Security	700-21703	12,463.12
MN Pera	INV0002212	12/30/2022	PERA	700-21704	9,689.36
MN Pera	INV0002212	12/30/2022	PERA	700-21704	1,116.80
MN Pera	INV0002212	12/30/2022	PERA	700-21704	13,701.21
MN State Deferred	INV0002213	12/30/2022	Deferred Roth	700-21705	1,400.00
MN State Deferred	INV0002213	12/30/2022	Deferred Compensation	700-21705	4,184.91
LOCAL UNION #949	DEC 2022	12/02/2022	UNION DUES	700-21707	1,643.62
LAW ENFORCEMENT LABOR S	DEC-2022	12/02/2022	POLICE UNION DUES	700-21708	520.00
Internal Revenue Service-Payr	INV0002214	12/30/2022	Medicare Withholding	700-21711	3,817.68
WEX Health Inc	12-20-20	12/20/2022	FLEX SPENDING	700-21712	315.99
AFLAC	004037	12/19/2022	INSURANCE DECEMBER 2022	700-21715	263.93
AFLAC	004037	12/19/2022	INSURANCE DECEMBER 2022	700-21716	757.40
MN BENEFIT ASSOCIATION	2022-0183593	12/19/2022	INSURANCE	700-21717	5.84

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MN BENEFIT ASSOCIATION	2022-0183593	12/19/2022	INSURANCE	700-21719	387.35
WEX Health Inc	INV0002211	12/30/2022	HSA Employee Contribution	700-21723	894.92
					68,018.49
Fund 700 - PAYROLL Total:					68,018.49
Grand Total:					3,422,092.55

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	542,925.69
211 - LIBRARY	25.55
225 - AIRPORT	27,668.73
235 - AMBULANCE	5,516.07
250 - EDA GENERAL	16,875.00
252 - EDA SCDP	5,146.25
254 - NORTH IND PARK	101.02
261 - TIF 1-21 TIBODEAU'S CENTER	80,507.10
401 - GENERAL CAPITAL PROJECTS	22,463.96
601 - WATER	206,990.41
602 - SEWER	502,511.33
604 - ELECTRIC	1,838,300.57
609 - LIQUOR STORE	83,027.06
614 - TELECOM	18,434.31
615 - ARENA	838.29
617 - M/P CENTER	2,742.72
700 - PAYROLL	68,018.49
Grand Total:	3,422,092.55

Account Summary

Account Number	Account Name	Payment Amount
100-10400	Investments - Current	500,000.00
100-20191	Unapplied Cash	1.67
100-20202	Sales Tax Payable	24,477.59
100-41110-490	Donations & Contributio	1,805.50
100-41110-491	Payments to Other Orga	3,997.80
100-41310-200	Office Supplies	39.99
100-41310-217	Other Operating Supplie	121.00
100-41310-331	Travel Expense	85.63
100-41940-211	Cleaning Supplies	339.45
100-41940-362	Insurance - Property	1,000.00
100-41940-384	Refuse Disposal	102.98
100-42120-200	Office Supplies	731.02
100-42120-218	Uniforms	23.98
100-42120-305	Medical & Dental Fees	500.55
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	486.00
100-42120-404	Repairs & Maint - M&E	473.30
100-42120-419	Vehicle Lease	1,741.21
100-42220-384	Refuse Disposal	48.59
100-42220-406	Repairs & Maint - Groun	370.00
100-43100-218	Uniforms	99.99
100-43100-384	Refuse Disposal	102.98
100-43100-404	Repairs & Maint - M&E	49.25
100-45120-215	Materials & Equipment	483.88
100-45120-217	Other Operating Supplie	2,354.96
100-45202-384	Refuse Disposal	106.95
100-45202-404	Repairs & Maint - M&E	373.06
100-45202-406	Repairs & Maint - Groun	2,900.36
211-45501-200	Office Supplies	25.55
225-45127-321	Telephone	27.16
225-45127-381	Electric Utility	501.57
225-49950-500	Capital Outlay	27,140.00
235-42153-217	Other Operating Supplie	980.98
235-42153-261	Other Merchandise-Med	572.45
235-42153-326	Data Processing	2,900.00
235-42153-334	Meals/Lodging	415.94

Account Summary

Account Number	Account Name	Payment Amount
235-42153-384	Refuse Disposal	32.40
235-42153-405	Repairs & Maint - Vehicl	244.30
235-42153-406	Repairs & Maint - Groun	370.00
250-46520-439	Special Projects	16,875.00
252-46520-491	Payments to Other Orga	5,146.25
254-46520-381	Electric Utility	101.02
261-46530-482	TIF Payments	80,507.10
401-49950-500	Capital Outlay - Office	20,104.96
401-49950-501	Capital Outlay - Police	1,173.00
401-49950-502	Capital Outlay - Fire	1,186.00
601-10400	Investments - Current	200,000.00
601-49400-200	Office Supplies	199.92
601-49400-216	Chemicals and Chemical	20.00
601-49400-321	Telephone	7.43
601-49400-322	Postage	236.82
601-49400-326	Data Processing	1,495.96
601-49400-350	Printing & Design	1.50
601-49400-404	Repairs & Maint - M&E	293.75
601-49400-405	Repairs & Maint - Vehicl	4,730.03
602-10400	Investments - Current	500,000.00
602-49450-200	Office Supplies	199.92
602-49450-216	Chemicals and Chemical	25.98
602-49450-321	Telephone	7.43
602-49450-322	Postage	236.82
602-49450-326	Data Processing	1,495.96
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	138.99
602-49450-384	Refuse Disposal	104.98
602-49450-404	Repairs & Maint - M&E	298.75
604-10400	Investments - Current	1,500,000.00
604-14200	Inventory	5,546.56
604-16200	Buildings	9,520.00
604-20202	Sales Tax Payable	3,626.09
604-22000	Prepayments	2,700.00
604-49550-217	Other Operating Supplie	11,712.49
604-49550-241	Small Tools	1,104.00
604-49550-263	Merchandise for Resale -	295,938.37
604-49550-321	Telephone	7.42
604-49550-322	Postage	235.82
604-49550-326	Data Processing	2,827.18
604-49550-350	Printing & Design	1.50
604-49550-384	Refuse Disposal	104.98
604-49550-405	Repairs & Maint - Vehicl	286.58
604-49550-408	Repairs & Maint - Distrib	197.55
604-49550-433	Dues & Subscriptions	523.41
604-49550-450	Conservation	3,755.62
604-49550-460	Miscellaneous Taxes	212.00
609-20202	Sales Tax Payable	18,836.00
609-49751-251	Liquor	19,679.46
609-49751-252	Beer	35,079.35
609-49751-253	Wine	6,311.74
609-49751-254	Soft Drinks & Mix	649.65
609-49751-257	Ice	156.60
609-49751-333	Freight and Express	483.91
609-49751-340	Advertising & Promotion	1,646.36
609-49751-384	Refuse Disposal	177.99
609-49751-460	Miscellaneous Taxes	6.00
604-20201	Excise Tax Payable	2,647.87

Account Summary

Account Number	Account Name	Payment Amount
614-49870-211	Cleaning Supplies	162.52
614-49870-217	Other Operating Supplie	916.91
614-49870-304	Legal Fees	1,091.36
614-49870-321	Telephone	7.42
614-49870-322	Postage	236.82
614-49870-326	Data Processing	3,781.69
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	1.50
614-49870-384	Refuse Disposal	92.98
614-49870-401	Repairs & Maint - Buildi	192.54
614-49870-402	Repairs & Maint - Struct	2,823.22
614-49870-442	Subscriber Fees	2,211.58
614-49870-445	Switch Fees	125.48
614-49870-447	Internet Expense	200.00
614-49870-451	Call Completion	3,583.44
614-49870-460	Miscellaneous Taxes	262.00
615-49850-211	Cleaning Supplies	519.38
615-49850-217	Other Operating Supplie	93.63
615-49850-384	Refuse Disposal	158.98
615-49850-405	Repairs & Maint - Vehicl	29.98
615-49850-460	Miscellaneous Taxes	36.32
617-20202	Sales Tax Payable	367.42
617-49860-384	Refuse Disposal	157.97
617-49860-404	Repairs & Maint - M&E	347.75
617-49860-460	Miscellaneous Taxes	865.58
617-49860-492	Entertainment Event Fee	1,004.00
700-21701	Federal Withholding	11,501.73
700-21702	State Withholding	5,354.63
700-21703	FICA Tax Withholding	12,463.12
700-21704	PERA Contributions	24,507.37
700-21705	Retirement	5,584.91
700-21707	Union Dues	1,643.62
700-21708	PD Union Dues	520.00
700-21711	Medicare Tax Withholdi	3,817.68
700-21712	Flex Account	315.99
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	757.40
700-21717	Individual Insurance-MB	5.84
700-21719	Individual Insurance-MB	387.35
700-21723	HSA Employee Contribu	894.92
Grand Total:		3,422,092.55

Project Account Summary

Project Account Key
 None

Grand Total:

Payment Amount
 3,422,092.55
 3,422,092.55

✓
 CFW
 12/28/2022

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

A RESOLUTION EXPRESSING SINCERE APPRECIATION TO JAYESUN SHERMAN FOR FAITHFUL SERVICE TO THE CITY OF WINDOM

WHEREAS, the City of Windom wishes to express grateful recognition to Jayesun Sherman for outstanding public service faithfully rendered to the City of Windom as a Council Member; and

WHEREAS, the City also wishes to express recognition of his splendid abilities, of his time, and unselfish efforts; and

WHEREAS, JAYESUN SHERMAN has rendered faithful and efficient service to this community as a public official and leader of civic affairs.

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

1. That this City Council, on behalf of its members, the City officials and the employees of the City of Windom and the citizens of this community, extends to Jayesun Sherman its humble expressions of esteem for serving the City well, and its best wishes for good health, success and prosperity.
2. That a copy of this resolution be spread on the official minutes of the City Council of the City of Windom and a copy presented to Jayesun Sherman.

Adopted this 3rd day of January, 2023.

Dominic Jones, Mayor

Attest:

Steve Nasby, City Administrator

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

A RESOLUTION EXPRESSING SINCERE APPRECIATION TO LISA FARAG FOR FAITHFUL SERVICE TO THE CITY OF WINDOM

WHEREAS, the City of Windom wishes to express grateful recognition to Lisa Farag for outstanding public service faithfully rendered to the City of Windom as a Council Member; and

WHEREAS, the City also wishes to express recognition of her splendid abilities, of her time, and unselfish efforts; and

WHEREAS, **LISA FARAG** has rendered faithful and efficient service to this community as a public official and leader of civic affairs.

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

1. That this City Council, on behalf of its members, the City officials and the employees of the City of Windom and the citizens of this community, extends to Lisa Farag its humble expressions of esteem for serving the City well, and its best wishes for good health, success and prosperity.
2. That a copy of this resolution be spread on the official minutes of the City Council of the City of Windom and a copy presented to Lisa Farag.

Adopted this 3rd day of January, 2023.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Conduct

The Windom Public Library is intended to be an inviting, comfortable, clean, and safe place. Library users are expected to conduct themselves in a manner that respects the rights of everyone to use the library.

These rules are intended to ensure that all Library users may enjoy good service in pleasant surroundings. Enforcement of these rules will be conducted in a fair and reasonable manner. Failure to comply with the library's rules and policies could result in removal from the library for the remainder of the day, and exclusion from the library for a period determined by library staff. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers.

Library users are expected to:

- Be respectful to library staff and other patrons.
- Use library collections, furniture, and equipment for their intended purpose.
- Be as courteous as possible when using cell phones or computers.
- Dress appropriately, including wearing a shirt and shoes.
- Supervise children in their care.
- Comply with reasonable staff requests.

The following actions are examples of conduct not allowed on library property:

- Failing to comply with a reasonable staff request.
- Stealing, damaging, or inappropriate use of furniture or equipment in the library or on library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Using audible devices without headphones or with headphones set at a volume that disturbs others.
- Using cell phones and other communication devices in a manner that disturbs others.
- Littering.
- Littering.
- Smoking, chewing, and other tobacco use on library property.
- Entering or being in the library barefoot or without a shirt.
- Harass, intimidate, or threaten any library staff member or user.

Food and Beverages

Food and beverages are not allowed in the library.

Children in the Library

Parents are responsible for supervising their children in the library.

Children using the library on their own must follow library rules of conduct. Children behaving inappropriately may be required to leave the library.

Approved by the Windom Public Library Board on December 13, 2022.

CIRCULATION OF MATERIALS POLICY

Registration

All borrowers must be registered and must have a current PCLS library card to borrow library materials. Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to apply for a library card. Applicants under 16 years old must have a parent or guardian give their consent on the application form before a new card can be issued.

In order to obtain a free library card, patrons over 16 yrs. old must be a resident of a Cottonwood County, or must own property therein. They must produce identification at the time of application, such as a driver's license or student ID or a document listing both name and current address. To renew a library card, a patron must clear all outstanding fines and bills and update their information.

Anyone who lives outside of the Plum Creek Library System and has a valid library card from his or her home library and resides in an area that has signed the MN Library Reciprocal Borrowing Compact is also eligible for free library service.

Persons who are residents of other states or residents of communities in Minnesota that do not participate in the MN Reciprocal Borrowing Compact may purchase a nonresident library card for \$5.00, which will allow checkout of physical items for three years.

Cards may also be issued to businesses, institutions or organizations at no charge. The patron registration shall be signed by the owner, administrator or person in charge. A list of persons allowed to use the card shall be included in the patron registration notes.

Replacement of lost cards shall cost \$3.00.

Loan Periods

Books may be checked out for 3 weeks and may be renewed twice, by phone, email, or on-line, unless a hold has been placed on them by other patrons. Further renewals will need to be approved and completed by library staff. Books in popular demand (best sellers, etc.) may be checked out for the 3-week loan period, but will not be renewed because of patron demand.

Periodicals will be checked out for one week, and may be renewed twice.

Audiobooks may be checked out for 3 weeks and follow the same rules for renewal as books.

DVDs may be checked out for one week. DVDs may be renewed twice, by phone, email, or on-line, unless a hold has been placed on them. Further renewals will need to be approved and completed by library staff.

Mobile hotspots may be checked out for one week once a patron's card is in good standing for two months. Only adult patrons are allowed to check out a mobile hotspot. Renewals are not allowed online or over the phone. You will need to return the hotspot to

the library after one week. If we have enough available, and there are not people waiting for a hotspot, it may be possible to check it out again.

Fines begin when 1 day overdue (\$5 per day with a max of \$25.00). When 8 days overdue, a bill will be sent out; devices will be turned off when 1 day overdue.

A lending agreement must be signed and held on file at the library.

Holds

Any patron in good standing may request the interlibrary loan of materials they need which are not available at the Windom Public Library. In return, requests for materials from other libraries will be honored under the terms of the Plum Creek Library System.

Any patron in good standing may also request the interlibrary loan of materials from outside the Plum Creek Library System, through the MNLink System.

Holds may be placed by patrons either in person, on-line, or over the phone. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a hold or for interlibrary loan services.

Fines, Charges, and Overdue Notices

There is a fine of 10 cents a day for overdue books, audiobooks, and magazines. There is a fine of \$1.00 per day for overdue DVDs. There is a fine of \$5.00 per day for mobile hotspots.

In order to remind users that they have outstanding overdue material, two notices in writing will be sent. The written or email notices will be sent to the last known address of the person detaining the material after it was due. The notices shall state the type of material borrowed, the title of the material, the author's name, the Library from which the material was borrowed and the date by which the material was to have been returned to the Library. Patrons who have been sent an overdue notice shall be denied borrowing of additional materials until those items are returned (in good condition) or paid for if lost and damaged.

If materials are not returned within sixty days after the first notice in writing is sent, the patron will be in violation of Minnesota Statute 609.541 Protection of library property:

Subd. 3. Detention of library materials. A person who detains a book, periodical, pamphlet, film, or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the expiration of the library's stated loan period for the material, is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, the title of the material, the author's name, the library from which the material was borrowed, and the date by which the material was to have been returned to the library. The notice shall include a statement indicating that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.

The second notice shall be sent when sufficient time has passed for the material to be considered Long Overdue (Lost). The Integrated Library System (ILS) will automatically consider the material Long Overdue (Lost) when 68 days have passed after the expiration

of the loan period, and the cost of replacing the materials will be added to the patron's record.

Referrals for violation of Minnesota Statute 609.541 will be made to law enforcement at the sole discretion of the Library Director.

Lost or Damaged Materials

Patrons are responsible for all materials checked out on their library card. If an item is damaged, lost or not returned, the patron is responsible to pay the replacement cost of the materials and any other accrued fines. In the case of materials checked out on a patron's card that is less than eighteen years of age, the parent or guardian who signed the Library application shall be the person held responsible for the materials.

Confidentiality

All records, formal and informal, in the Windom Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the City of Windom to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Windom Public Library which are not specified in the policy shall be referred to the Library Director, who after consultation with the Library Board and/or legal counsel shall issue a written decision as to whether to heed the request for information.

PATRONS AGREE TO ABIDE BY THIS POLICY WHEN THEY SIGN THEIR LIBRARY CARD REGISTRATION FORM. PERSONS WHO HAVE ANY QUESTIONS OR CONCERNS SHOULD CONTACT THE DIRECTOR.

Internet Safety Policies

It is the policy of the Windom Public Library to provide free access to information to users of all ages, while attempting to protect them from unwanted exposure to graphically depicted obscenity and child pornography and to restrict access to minors to materials harmful to minors.

In order to offer such protection, and to comply with Public Law 106-554, Title XVII, the library has installed a filtering (device or software) which is intended by the manufacturer to block access to possible illegal or inappropriate sites. The user should be aware, however, that no device or software can block every site, electronic mail, and chat room which contains illegal or inappropriate content, and sites may be blocked that do not contain illegal or inappropriate content. The library does not accept responsibility for these incidents.

Users wishing to access the Internet at the Windom Public Library must agree to comply with the following RULES OF CONDUCT;

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local standards would be obscene.
2. Users will obey copyright laws and licensing agreements.
3. Users will not make any attempt to gain unauthorized access to restricted library files or networks, or to damage or modify computer equipment or software at the library or at another location by using library connections.
4. Users will not disclose, use, or disseminate personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

Library employees are authorized to take prompt and appropriate action to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. To preserve their own personal safety, users should avoid disclosing personal information over the Internet. Parents are responsible for their children's use of the library's resources and facilities. Parents are requested to monitor their children's Internet use.

Access to Internet Workstations

1. Access sessions will be limited to one hour, unless authorized by library staff.
2. Users must end their session and leave the terminal after their hour session. If the Rules of Conduct are not followed, authorized library staff will end the session.

Use of Internet Workstations

1. Installation, downloading, or modification of the library's software is prohibited. Users may not alter or attach equipment or programs to the library's hardware. Users may not circumvent the established procedure for access to the Internet.
2. Prompt payment is required by users who incur charges for printing. There is no charge for using the Internet at the library, however, printing charges are \$.25 a page for black and white, \$.50 for color prints.
3. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

4. Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.

MINORS

Children under the age of 18 will not be allowed to use the Internet access computers without consent of their parents or legal guardian. Parents are responsible for their children's use of the Library's resources and facilities. The Windom Library Board requests that parents or guardians work closely with children on selecting Internet resources consistent with personal or family values.

COMPLIANCE

The Library Director and Library Staff are authorized to take prompt and appropriate actions to enforce the rules and/or to prohibit use by persons who fail to comply with the Internet Policy. Library employees are authorized to terminate any user session, or to prohibit a user from access if that user fails to comply with this policy. A second violation may result in permanent termination of computer privileges. Any user who feels he/she has been unfairly banned from internet use may file an appeal in writing with the library board. Appeals will be reviewed at the next regular meeting of the board, provided the appeal has been received seven days prior to the meeting.

DISCLAIMER

The Windom Public Library assumes no liability or responsibility for any damages, direct or indirect, that users or anyone else may experience through access to the Internet at the library. Laptops and other devices should never be left unattended in the library. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, or data files.

Approved by the Windom Public Library Board on December 13, 2022.

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
DOROTHY VAN NORMAN
TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY**

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$500.00 from Dorothy Van Norman for the Windom Library; and

WHEREAS, the donor requires that the donation be used for the Children's Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 offered by Dorothy Van Norman to be used for the Children's Library.

Adopted by the Council this 3rd day of January, 2023.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Mayor Dominic Jones
DATE: December 30, 2022
RE: 2023 Mayor Appointments/Reappointments
DEPT: Mayor/Council
CONTACT: Mayor Dominic Jones

Recommendations/Options/Action Requested

Recommendation from the Mayor to the City Council for approval of the following 2023 appointments to the Boards and Commissions.

Library Board

John Dusher

Reappointment

Wade Pfeiffer

Reappointment

Frances Swenson

New Appointment

Community Center Board

Mitch Voehl

Reappointment

Jan Duscher

Reappointment

Park & Rec Commission

Jess Smith

Reappointment

Jackie Jurgens

Reappointment

Planning Commission

Ben Byam

Reappointment

Carol Hartman

Reappointment

Utility Commission

Glen Francis

Reappointment

Tree Committee

Ron Kuecker

Reappointment

2023 – 2024 City Council Board\Commission Assignments

Mayor Dominic Jones

- Planning and Zoning
- Personnel Committee
- Joint Government
- EDA Liaison

Marv Grunig

- Utility Commission
- Personnel Committee
- Economic Development Authority (EDA)
- Hospital Board

Jenny Quade

- Parks & Recreation Commission
- Personnel Committee
- Liquor Committee
- Street Committee
- Joint Government

James Nelson

- Community Center Commission
- Housing & Redevelopment Authority (HRA)
- Economic Development Authority (EDA)
- Tree Committee
- Comprehensive Plan Committee

Dennis Esplan

- Street Committee
- Library Board
- Telecom Commission
- Airport Commission
- Comprehensive Plan Committee

Scott Benson

- Telecom Commission
- Liquor Committee
- Community Center Commission
- Parks & Recreation Commission

SCHWICKERT'S



design | build | repair | replace

Date: 12/20/2022

Re: Windom City Hall Reroof

To: City of Windom

Attn: Andrew Spielman & Steve Nasby

Below is the scope of work and change request associated with the Windom City Hall Reroof, proposal #CAS298822A.

Scope:

- Remove perimeter metal cant edge, counterflashing, and expansion joint cover in areas indicated on attached drawing and dispose of.
- Furnish & install new metal cant edge, counterflashing, and expansion joint covers in areas indicated on attached drawing and dispose of.
- Remove one broken collector head and downspout on northwest side of the building and dispose of.
- Furnish & install one new metal collector head and downspout.
- Metal to be 24-gauge pre-finished steel.
- Metal color to be determined by owner from Una-Clad color chart.

Change Request Amount: (\$4,200.00) Four Thousand Two Hundred Dollars and 00/100

Respectfully,

A handwritten signature in black ink, appearing to read "Camryn Schulz".

Camryn Schulz
Assistant Project Manager
Cschulz3@tectaamerica.com

507.281.0611
Schwickert's Tecta America, LLC
204 Schuman Drive NW, Stewartville,
MN 55976

507.387.3106
Schwickert's Tecta America, LLC
330 Poplar Street, Mankato,
MN 56001

612.284.4233
Schwickert's Tecta America, LLC
5420 Highway 169 North, New Hope,
MN 55411



AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER: CITY OF WINDOM
444 9TH STREET
WINDOM, MN 56101

PROJECT: CITY OF WINDOM CITY HALL
WINDOM CITY HALL
444 9TH ST
WINDOM, MN 56101

APPLICATION NO: 001
PERIOD TO: December 31, 2022

Distribution to:
OWNER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

FROM: Schwickert's Tecta America
CONTRACTOR: 330 Poplar St
Mankato, MN 56001

VIA ARCHITECT:

CONTRACT FOR: General Construction
CONTRACT DATE: November 02, 2022
PROJECT NOS: 510223054 6054 /

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 \$89,633.00

2. NET CHANGE BY CHANGE ORDERS \$0.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$89,633.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$50,356.00

5. RETAINAGE:

a. 0 % of Completed Work
(Column D + E on G703) \$0.00

b. 0 % of Stored Material
(Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$0.00

6. TOTAL EARNED LESS RETAINAGE \$50,356.00
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$0.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$50,356.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$39,277.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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:

By: -See attached signatures page-

Date: December 23, 2022

State of: MINNESOTA

County of: BLUE EARTH

Subscribed and sworn to before
me this day of

Notary Public: TWYLA DEVENS

My Commission expires: January 31, 2027

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 \$50,356.00

(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: -See attached signatures page-

Date: _____

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.

Signatures Page

Kirsten R
Becker

Digitally signed by Kirsten R Becker
DN: cn=Kirsten R Becker, gn=Kirsten R
Becker, o=US United States, ou=US United
States, email=kbecker@tedclassamerica.com
Reason: I am the author of this
document
Location:
Date: 2022-12-27 11:57-06:00

Twyla
Devens

Digitally signed by Twyla Devens
DN: cn=Twyla Devens, gn=Twyla Devens,
o=US United States, ou=US United States,
on=Schwickarta Tecta America
s=twyladevens@tedclassamerica.com
Reason: I attest to the accuracy and
integrity of this document
Location:
Date: 2022-12-27 12:07-06:00

**Continuation Sheet**

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

001

APPLICATION DATE:

December 21, 2022

PERIOD TO:

December 31, 2022

ARCHITECT'S PROJECT NO:

510223054 6054

[illegible]