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

CITY OF WINDOM

Call to Order
Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes– May 9 & 16, 2023
        - Utility Commission – May 24, 2023
    - License Applications
        - Exempt Gambling Permit – Windom Lions Club
    - Regular Bills
2. Department Heads
3. Public Hearing Land Use Code Revision
4. Resolutions Accepting Donations
    - Gary Sinise Foundation – Police Department
    - Poet – Ambulance Department
5. Resolution – Dept. of Transportation Airport Maintenance and Operation Grant Contract
6. Citywide Cleanup Review
7. 2024 State Bonding Requests
8. HyLife Update
9. Cannabis Law Discussion
10. Personnel Recommendations
    - Library Hours
    - Community Center Hiring
        - Administrative Assistant
        - Bartender
    - City Office
        - Office Administrative Assistant Full-Time & Part-Time
11. New Business
12. Old Business
13. Council Comments
14. Adjourn

Preliminary

Special Council Meeting
Board of Review
City Hall, Council Chambers
May 9, 2023
4:30 p.m.

1. Call to Order:

   The meeting was called to order by Mayor Dominic Jones at 4:30 p.m.

2. Roll Call:

Council Present:	Mayor Dominic Jones, Dennis Esplan, Marv Grunig, Jenny Quade and Scott Benson
Council Absent:	Jim Nelson
City Staff Present:	Steve Nasby, City Administrator

3. Pledge of Allegiance

4. Board of Review:

   Jones said that the County Assessor and her staff were present to discuss tax valuations and City Council would hear from property owners. He noted that the City Council could make recommendations only and property owners are required to be on record to preserve their rights to appeal valuations to the County Board.

   Gale Bondus, County Assessor, discussed the valuations are based on sales from October 1, 2021 through September 30, 2022. Bondus indicated sales data from open market transactions is used to set values for assessments. There were 93 residential sales during this time frame and the median sales ratio was 79.99% of assessed market value price. So, an overall adjustment is between 7.5% and 30% for residential depending on location within the community. The commercial valuation ratio was 99.8% and has been proposed to be adjusted 2 – 3%. Her office does inspections of properties on a five-year rotating basis. Only arm's length transactions count for the market sales values.

   Bondhus said the 2023 valuation was 434,614,500 including new construction. Bondhus said she had other from her office in attendance to help answer questions.

   Jones opened the public comment portion of the meeting and asked each speaker to give their name, address and parcel number for the record. Three minutes per address is requested.

   Bill Hanson – 902 13th Street - #25-673-0080
   Mr. Hanson said that some houses are in good condition and others in bad condition in the same neighborhood so a blanket valuation in an area may not be correct. His house value has gone up 46% and does not think he can sell it for the valuation. He wants a better process for people to understand the property valuation and tax process using common language non-real estate people can understand. He understands the process is catching up to last year's sales, but this year could be different.

The Assessor's office responded that the valuation increase on the property is 17% and that homes are inspected individually every five years, his was done in 2019. Actual sales data is what they are required to use by law.

Don Meredith for Lakeside Apartments – 1925 N. Redding Ave. - #25-839-0015
Mr. Meredith said that he has spoken to the County Assessor and will leave the value as is. It cost them $4.3 million to build the units three years ago and now the valuation is $5.5 million. He encouraged the Assessors to compare values and he has a building in St. Cloud he has owned for the last eight years that is 15 units larger and the valuation is $4.6 million. The national and local economy has to be considered, especially with the Hylife situation.

The Assessor's officer replied that they will look at information he has and no change is recommended from their office. The County Board can make an adjustment as they have final say and not the City Council.

Meredith Basinger – 888 6th Street - #25-829-0040
Ms. Basinger said she purchased her family home and the value had been stable between $195,000 to $225,000 over a number of years and has gone up the last few years to $283,000 and now a proposed $299,000. She has an appraisal from a couple years ago showing $245,000 to $260,000. The house was built in 1958 and other than a new roof not may improvements. She is looking for answers on the increases.

The Assessor's office replied that the sales data used is from 2021 – 2022 and can give her the prior years information as well. The house maybe built in 1958 but they look at effective age, which are improvements extending the useful life of a home. Her home has an effective age of 1971 and the improvements made were roof and furnace. The valuation also goes by size of the home, condition, location and inspection data. All residential property went up this year and if the sales data shows a decrease the valuations do go down.

Dick Raverty – 1943 Norway Ave. - #25-819-0040
Mr. Raverty said his valuation is up $22,000 and his homestead exemption went down.

The Assessor's office replied that the homestead exemption is a state program and once a property is valued at more than $76,000 the homestead exemption declines on a sliding scale and zeros out at $413,800 of value. The State legislature is looking at revising these numbers but nothing has been approved yet to make the change.

Raverty said it is a dumb State program operated that way.

Terry Fredin – 2660 River Road - #25-792-0020
Mr. Fredin said his value went up 13% and his house is 26 years old and on the outskirts of town. His neighbor sold for less than the valuation and his realtor estimated the Fredin house would go for $350,000 to $360,000 and the tax valuation is $418,000.

Kyle Pillaski – 2186 Grant Court - #25-623-0040 and #25-623-0060
Mr. Pillaski said he purchased the home in January 2023 and has an appraisal for $367,500 for both parcels which is more than the $360,000 he paid. The valuation was set at $480,000 and the Assessor did reduce it to $418,200 but he feels this is still too high.

The Assessor's office replied that the 2023 sales data for his home will apply next year and noted that values to fluctuate. The County does a mass appraisal by group and does not do three comps for each home like a bank. There could be outliers, but the data so far from 2023 shows a ratio at 101% so they are close to the mark.

Rich Elness – 625 22nd Street - #25-324-0050
Mr. Elness said that people on fixed incomes do not see their incomes go up as quick as valuations. He said his house went from $243,500 in 2020 to a proposed value of $402,000. His neighbor's house went up to $400,000 too. He would sell for $400,000 but wants to stay and live in the community.

Diane Krueger – 605 Prospect Ave & 617 Prospect Ave. - #25-352-0750 and #25-352-0760
Ms. Krueger said that the 617 property is an old garage on a lot and some trees, but the value went up from $8,600 to $11,200 which is 30%. The 605 property went from $41,700 to $51,900 which is up 24.4%. The house is old, was purchased in 2007 and last inspected in 2020. She has deferred maintenance, old siding and old windows. Values go up and down but most people do not say anything about it. Inflation is high and makes budgets tight.

The Assessor's office replied that values on the East Hill area went up due to strong sales.

Dirk Abraham – 1024 Drake Ave - #25-352-0890
Mr. Abraham said that he purchased his home in 2006 and the house valuation is up 110%. He understands the process and everything is more expensive, but he is not happy.

Christine Engler – 2300 River Road - #25-454-0070
Ms. Engler said here property value went from $109,000 to $154,700 this year and is projected to be $176,500 next year. She is on a fixed income and budgets her money very tightly. These increases in values and taxes is too much. She has deferred maintenance and does not understand why the value increases. She has to borrow tot pay taxes and said that her heating costs doubled. The County should have a monthly plan to pay taxes.

The Assessor's office said that they will come out and do an inspection of the property and noted the State property tax refund program. Valuations are determined by sales data and the property inspection information. The County Auditor\Treasurer's office will take monthly property tax payments and apply them if she wants to pay them in that manner.

Mary Hanson for 76 6th Street - #25352-0520
Ms. Hanson asked if a property is remodeled under a government program will that still apply as improvements and increase the valuation.

The Assessor's office replied that any improvements do count towards the valuation and a physical change that pulls a building permit will prompt an inspection by their office.

Ms. Hanson asked for an explanation of property classes and the percentage of taxes they pay.

The Assessor's office replied that residential, commercial, industrial are the primary classes and each is valuated within the class. When all the values are obtained they add up to the whole pie, then the taxes are applied. Depending on the overall value in each class the percentage of taxes is known. So, if there were 100% of all value and Ag land accounted for

80% of all value, then Ag land would be 80% of the taxes assessed. Due to values this year they expect the percentage of taxes paid by residential properties to go down.

Ms. Krueger stated that there is a State program to pay property taxes. The Assessor's office said the State program works like a reverse mortgage so there are some risks to the homeowner and do not generally recommend the program.

Ms. Hanson asked about veteran's programs. The Assessor's office said that there is assistance for disabled veterans and to contact the VA for the specifics.

Jones asked if anyone else wanted to speak to the property tax valuations. Seeing none, he asked the City Council to take actions on the appeal requests.

5. <u>Council Action on Properties for Consideration:</u>

Motion by Esplan second by Grunig to make no change for 902 13th Street #25-673-0080. Motion carried 4 – 0.

Motion by Grunig second by Benson to recommend the County Assessor's office to meeting with the property owners for reviewing valuation information, but no change to the valuation for 1925 Redding Avenue. Motion carried 4 – 0.

Motion by Benson second by Quade for no change to 888 6th Street #25-829-0040. Motion carried 4 – 0.

Motion by Quade second by Grunig for not change to 1943 Norway Avenue #25-819-0040. Motion carried 4 – 0.

Motion by Grunig second by Benson for no change to 2660 River Road #25-792-0020. Motion carried 4 – 0.

Motion by Esplan second by Quade to reduce the value of 2186 Grant Court #25-623-0040 from $388,900 to $326,700 per the County Assessor's recommendation and for no change to #25-623-0060. Motion carried 4 – 0.

Motion by Quade second by Benson for no change to 625 22nd Street #25-324-0050. Motion carried 4 – 0.

Mr. Elness said he can pay the taxes but fees the values and taxes are too high without any improvements to his home. Quade replied that inflation has people frustrated and prices are going up, which is a huge impact to seniors and others on fixed incomes. She encouraged people to contact their state legislators to hear these concerns.

Motion by Esplan second by Benson for no change to 617 Prospect Avenue #25-352-0760. Motion carried 4 – 0.

Motion by Grunig second by Benson for no change to 605 Prospect Avenue #25-352-0750. Motion carried 4 – 0.

Esplan said the values on this property are going up more than some of the others. The County Assessor's office replied that the East Hill properties were going up about 30% overall, and this one is a little under that threshold.

Motion by Benson second by Quade for no change to 1024 Drake Avenue #25-352-0890. Motion carried 4 – 0.

Motion by Benson second by Quade to recommend the County Assessor's office to reinspect the property, but no change to the valuation for 2300 River Road #25-454-0070. Motion carried 4 – 0.

Motion by Benson second by Grunig to recommend the County Assessor's office to reinspect the property at the request of the property owner, but no change to the valuation for 76 6th Street #25-352-0520. Motion carried 4 – 0.

The County Assessor said that they had a number of adjustments and the Council would need to address them individually.

Motion by Benson second by Grunig for no change to 853 Hale Place #25-821-0450, but the County Assessor's office to review per their request. Motion carried 4 – 0.

The County Assessor said that the following are all Toro Company properties they are in the process of reviewing, but the County Board may adjust.

Motion by Quade second by Benson for no change to #25-758-0010. Motion carried 4 – 0.

Motion by Quade second by Benson for no change to #25-758-0020. Motion carried 4 – 0.

Motion by Benson second by Quade for no change to #25-758-0030. Motion carried 4 – 0.

Motion by Esplan second by Grunig for no change to #25-552-0010. Motion carried 4 – 0.

Motion by Benson second by Quade for no change to #25-164-0120. Motion carried 4 – 0.

6. Council Action – All Remaining Parcels:

Motion by Quade second by Benson accept all other tax valuations\assessments as set by the County Assessor. Motion carried 4 - 0.

Bondhus noted that Councilmember Grunig was training certified and this expires in 2024. She strongly encouraged other Council members to do the on-line training and she would share that information when the trainings were available from the State.

Mayor Jones noted the Board of Review ending at 6:18 pm

7. Resolution Requesting State Assistance:

Jones said that due to the situation with Hylife the City is working to plan for "what if" outcomes, but he is still optimistic that the facility will be sold to a new buyer. He asked Nasby to review the proposed resolution seeking State assistance.

Nasby said the resolution is a product of the discussions with the State on possible needs and support should the Hylife plant close. The three areas where financial support is requested are wastewater, Windom schools and housing. He noted that the City completed a new wastewater treatment plant and the packing plant, formerly Prime Pork, had purchased 40% of the plant capacity. The cost was $19 million, but after grants and some State bonding money the cost to Windom users and the pork plant was $10 million. That $10 million is being paid off with a loan from the State. The pork plant is to pay for their 40% share which equals $4 million and the City users have the rest. At this time, the pork plant has paid five years on their share so the amount due yet is $2 million. The resolution asks for $6.5 million for wastewater debt retirement which is the total currently due, which is both the City and pork pant shares. The thought is that if the wastewater debt is paid off the pork plant would be easier to sell and elimination of the debt burden on City ratepayers would be beneficial. The worst outcome would be the plant closing and no State assistance, which would put the whole debt burden on Windom ratepayers. The second ask from the State is for school aid as the Windom Area School District has stated they could potentially lose 107 students, and the per capita State school aid is about $10,000 per student. Hence, the resolution is requesting up to $1 million for school transitional aid. Last, there is a $10.5 million request for housing support. These funds would be used to help insure the Windom Apartments currently under construction are completed. The Windom Apartments are being done by a private developer, under a contact with Hylife, the City has no ownership or guarantee in this project. The City does have a tax increment financing (TIF) agreement with the developer for about $989,000, but this TIF does not get paid out unless the apartments are constructed and pay their property taxes. The State assistance is requested for possible support for this project in financing as the construction loan could disappear if Hylife pulls out. A partially constructed building does no good for the private developer, any company looking to purchase Hylife and wanting the workforce housing and neither the City or County want to see the project go into tax forfeiture. Nasby added that the State legislature is adjourning very soon and if this window for requesting assistance is missed there are very few options for State help. He also noted that the State is not going to just give the City $18 million, but if any funds are awarded it will come through a State agency or Governor's office and have rules, regulations and conditions for the use of the funds.

Benson said he sees this as the City doing its due diligence to protect the citizens if the plant closes.

Quade said that if there is a new buyer these funds can help facilitate a positive outcome.

Jones said that the resolution will need State support and if the Council members have contacts please let them know about our situation.

Council Member Grunig introduced the Resolution No. 2023-19, entitled "RESOLUTION REQUESTING FINANCIAL ASSISTANCE FROM THE STATE OF MINNESOTA FOR SUPPORT DUE TO THE POSSIBLE CLOSURE OF A MAJOR EMPLOYER" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye:

Benson, Quade, Grunig and Esplan. Nay: None. Absent: Nelson. Abstain: None. Resolution passed 4 – 0.

8. Adjournment:

   Mayor Jones adjourned the meeting by unanimous consent at 6:38 p.m.

____
Dominic Jones, Mayor

Attest: ____________________________________
Steve Nasby, City Administrator

Preliminary

Regular Council Meeting
City Hall, Council Chamber
May 16, 2023
6:30 p.m.

1. Call to Order:
   The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

Council Present:	Mayor Dominic Jones, Dennis Esplan, Marv Grunig, James Nelson, Jenny Quade and Scott Benson
Council Absent:	None.
City Staff Present:	Steve Nasby, City Administrator; Jason Sykora, Electric Superintendent; John Nelson, Liquor Store Manager; Andy Spielman, Building Official; Tim Hogan, Recreation Director; and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:
   - Minutes
     - City Council Minutes – May 2, 2023
     - Economic Development Authority – May 8, 2023
     - Community Center Commission – May 8, 2023
     - Planning Commission – May 9, 2023
     - Utility Commission – May 10, 2023
   - License Application – Amplification Permits
     - Preferred Choice House – June 3, 2023
     - Phat Pheasant Pub – June 10, 2023
     - Phat Pheasant Pub – August 26, 2023
     - Windom Chamber of Commerce – June 6, 2023
     - Windom Chamber of Commerce – June 9, 2023
     - Windom Chamber of Commerce – June 10, 2023
     - Windom Chamber of Commerce – June 11, 2023
   - Regular Bills

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

5. Department Heads:
   John Nelson, Liquor Store Manager, said that the store had received an award from Minnesota Municipal Beverage Association for community involvement relating to the store's coordination and support for local non-profit events. The MMBA award comes with a check for $300 to be used for community projects.

   Jones asked if the Veteran's Memorial still needed funds. Grunig said they have funding for the current project scope. Council consensus to direct the $300 to City parks when the Council considers acceptance of the donation at the next meeting.

John Nelson said that TSP, Inc. doing the liquor store design work is nearly completed and will have a design completion meeting later this week with the City Administrator and himself. Following that meeting TSP will work on construction drawings and is planning a mid-June bid letting. Bids would be due in July and Council would consider a bid award in August.

Jones asked if there would be an updated project cost estimate at the completion of the designs. Nasby replied that an updated estimate would be obtained and that TSP has been working with the budget the Council had previously discussed. He added that there was also a design meeting a few weeks ago which included the Council Liquor Committee. Jones congratulated the Liquor Store on their award.

Tim Hogan, Recreation Director, said that earlier today the Arena Booster Club met and discuss the possibility of purchasing an equestrian drag. The Booster Club decided to buy the drag and provide it to the Arena for use. The drag cost $6,300. The drag is specialized to groom the sand and clay footing and a roller bar on the back levels the sand after use.

Quade thanked the Arena Booster Club for their support of the horse shows.

Jason Sykora, Electric Superintendent, said the City had previously awarded a contract for the re-build of the transmission lines through town. This project will start in July with the removal of poles\lines and placement of new poles\lines.

Grunig asked who the company is doing the project and the expected completion date. Sykora said that the contractor is IES and they plan on being done at the end of August.

Jones asked if there would be any street closures to accommodate the project. Sykora replied that there may be some segments of First Avenue closed to facilitate the removal\replacement of poles. The Electric Department does not, at this time, expect any outages during the construction.

6. <u>Resolution Bid Award – Electric Department Truck Garage:</u>
Sykora said that the new generation building will be constructed where the current truck shed is located so a new truck garage is being built on the north side of the property. This project was designed and put out to bid. The low bid is from Wilcon Construction and was reviewed by the engineer with the Utility Commission. The Utility Commission's recommendation is to award the base bid and both alternates for a total cost of $1,422,793.95.

   Jones asked about the engineer's cost estimate. Sykora said the initial estimate was $850,000, but that was for a smaller building. The Utility Commission wanted to plan for future Department needs so the building was made larger.

   Council Member Grunig introduced the Resolution No. 2023-20, entitled "A RESOLUTION AWARDING THE CONTRACT FOR TRUCK GARAGE ADDITION" and moved its adoption. The Resolution was seconded by Esplan and on roll call vote: Aye: Benson, Grunig, Esplan, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. <u>Call for a Public Hearing – Land Use Code Revision:</u>
Andy Spielman, Building Official, said the current code was last updated in 2003 and needed to be reviewed and revised to ensure compliance with State regulations and modern development practices. He said that the City hired an independent consultant to do the review with the Planning Commission. Spielman noted that the Planning Commission is comprised of eight citizens that must be from each ward and precinct in the City so they have a geographical representation and variety of opinions. The Commission put in many hours reviewing and discussing the code along with possible revisions. He said the City has wide discretion to write code, but once written the law requires strict adherence so the

writing of the Code is very important. The Planning Commission's recommendation is to move forward with the process of adopting the updated code. He said a link to the updated Code sections is on the City's website, advertisements alerting the public to the document are being placed and tonight he is requesting the City Council set a public hearing for June 6th.

Jones asked if citizen or Council comments could lead to changes in the proposed language. Spielman replied that at the public hearing the citizen comments can be presented along with any Council questions or comments. Following the public hearing the Planning Commission would review those comments and consider any changes. Once that is completed there would be an ordinance adoption with takes two readings.

Grunig asked about legal review. Spielman said he is planning on having legal review done following the first ordinance reading so that any changes are all completed before having the review.

Spielman said some of the changes to the code are placing charts and tables to replace written terms so the information is easier to understand. Duplicate language was removed, cross-references were confirmed and\or corrected and conflicting language or definitions in different sections were fixed.

Quade said she and Benson sat in on the last Planning Commission meeting and she saw how carefully the Planning Commission reviewed the code and spent time discussing the revisions. She said they did their homework and she thanked them for their service.

Nelson said a citizen had asked him about parking rules for front, side and rear yards. If permits or hard surface spots are required. Nelson said he did not know the answer and asked Spielman to review the rules. Spielman said the Planning Commission spent a lot of time on the parking section, specifically parking in residential neighborhoods. They do get citizen complaints about too many vehicles in yards, grass\weeds growing around parked vehicles, etc. There was a 2009 City Council policy on parking adopted but not integrated into code so compliance and enforcement were difficult and that language has now been included in the revised code. Parking on front yards is permitted in driveways or regulated hard surface spots. The new code will say that side and rear yard parking will be approved with a permit and be on an improved spot.

Benson asked about Snow Emergency parking and fairground parking. Spielman replied that a short-term, temporary situation like a snow emergency would not be enforced and the parking at Winfair during the fair is also both temporary and not on residential property so he does not see a problem.

Council Member Benson introduced the Resolution No. 2023-21, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED REVISIONS TO LAND USAGE CODE-CITY CODE CHAPTERS 151 & 152" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Benson, Grunig, Esplan and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Jones thanked Quade and Benson for attending the Planning Commission meeting.

8. Personnel:
   Jones said the Recreation Department and Pool are requesting the hiring of lifeguards and recreation assistants for seasonal positions. The list of the recommended hires is in the Council packet.

   Motion by Benson second by Quade to approve the hiring of the seasonal positions as outlined for the pool and recreation department. Motion carried 5 – 0.

John Nelson, said that he had a part-time, non-union clerk resign and is recommending the hiring of Tyler Patterson to fill the vacancy at a rate of $12.50/hour with a move to $13.25/hour following a six month review.

Motion by Quade second by Benson to hire Tyler Patterson for the part-time, non-union liquor clerk position as stated. Motion carried 5 – 0.

Jones said there is a closed session on the agenda to discuss labor strategy but he is going to do the other agenda items first and there will not be any action taken at the conclusion of the closed session.

9. New Business:
   None.

10. Old Business:
    Jones asked Nasby to update the Council on the request for State assistance and any Hylife news. Nasby said the Council passed a resolution requesting State assistance at its meeting on May 9th due to possible needs and support should the Hylife plant close. The three areas where financial support is requested are wastewater, Windom schools and housing. He noted that the City completed a new wastewater treatment plant and the packing plant has a share of that debt which equals about $2 million. The resolution asks for $6.5 million for wastewater debt retirement which is the total currently due, which is both the City and pork pant shares. The second part is school aid as the Windom Area School District has stated they could potentially lose 107 students so the resolution is requesting up to $1 million for school transitional aid. Last, there is a $10.5 million request for housing support. These funds would be used to help insure the Windom Apartments currently under construction are completed. Nasby added that the State legislature is adjourning very soon and Senator Weber has introduced legislation in the tax committee to provide $14 million of assistance. Senator Weber and himself testified on the bill last Friday. The Senate tax bill will now go into conference committee this week and then to both the House and Senate floors for votes. Nothing is assured and the amount of assistance, if any, may be a different amount.

11. Council Comments:
    Benson noted that some "pickers" are rummaging through the Citywide clean-up piles people have put out and creating a larger mess. He asked everyone to be respectful of people's yards.

    Nelson said that he sees a number of places where homeowners are not complying with the clean-up guidelines and they will be disappointed when items are no picked up.

    Quade encouraged the public to look at the clean-up guidelines and note the maximum of 10 items. Drop-off sites at the Arena and Tegel's Park are available for small items. She congratulated the 2023 graduates and said there are many great jobs in Windom for both high school and college grads.

    Grunig said small items can go into garbage cans or be dropped off, but he sees a lot of them on the curbs.

    Nasby asked the public to look at the published guidelines, the ad was revised this year to be easier to read and is in both English and Spanish.

12. Recess:

    Jones said the Council would take a five minute recess from 7:20 pm to 7:25 pm before going into closed session.

13. Closed Session – Labor Strategy – Minnesota Statute 13D.03
Jones said the Council would go into closed session at 7:25 pm tonight in the Council Chamber.

Motion by Benson second by Grunig to go into closed session. Motion carried 5 – 0.

Mayor Jones adjourned the closed session by unanimous consent at 8:18 pm.

14. Adjournment:
Mayor Jones adjourned the City Council meeting by unanimous consent at 8:18 p.m.

____________________________ Attest: ____________________________

Dominic Jones, Mayor Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
May 24, 2023

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 (10:20 AM) and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson, Water/Wastewater Superintendent; Leesa Arndt, Utility Billing/Analyst; Tiffany Lamb; EDA Director (11:10 AM)

Others Present: Jamie Frank, Windom Area Schools Superintendent

APPROVE MINUTES
Motion by Francis second by Schwalbach to approve April 26, 2023 and May 10, 2023 Minutes. Motion carried 2 – 0.

ELECTRIC ITEMS
Environmental Center Lighting
Frank presented the Environmental Center Revitalization Project that the schools are partaking in due to grant monies received. They are requesting that five shoebox lighting street lights be placed in various locations throughout the center with photo eyes on each to signal them to turn on. Frank said solar power was discussed but concerns of vandalism and the tree canopy being able to charge the panels.

The Commission discussed the light placement and how to tie them into the electric grid. Sykora asked if the light pole placed near the outdoor classroom will have electrical outlets to plug equipment into. Frank will follow up with the schoolboard on this question.

Motion by Francis second by Schwalbach to allow Windom Area Schools to go forward with the proposed lighting project and Windom Area Schools will pay the monthly meter fees and usage. Motion carried 2 – 0.

Generation Plant Schedule
Riordan joined the meeting at 10:20 AM.

Sykora explained the engineers have designed the building around the mechanical needs for the plant. Intake fan placements were reviewed and the recommendation is to place an individual hood over all fans. The diesel holding tank location was determined by fire codes. Sykora showed the roof layout, showing the radiators, heaters, and turbo exhaust. The day tank size of the engines was mentioned; negotiations with upgrading these with the manufacturer have begun. Per regulation, any overages of the day tank, must be returned to the outside storage tank.

Sykora posed a tentative timeline. DGR would like to present a 3-D walkthrough mid-June and approve the specifications for the building. The project would move forward for bids on June

19th, with a bid opening on July 19th. Sykora said demolition could begin by September and footings placed in October.

Other Electrical Items

Sykora is expecting Wilcon Construction to bring the job truck next week and a preconstruction meeting is set for June 7th. The plan is to tear down the shelter after this meeting.

Sykora said the MISO capacity auction prices cleared lower than last year. It is projected to be lower for the next two years. Sykora mentioned that an email from CMPAS has some solar sources added and some non-retired sources available. This creates a surplus, as last year there was a shortage.

Sykora noted staff has completed underground service work on County Road 26.

WATER/WASTEWATER ITEMS

Rolling Green Force Main Discussion

Anderson has not received any additional information. He noted that the weekend weather brought approximately one million additional gallons into the system of clear water. Anderson believes that people are placing sump pump drains into the sewer system. An extra pump was brought up to the bypass and was ran for half a day. There was also an additional restriction somewhere in the main that the city jetter truck could not clear. A vender had a smaller jetter that was used to clear a path. Anderson will be placing notice in city utility bills that it is illegal to run sump pumps to city sewer. He will also be connecting with some homeowners in troubled areas.

Other Water/Wastewater Items

Anderson said hydrant flushing was completed. No noted complaints were received.

REGULAR BILLS

Motion by Francis second by Riordan to approve the Regular bills as presented. Motion carried 3 – 0.

OLD BUSINESS

Solar Energy Discussion

Sykora said that CMPAS called the solar vender for an updated status. The vender would like a non-contractual agreement and verbal go-ahead. Definitive costs are not available. The Commission consensus is interest, but no commitment as the City of Windom capacity need has gone down.

Lamb joined the meeting at 11:10 AM.

NEW BUSINESS

HyLife Closure Discussion

Lamb updated the Commission about the tax bill appropriation that was signed by the governor allocating up to $14 million due to the potential closure of HyLife. $10 million is to provide the financial backing for the affordable housing project. $2 million for the plant's portion of the PFA loan that was used to upgrade the water treatment plant. $1 million is allocated to the Windom Area School District to combat a reduced enrollment from October 2022 to October 2023. The remaining $1 million was added to assist the City of Windom help promote and sell the plant to a new buyer. Lamb explained how this can be spent is up to the Minnesota Commissioner of Revenue. She has drafted a letter for the Commissioner's approval.

Lamb added that she has been working with a bankruptcy attorney to assist in payment of exiting utility bills. As part of the legal documentation, the city cannot disconnect services at this time. The business has additional unpaid venders. Anderson said that sampling bills will have to be paid by the city as a requirement for the MPCA reporting. Additional costs should be tracked for potential liability reimbursement.

The Commission set a special meeting for June 14 at 10:00 to accept the Electric Department Generation Plant specifications/design and approve them for bidding. The next regular meeting was set for June 28 at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:37 AM.

____
Mike Schwalbach, Chairperson

Attest: ________________________________
Steve Nasby, City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Lions Club

Previous Gambling Permit Number: X-17004-22-008

Minnesota Tax ID Number, if any: E41-6175799

Federal Employer ID Number (FEIN), if any: ____

Mailing Address: P.O. BOX 72

City: Windom State: Mn Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Past President John W. Hult

~~CEO~~ Daytime Phone: (507) 822-1551 CEO Email: ____

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

Email permit to (if other than the CEO): ____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): New Shelter House

Physical Address (do not use P.O. box): Tegel Park

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: Breatbend Zip: ____ County: ____

Date(s) of activity (for raffles, indicate the date of the drawing): 16 Sep 23 8:00pm

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

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

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

LG220 Application for Exempt Permit

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

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel: ______________________

Title: ______________________ Date: ______________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel: ______________________

Title: ______________________ Date: ______________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________________ Date: ______________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Jal W Hoet (Past Pres) Date: 24 May 23
(Signature must be CEO's signature; designee may not sign)

Print Name: ______________________

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

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

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

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

Windom, MN

Expense Approval Report
By Fund

Payment Dates 5/13/2023 - 6/2/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	100-20202	57.00
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	100-20202	69.00
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	100-20202	6,209.00
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	100-20202	16,922.14
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	INVOICED	100-33436	307.06
MIKAYLA BERGENDAHL	MAY 25, 2023	05/25/2023	REFUND/ZONING APPLICATIO	100-34103	150.00
					23,714.20
Activity: 41110 - Mayor & Council					
KDOM RADIO	23040304	05/15/2023	CITY HALL HOURS	100-41110-350	180.00
KDOM RADIO	23040305	05/15/2023	CITY HALL HOURS	100-41110-350	150.00
WINDOM LIONS CLUB	05-11-23	05/16/2023	PARK SHELTER DONATIONS	100-41110-490	2,205.82
CONVENT. & VISITOR BUREAU	MARCH & APRIL	05/23/2023	LODGING TAX/AMERICINN M	100-41110-491	3,899.87
CONVENT. & VISITOR BUREAU	MARCH & APRIL	05/23/2023	LODGING TAX/RED CARPET A	100-41110-491	493.48
CONVENT. & VISITOR BUREAU	MARCH & APRIL	05/23/2023	LODGING TAX/RED CARPET M	100-41110-491	403.38
CONVENT. & VISITOR BUREAU	MARCH & APRIL	05/23/2023	LODGING TAX/AMERICINN Ap	100-41110-491	3,302.21
				Activity 41110 - Mayor & Council Total:	**10,634.76**
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	100-41310-133	72.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	100-41310-133	72.00
AMAZON CAPITAL SERVICES, I	1G6H-Y11Y-H3RN	05/18/2023	CITY OFFICE/SUPPLIES	100-41310-200	63.99
WEX Health Inc	APRIL 2023	05/22/2023	PARTICIPANT FEE(ADMIN)	100-41310-217	129.25
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	100-41310-301	183.33
MCMA	05-1-23 - 04-30-24	05/16/2023	CITY OFFICE/MEMBERSHIP/D	100-41310-433	151.80
				Activity 41310 - Administration Total:	**672.37**
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	100-41910-133	24.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	100-41910-133	24.00
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-41910-212	107.18
SEH	445626	05/18/2023	FLOODPLAIN PERKINS CREEK	100-41910-303	2,777.46
				Activity 41910 - Building & Zoning Total:	**2,932.64**
Activity: 41940 - City Hall					
HOMETOWN SANITATION SER	0000509400	05/11/2023	CITY HALL/REFUSE DISPOSAL	100-41940-384	108.99
SCHWALBACH HARDWARE	20230430	05/16/2023	City Hall maint utilities	100-41940-409	256.79
				Activity 41940 - City Hall Total:	**365.78**
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	100-42120-133	176.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	100-42120-133	144.00
INDOFF, INC	3648310	05/16/2023	POLICE/SUPPLIES	100-42120-200	95.89
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-42120-212	1,941.23
KWIK TRIP INC & SUBSIDIARIE	APRIL 2023	05/15/2023	MOTOR FUELS	100-42120-212	123.80
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-42120-212	-38.16
STREICHER'S, INC	I1632500	05/24/2023	POLICE/UNIFORMS	100-42120-218	269.88
ALPHA WIRELESS - MANKATO	20443	05/18/2023	POLICE/RADIO UNITS	100-42120-323	108.00
SHI INTERNATIONAL CORP	B16537333	05/16/2023	POLICE/DATA PROCESSING	100-42120-326	795.00
COTTONWOOD CO AUD/TREA	MAY 07, 2023	05/16/2023	AMAZON/PURCHASED BY POL	100-42120-326	52.99
LEASE FINANCE PARTNERS	MAY 2023	05/31/2023	POLICE/DATA PROCESSING	100-42120-326	398.00
LOUIS NORELL	5-8-23 - 5-12-23	05/19/2023	POLICE/GLOCK ARMORER/M	100-42120-331	40.50
LOUIS NORELL	5-8-23 - 5-12-23	05/19/2023	POLICE/GLOCK ARMORER/M	100-42120-334	94.87
LOUIS NORELL	5-8-23 - 5-12-23	05/19/2023	POLICE/GLOCK ARMORER/M	100-42120-334	445.52
SUNSET LAW ENFORCEMENT,	0008296-IN	05/18/2023	POLICE/MAINTENANCE - OFFI	100-42120-404	230.90
INTOXIMETERS	734203	05/25/2023	POLICE/MAINTENANCE - OFFI	100-42120-404	125.00
PAUL MARSH	27665	05/09/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	103.12

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAUL MARSH	27788	05/18/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	293.19
ENTERPRISE FM TRUST	05-03-23 FBN4730769	05/16/2023	POLICE/TELECOM/VEHICLE LE	100-42120-419	1,137.03
SCB PUBLIC FINANCE	06-14-2023	05/19/2023	POLICE/LEASE40049-01/5-60	100-42120-419	1,054.07
SCHWALBACH HARDWARE	20230430	05/16/2023	Police other maint	100-42120-480	5.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Police other maint	100-42120-480	14.48
				Activity 42120 - Crime Control Total:	**7,611.30**
Activity: 42220 - Fire Fighting					
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-42220-212	305.03
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Fire	100-42220-217	54.87
ALPHA WIRELESS - MANKATO	708737	05/31/2023	FIRE/RADIO UNITS	100-42220-323	946.98
HOMETOWN SANITATION SER	0000509452	05/11/2023	FIRE/REFUSE DISPOSAL	100-42220-384	52.19
SCHWALBACH HARDWARE	20230430	05/16/2023	Fire maint office	100-42220-404	19.61
US LBM OPERATING CO 3009	8719985	05/12/2023	FIRE/MISC	100-42220-480	137.06
				Activity 42220 - Fire Fighting Total:	**1,515.74**
Activity: 42500 - Civil Defense					
US GEOLOGICAL SURVEY	91061981	04/20/2023	WATER/SEWER/MAINTENANC	100-42500-215	834.00
				Activity 42500 - Civil Defense Total:	**834.00**
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	4-30-2023	05/15/2023	CITY/SERVICES	100-42700-300	168.65
				Activity 42700 - Animal Control Total:	**168.65**
Activity: 43100 - Streets					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	100-43100-133	80.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	100-43100-133	80.00
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-43100-212	-30.89
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-43100-212	1,494.12
SCHWALBACH HARDWARE	20230430	05/16/2023	Street	100-43100-215	11.98
COUNTRY PRIDE SERVICE	9019988	05/11/2023	STREET/LP	100-43100-224	60.00
COUNTRY PRIDE SERVICE	9020577	05/19/2023	STREET/STREET MAINTENANC	100-43100-224	30.00
HOMETOWN SANITATION SER	0000509401	05/11/2023	STREET/REFUSE DISPOSAL	100-43100-384	108.99
TEXAS REFINERY CORP	258991	05/11/2023	STREET/MAINTENANCE - OFFI	100-43100-404	1,474.00
MILLER SELLNER EQUIP	57963B	05/16/2023	STREET REPAIRS	100-43100-404	4.65
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	100-43100-404	-18.00
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	100-43100-404	50.93
ZIEGLER, INC.	CAT236D	05/19/2023	STREET/MAINTENANCE - OFFI	100-43100-404	147.75
MACQUEEN EQUIP. CO.	P49642	05/11/2023	STREET/MAINTENANCE - OFFI	100-43100-404	2,504.93
COTTONWOOD CO SOLID WA	4814 05-01-2023	05/09/2023	STREET/WASTE	100-43100-406	141.12
				Activity 43100 - Streets Total:	**6,139.58**
Activity: 43210 - Sanitation					
INDOFF, INC	3649299	05/17/2023	CITY OFFICE/CLEAN-UP SUPPL	100-43210-480	29.38
				Activity 43210 - Sanitation Total:	**29.38**
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	100-45202-133	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	100-45202-133	16.00
COUNTRY PRIDE SERVICE	1802179	05/19/2023	STREET/MOTOR FUELS	100-45202-212	1,388.86
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	100-45202-212	76.93
HOMETOWN SANITATION SER	0000509402	05/11/2023	SQUARE/REFUSE DISPOSAL	100-45202-384	62.98
HOMETOWN SANITATION SER	0000509418	05/11/2023	ISLAND/REFUSE DISPOSAL	100-45202-384	56.23
HOMETOWN SANITATION SER	0000509419	05/11/2023	TEGELS/REFUSE DISPOSAL	100-45202-384	30.24
HOMETOWN SANITATION SER	0000509421	05/11/2023	KASTLE K/REFUSE DISPOSAL	100-45202-384	60.48
HOMETOWN SANITATION SER	0000509434	05/11/2023	MAYFLOWER/REFUSE DISPOS	100-45202-384	30.24
HOMETOWN SANITATION SER	0000509458	05/11/2023	ABBY/REFUSE DISPOSAL	100-45202-384	21.98
COTTONWOOD CO SOLID WA	4814 05-01-2023	05/09/2023	STREET/WASTE	100-45202-384	17.77
ELITE MECHANICAL SYSTEMS,	15218	05/16/2023	TEGALS PARK FIXTURES	100-45202-402	1,000.00
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-402	15.49
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-402	14.66
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-402	-7.79
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-402	6.73
SCHWALBACH HARDWARE	20230430	05/16/2023	park maint structure	100-45202-402	4.59

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20230430	05/16/2023	Park main structure	100-45202-402	3.59
SCHWALBACH HARDWARE	20230430	05/16/2023	park maint structure	100-45202-402	13.17
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-402	7.79
SCHWALBACH HARDWARE	20230430	05/16/2023	Park main structure	100-45202-402	10.99
SCHILLING SUPPLY COMPANY	919006-00	05/25/2023	STREET/MAINTENANCE - STR	100-45202-402	30.25
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	100-45202-404	58.38
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	100-45202-404	41.96
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Parks	100-45202-406	14.56
COTTONWOOD CO SWCD	5-24-2023	05/25/2023	STREET/MAINTENANCE - GRO	100-45202-406	6,070.00
GDF ENTERPRISES, INC	A24200	05/19/2023	STREET/TREE PLANTING	100-45202-406	140.00
MESSER MACHINE & MFG. CO	K2925	05/11/2023	STREET/MAINTENANCE - GRO	100-45202-406	30.30
				Activity 45202 - Park Areas Total:	**9,232.38**
				Fund 100 - GENERAL Total:	**63,850.78**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	211-45501-133	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	211-45501-133	16.00
SCHWALBACH HARDWARE	20230430	05/16/2023	Library maint structure	211-45501-402	302.29
INGRAM INDUSTRIES	05-01-2023	05/11/2023	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	799.61
				Activity 45501 - Library Total:	**1,133.90**
				Fund 211 - LIBRARY Total:	**1,133.90**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	05-15-2023	05/18/2023	AIRPORT/TELEPHONE	225-45127-321	27.13
				Activity 45127 - Airport Total:	**27.13**
				Fund 225 - AIRPORT Total:	**27.13**
Fund: 230 - POOL					
Activity: 45124 - Pool					
HOMETOWN SANITATION SER	0000509420	05/11/2023	WRA/REFUSE DISPOSAL	230-45124-384	18.25
				Activity 45124 - Pool Total:	**18.25**
				Fund 230 - POOL Total:	**18.25**
Fund: 235 - AMBULANCE					
DEPT OF HUMAN SERVICES	00000744924	05/23/2023	AMBO/REIMBURSEMENTS	235-33436	11,777.00
					11,777.00
Activity: 42153 - Ambulance					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	235-42153-133	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	235-42153-133	16.00
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	235-42153-212	2,754.23
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	235-42153-212	-54.15
AMAZON CAPITAL SERVICES, I	1NN3-3W3D-93RQ	05/12/2023	AMBO/SUPPLIES	235-42153-217	49.77
BOUND TREE MEDICAL, LLC	84956552	05/25/2023	AMBO/OPERATING SUPPLIES	235-42153-217	165.70
BOUND TREE MEDICAL, LLC	84956553	05/25/2023	AMBO/OPERATING SUPPLIES	235-42153-217	37.54
BOUND TREE MEDICAL, LLC	84956554	05/25/2023	AMBO/OPERATING SUPPLIES	235-42153-217	159.56
LINDE GAS & EQUIPMENT INC	35708086	05/16/2023	AMB MED SUPPLES	235-42153-261	871.62
LEWIS FAMILY DRUG, LLC	56-124429700	05/16/2023	AMB MEDICATIONS	235-42153-261	478.57
WINDOM AREA HEALTH	734-0024-04-2023-0024	05/31/2023	AMBO/NURSING	235-42153-312	2,983.78
AT & T MOBILITY	287304392280X05032023	05/16/2023	AMB PHONE	235-42153-321	313.87
JODI JOHNSON	04-30-23 & 05-09-23	05/16/2023	AMB MEALS	235-42153-334	45.12
CYNDI HANSEN	05-04-23 THRU 05-07-23	05/16/2023	AMB MEALS	235-42153-334	66.10
KRISTEN PORATH	05-10-23 - 05-14-23	05/16/2023	AMB MEALS	235-42153-334	62.63
CYNDI HANSEN	05-28-23	05/31/2023	AMBO/MEALS	235-42153-334	24.85
ROB VISKER	5-15-23 - 5-22-23	05/31/2023	AMBO/MEALS	235-42153-334	32.09
MEGAN BRAMSTEDT	5-16-23	05/31/2023	AMBO/MEALS	235-42153-334	30.00
JENNA VACHUSKA	5-16-23 - 5-29-23	05/31/2023	AMBO/MEALS	235-42153-334	75.24
KRISTEN PORATH	5-18-23	05/31/2023	AMBO/MEALS	235-42153-334	25.35
DONNA MARCY	5-19-23 - 5-21-23	05/31/2023	AMBO/MEALS	235-42153-334	64.15
TIM HACKER	5-20-23 - 5-21-23	05/31/2023	AMBO/MEALS	235-42153-334	50.70

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KIM POWERS	5-23-23 - 5-25-23	05/31/2023	AMBO/MEALS	235-42153-334	61.33
WINDOM AREA CHAMBER OF	2023 PARADE	05/16/2023	AMB RIVERFEST PARADE ENT	235-42153-340	25.00
HOMETOWN SANITATION SER	0000509452	05/11/2023	EMS/REFUSE DISPOSAL	235-42153-384	34.80
AMAZON CAPITAL SERVICES, I	1NN3-3W3D-93RQ	05/12/2023	AMBO/MAINTENANCE-OFFIC	235-42153-404	13.35
O'REILLY AUTOMOTIVE, INC	4425-370898	05/12/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	51.97
SIRIUS XM RADIO INC	X7-1770116924	05/23/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	20.29
				Activity 42153 - Ambulance Total:	**8,475.46**
				Fund 235 - AMBULANCE Total:	**20,252.46**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	250-46520-133	24.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	250-46520-133	24.00
STEVE NASBY	05-18-2023	05/18/2023	EDA/MTG/JBS/CITY OF WORT	250-46520-331	38.65
STEVE NASBY	MAY 12, 2023	05/16/2023	CITY/TESTIFY-TAX COMMITTE	250-46520-331	199.78
STEVE NASBY	MAY 12, 2023	05/16/2023	CITY/TESTIFY-TAX COMMITTE	250-46520-334	10.83
COMMISSIONER OF TRANSPO	162311	05/31/2023	EDA/DIRECTIONAL SIGN PER	250-46520-443	210.00
				Activity 46520 - EDA Total:	**507.26**
				Fund 250 - EDA GENERAL Total:	**507.26**
Fund: 278 - TIF SPENDING PLAN					
CEMSTONE PRODUCTS CO	5-16-23	05/16/2023	PROMISSORY NOTE	278-20210	556,811.00
					556,811.00
Activity: 49980 - Debt Service					
CEMSTONE PRODUCTS CO	5-16-23	05/16/2023	PROMISSORY NOTE	278-49980-612	4,189.00
				Activity 49980 - Debt Service Total:	**4,189.00**
				Fund 278 - TIF SPENDING PLAN Total:	**561,000.00**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SCHWALBACH HARDWARE	20230430	05/16/2023	city hall - roofing	401-49950-500	6.86
SCHWALBACH HARDWARE	20230430	05/16/2023	city hall - roofing	401-49950-500	15.84
ALPHA WIRELESS - MANKATO	20583	05/31/2023	POLICE/USDA RADIO GRANT	401-49950-501	500.00
MOTOROLA SOLUTIONS, INC.	8281585150	05/16/2023	POLICE/FD RADIO-USDA GRA	401-49950-501	816.12
MOTOROLA SOLUTIONS, INC.	8281597615	05/16/2023	POLICE/FD RADIO-USDA GRA	401-49950-501	54,904.32
ALPHA WIRELESS - MANKATO	20583	05/31/2023	FIRE/USDA RADIO GRANT	401-49950-502	1,675.30
MOTOROLA SOLUTIONS, INC.	8281585150	05/16/2023	POLICE/FD RADIO-USDA GRA	401-49950-502	2,595.21
MOTOROLA SOLUTIONS, INC.	8281597615	05/16/2023	POLICE/FD RADIO-USDA GRA	401-49950-502	73,190.48
DGR ENGINEERING	00260256	05/18/2023	EDA/CIP PROJECT	401-49950-503	1,638.00
NEGEN CONSTRUCTION LLC	5-6-23	05/15/2023	VETERAN'S MEMORIAL PROJE	401-49950-504	17,899.00
				Activity 49950 - Capital Outlay Total:	**153,241.13**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**153,241.13**
Fund: 601 - WATER					
MBS - MULTI-BANK SECURITIE	5-11-2023	05/15/2023	MORGAN STANLEY PRIVATE 4.	601-10400	246,829.57
MBS - MULTI-BANK SECURITIE	5-11-2023	05/15/2023	MORGAN STANLEY PRIVATE 4.	601-36210	2,417.22
					249,246.79
Activity: 49400 - Water					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	601-49400-133	48.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	601-49400-133	48.00
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	601-49400-212	188.28
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	601-49400-301	183.33
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Water	601-49400-310	48.89
GOPHER STATE ONE CALL	3040846	05/08/2023	LOCATES	601-49400-321	13.50
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	POSTAGE	601-49400-322	244.52
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	601-49400-326	876.78
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	PROCESSING	601-49400-326	162.64
INNOVATIVE SYSTEMS LLC	INV-10614	05/18/2023	BILLING SYSTEM ANNUAL AP	601-49400-326	916.67
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	INSERTS	601-49400-350	16.50
HOMETOWN SANITATION SER	0000509404	05/11/2023	WATER/REFUSE DISPOSAL	601-49400-384	113.98

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	1196544	05/12/2023	WATER/LAB TESTING	601-49400-386	7,015.80
MN VALLEY TESTING	1197043	05/19/2023	WATER/LAB TESTING	601-49400-386	6,050.00
RON'S ELECTRIC INC	149222	05/19/2023	WATER/MAINTENANCE - OFFI	601-49400-404	3,161.27
US GEOLOGICAL SURVEY	91061981	04/20/2023	WATER/MAINTENANCE - OFFI	601-49400-404	278.00
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	601-49400-405	188.99
GDF ENTERPRISES, INC	A24178	05/19/2023	WATER/MAINTENANCE - GRO	601-49400-406	55.05
SCHWALBACH HARDWARE	20230430	05/16/2023	Water maint distribution	601-49400-408	11.99
HANSEN ENTERPRISES	22698	05/24/2023	WATER DEPT/RICHARD BARNE	601-49400-408	254.00
HANSEN ENTERPRISES	22741	05/31/2023	WATER/MAINTENANCE - DIST	601-49400-408	304.00
				Activity 49400 - Water Total:	**20,697.69**
				Fund 601 - WATER Total:	**269,944.48**
Fund: 602 - SEWER					
FAST AG SOLUTIONS, INC	115250	05/15/2023	SEWER/ROLLING GREEN LIFT	602-16300	2,310.00
					2,310.00
Activity: 49450 - Sewer					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	602-49450-133	32.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	602-49450-133	32.00
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	602-49450-212	131.48
SHARE CORP.	233764	05/19/2023	SEWER/CHEMICALS	602-49450-216	3,159.32
SCHWALBACH HARDWARE	20230430	05/16/2023	Sewer jet nozzle	602-49450-217	59.99
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	602-49450-301	183.33
MN VALLEY TESTING	1196375	05/12/2023	SEWER/LAB TESTING	602-49450-310	324.06
MN VALLEY TESTING	1196409	05/12/2023	SEWER/LAB TESTING	602-49450-310	130.46
MN VALLEY TESTING	1196599	05/12/2023	SEWER/LAB TESTING	602-49450-310	206.36
MN VALLEY TESTING	1196624	05/12/2023	SEWER/LAB TESTING	602-49450-310	329.56
MN VALLEY TESTING	1197263	05/19/2023	SEWER/LAB TESTING	602-49450-310	135.96
MN VALLEY TESTING	1198565	05/25/2023	SEWER/LAB TESTING	602-49450-310	200.86
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Sewer	602-49450-310	5.96
SCHWALBACH HARDWARE	20230430	05/16/2023	Sewer small tools	602-49450-310	20.98
GOPHER STATE ONE CALL	3040846	05/08/2023	LOCATES	602-49450-321	13.50
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	POSTAGE	602-49450-322	244.50
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	602-49450-326	876.77
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	PROCESSING	602-49450-326	162.64
INNOVATIVE SYSTEMS LLC	INV-10614	05/18/2023	BILLING SYSTEM ANNUAL AP	602-49450-326	916.67
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	INSERTS	602-49450-350	16.50
US GEOLOGICAL SURVEY	91061981	04/20/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	278.00
CORE & MAIN LP	S798227	05/19/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	978.74
GDF ENTERPRISES, INC	A24178	05/19/2023	SEWER/MAINTENANCE - GRO	602-49450-406	55.05
HANSEN ENTERPRISES	22698	05/24/2023	WATER DEPT/RICHARD BARNE	602-49450-408	254.00
HANSEN ENTERPRISES	22741	05/31/2023	SEWER/MAINTENANCE - DIST	602-49450-408	304.00
				Activity 49450 - Sewer Total:	**9,570.19**
				Fund 602 - SEWER Total:	**11,880.19**
Fund: 604 - ELECTRIC					
ELECTRIC FUND	# 424 RETURN	05/11/2023	EL/EI WMU	604-14200	7,919.99
ELK RIVER WINLECTRIC	365900 02	05/25/2023	EL/INVENTORY	604-14200	2,120.00
DAKOTA SUPPLY GROUP	S102211064.004	05/11/2023	EL/INVENTORY	604-14200	31,605.00
ELECTRIC FUND	# 735	05/19/2023	EL/CSAH/CO RD 26	604-16300	47.36
ELECTRIC FUND	# 736	05/19/2023	EL/CSAH/CO RD 26	604-16300	8,341.73
ELECTRIC FUND	# 738	05/31/2023	EL/IMPROVEMENTS	604-16300	1,621.83
ELECTRIC FUND	# 739	05/31/2023	EL/CSAH(CO RD 26)	604-16300	1,160.28
ELECTRIC FUND	5-1-23 - 5-14-23	05/16/2023	EL/IMPROVEMENTS/CSAH 26	604-16300	13,805.94
ELECTRIC FUND	S-15-23 - 5-28-23	05/31/2023	EL/IMPROVEMENTS	604-16300	12,602.67
MINNESOTA PETROLEUM SER	03-19-22 - 04-11-2023	05/16/2023	EL/PAYMENT # 2 FUEL TANK P	604-16480	18,050.00
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	604-20202	681.86
					97,956.66
Activity: 49550 - Electric					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	604-49550-133	88.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	604-49550-133	88.00
INDOFF, INC	3647607	05/11/2023	EL/SUPPLIES	604-49550-200	11.79
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric cleaning supplies	604-49550-211	11.99
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	604-49550-212	755.23
KWIK TRIP INC & SUBSIDIARIE	APRIL 2023	05/15/2023	MOTOR FUELS	604-49550-212	97.37
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric operating supplies	604-49550-217	19.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric operating supplies	604-49550-217	9.59
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric operating supplies	604-49550-217	13.00
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric operating supplies	604-49550-217	79.98
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric small tools all purpos	604-49550-241	151.98
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric small tools all purpos	604-49550-241	29.98
CMP - CENTRAL MUNICIPAL P	7492	05/11/2023	EL/CONSERVATION/ENERGY/T	604-49550-263	172,289.20
CMP - CENTRAL MUNICIPAL P	7492	05/11/2023	EL/CONSERVATION/ENERGY/T	604-49550-263	55,193.87
DEPARTMENT OF ENERGY	BFPB000800423	05/11/2023	EL/MERCHANDISE FOR RESAL	604-49550-263	71,915.77
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	604-49550-301	183.33
GOPHER STATE ONE CALL	3040846	05/08/2023	LOCATES	604-49550-321	13.50
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	POSTAGE	604-49550-322	244.52
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	604-49550-326	1,753.54
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	PROCESSING	604-49550-326	162.64
INNOVATIVE SYSTEMS LLC	INV-10614	05/18/2023	BILLING SYSTEM ANNUAL AP	604-49550-326	1,833.33
STEVE NASBY	MAY 11, 2023	05/16/2023	CAP/TRANSMISSION MTG	604-49550-331	169.65
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	INSERTS	604-49550-350	16.50
HOMETOWN SANITATION SER	0000509405	05/11/2023	EL/REFUSE DISPOSAL	604-49550-384	111.98
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Electric	604-49550-402	1.18
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint structure	604-49550-402	17.54
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Electric	604-49550-404	25.48
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint office fitting grs	604-49550-404	15.18
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint office fitting grs	604-49550-404	22.73
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Electric	604-49550-404	12.28
O'REILLY AUTOMOTIVE, INC	4425-372594	05/25/2023	EL/MAINTENANCE - OFFICE	604-49550-404	100.27
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	604-49550-404	49.97
WINDOM AUTO VALU	APRIL- 23	05/16/2023	MAINTENANCE 3400540	604-49550-404	7.96
RD OFFUTT COMPANY	P1938404	05/11/2023	EL/MAINTENANCE - OFFICE	604-49550-404	55.00
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint vehicle	604-49550-405	27.96
TEREX USA LLC	7318648	05/19/2023	EL/MAINTENANCE - VEHICLE	604-49550-405	2,796.74
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint grounds	604-49550-406	9.59
SCHWALBACH HARDWARE	20230430	05/16/2023	electric maint grounds	604-49550-406	64.60
ELECTRIC FUND	#734	05/16/2023	EL/DISTRIBUTION	604-49550-408	137.37
ELECTRIC FUND	#737	05/31/2023	EL/DISTRIBUTION	604-49550-408	158.72
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint distribution	604-49550-408	59.97
SCHWALBACH HARDWARE	20230430	05/16/2023	Electric maint distribution	604-49550-408	57.54
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Electric	604-49550-408	199.99
FS3 INC	82510	05/11/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	339.52
ZIEGLER, INC.	SI000329546	05/16/2023	EL/MAINTENANCE - GENERAT	604-49550-410	923.04
SHARE CORP.	233703	05/19/2023	EL/REPAIR & MAINTENANCE	604-49550-411	1,356.35
CMP - CENTRAL MUNICIPAL P	7492	05/11/2023	EL/CONSERVATION/ENERGY/T	604-49550-450	3,610.30
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	604-49550-460	288.00
				Activity 49550 - Electric Total:	**316,617.01**
				Fund 604 - ELECTRIC Total:	**414,573.67**

Fund: 609 - LIQUOR STORE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DGR ENGINEERING	00260267	05/19/2023	LIQUOR S/STORE ADDITION	609-16200	3,673.42
TSP	0059483	05/15/2023	LIQUOR S/BUILDINGS	609-16200	12,888.77
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	609-20202	17,306.00
					33,868.19

Activity: 49751 - Liquor Store

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	609-49751-133	32.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	609-49751-133	32.00
SCHWALBACH HARDWARE	20230430	05/16/2023	Liquor cleaning supplies	609-49751-211	14.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1240333	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-251	54.00
DOLL DISTRIBUTING, LLC	1250436	05/25/2023	LIQUOR S/LIQUOR	609-49751-251	54.00
JOHNSON BROS.	2285764	05/02/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,054.00
JOHNSON BROS.	2290698	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,927.92
JOHNSON BROS.	2295410	05/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	6,780.10
JOHNSON BROS.	2300149	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	5,279.09
SOUTHERN GLAZER'S OF MN	2341234	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,634.27
JOHNSON BROS.	249094	05/09/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	-42.00
BEVERAGE WHOLESALERS	270823 05-03-23	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-251	174.90
BEVERAGE WHOLESALERS	271938	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-251	-18.32
BEVERAGE WHOLESALERS	271938	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-251	816.00
BEVERAGE WHOLESALERS	273067	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-251	530.00
BREAKTHRU BEVERAGE MN	348990589	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-251	847.17
BREAKTHRU BEVERAGE MN	349093311	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-251	889.78
BREAKTHRU BEVERAGE MN	410940651	05/16/2023	LIQ PURCHASE	609-49751-251	-600.00
SOUTHERN GLAZER'S OF MN	5097146	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	6,642.51
SOUTHERN GLAZER'S OF MN	5097147	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	575.60
PHILLIPS WINE & SPIRITS	6581748	05/02/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,004.00
PHILLIPS WINE & SPIRITS	6585595	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,363.42
PHILLIPS WINE & SPIRITS	6589346	05/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	5,381.65
PHILLIPS WINE & SPIRITS	6589347	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-251	75.50
PHILLIPS WINE & SPIRITS	6593311	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,005.55
PHILLIPS WINE & SPIRITS	696107	05/09/2023	LIQUOR S/LIQUOR	609-49751-251	-15.00
SMALL LOT COOP, LLC	MN64390	05/15/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	503.04
BLUE CLOUD DISTRIBUTION O	101091224	05/12/2023	LIQUOR S/BEER	609-49751-252	885.00
DOLL DISTRIBUTING, LLC	1235220	05/02/2023	LIQUOR S/WINE/FREIGHT	609-49751-252	1,799.75
DOLL DISTRIBUTING, LLC	1236397	05/02/2023	LIQUOR S/BEER	609-49751-252	257.50
DOLL DISTRIBUTING, LLC	1240333	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-252	6,851.47
DOLL DISTRIBUTING, LLC	1244272	05/19/2023	LIQUOR S/BEER	609-49751-252	-352.80
DOLL DISTRIBUTING, LLC	1245369	05/19/2023	LIQUOR S/BEER/	609-49751-252	10,421.10
DOLL DISTRIBUTING, LLC	1250437	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-252	10,909.30
JOHNSON BROS.	2295412	05/19/2023	LIQUOR S/BEER	609-49751-252	240.00
BEVERAGE WHOLESALERS	270822	05/12/2023	LIQUOR S/BEER	609-49751-252	0.01
BEVERAGE WHOLESALERS	270823 05-03-23	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-252	6,126.65
BEVERAGE WHOLESALERS	271938	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-252	17,704.05
BEVERAGE WHOLESALERS	273067	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-252	13,945.05
ARTISAN BEER COMPANY	3599868	05/02/2023	LIQUOR S/BEER	609-49751-252	70.75
ARTISAN BEER COMPANY	3601223	05/12/2023	LIQUOR S/BEER	609-49751-252	147.30
ARTISAN BEER COMPANY	3602573	05/19/2023	LIQUOR S/BEER	609-49751-252	73.80
ARTISAN BEER COMPANY	3603925	05/25/2023	LIQUOR S/BEER	609-49751-252	30.40
JOHNSON BROS.	2285765	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	1,694.51
JOHNSON BROS.	2290699	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	1,000.25
JOHNSON BROS.	2295411	05/19/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	1,426.00
JOHNSON BROS.	2300150	05/25/2023	LIQUOR S/BEER/SOFT DRINK/	609-49751-253	1,634.00
SOUTHERN GLAZER'S OF MN	2341235	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	360.00
CARLOS CREEK WINERY	24966	05/12/2023	LIQUOR S/WINE	609-49751-253	933.00
BREAKTHRU BEVERAGE MN	348990589	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-253	367.00
BREAKTHRU BEVERAGE MN	349093311	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-253	52.00
ROUND LAKE VINEYARDS & W	3730	05/02/2023	LIQUOR S/BEER	609-49751-253	600.00
PHILLIPS WINE & SPIRITS	6581749	05/02/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	190.20
PHILLIPS WINE & SPIRITS	6585596	05/12/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	195.50
PHILLIPS WINE & SPIRITS	6589347	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-253	433.70
PHILLIPS WINE & SPIRITS	6593312	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-253	316.50
WINE MERCHANTS	7427489	05/25/2023	LIQUOR S/BEER/FREIGHT	609-49751-253	1,220.85
SMALL LOT COOP, LLC	MN64390	05/15/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	623.88
JOHNSON BROS.	2285765	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	37.00
JOHNSON BROS.	2295411	05/19/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	37.00
JOHNSON BROS.	2300150	05/25/2023	LIQUOR S/BEER/SOFT DRINK/	609-49751-254	37.00
BEVERAGE WHOLESALERS	272714	05/19/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	86.00
BEVERAGE WHOLESALERS	273067	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-254	211.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	349093311	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-254	142.07
ATLANTIC COCA-COLA	3916992	05/12/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	209.00
ATLANTIC COCA-COLA	3953936	05/25/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	224.00
PBC - PEPSI BEVERAGES COM	47363009	05/19/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	306.11
RED BULL DISTRIBUTION CO, I	5005972089	05/19/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	126.00
PHILLIPS WINE & SPIRITS	6585596	05/12/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	28.50
HOME CITY ICE COMPANY	6534232091	05/31/2023	LIQUOR S/ICE/FREIGHT	609-49751-257	208.96
HOME CITY ICE COMPANY	6825230602	05/17/2023	LIQUOR S/ICE/FREIGHT	609-49751-257	161.96
DOLL DISTRIBUTING, LLC	1235220	05/02/2023	LIQUOR S/WINE/FREIGHT	609-49751-259	33.50
DOLL DISTRIBUTING, LLC	1240333	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-259	219.95
DOLL DISTRIBUTING, LLC	1245369	05/19/2023	LIQUOR S/BEER/	609-49751-259	277.35
DOLL DISTRIBUTING, LLC	1250437	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-259	100.50
BEVERAGE WHOLESALERS	271938	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-259	31.45
BEVERAGE WHOLESALERS	273067	05/25/2023	LIQUOR S/MERCHANDISE FOR	609-49751-259	85.35
DOLL DISTRIBUTING, LLC	1243189	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-261	270.00
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	609-49751-301	183.35
JOHNSON BROS.	2285764	05/02/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	22.84
JOHNSON BROS.	2285765	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	58.87
JOHNSON BROS.	2290698	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	74.62
JOHNSON BROS.	2290699	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	24.36
JOHNSON BROS.	2295410	05/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	105.56
JOHNSON BROS.	2295411	05/19/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	38.57
JOHNSON BROS.	2300149	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	176.61
JOHNSON BROS.	2300150	05/25/2023	LIQUOR S/BEER/SOFT DRINK/	609-49751-333	55.83
SOUTHERN GLAZER'S OF MN	2341234	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	45.32
SOUTHERN GLAZER'S OF MN	2341235	05/12/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	4.44
JOHNSON BROS.	249094	05/09/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	-0.50
BREAKTHRU BEVERAGE MN	348990589	05/12/2023	LIQUOR S/MERCHANDISE	609-49751-333	25.75
BREAKTHRU BEVERAGE MN	349093311	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-333	41.32
BREAKTHRU BEVERAGE MN	410940651	05/16/2023	LIQ PURCHASE	609-49751-333	-18.50
SOUTHERN GLAZER'S OF MN	5097146	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	155.80
SOUTHERN GLAZER'S OF MN	5097147	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	10.25
HOME CITY ICE COMPANY	6534232091	05/31/2023	LIQUOR S/ICE/FREIGHT	609-49751-333	5.25
PHILLIPS WINE & SPIRITS	6581748	05/02/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	31.48
PHILLIPS WINE & SPIRITS	6581749	05/02/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	8.12
PHILLIPS WINE & SPIRITS	6585595	05/12/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	58.21
PHILLIPS WINE & SPIRITS	6585596	05/12/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	6589346	05/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	97.11
PHILLIPS WINE & SPIRITS	6589347	05/19/2023	LIQUOR S/MERCHANDISE	609-49751-333	26.39
PHILLIPS WINE & SPIRITS	6593311	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	20.30
PHILLIPS WINE & SPIRITS	6593312	05/25/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	14.21
HOME CITY ICE COMPANY	6825230602	05/17/2023	LIQUOR S/ICE/FREIGHT	609-49751-333	5.25
WINE MERCHANTS	7427489	05/25/2023	LIQUOR S/BEER/FREIGHT	609-49751-333	17.77
SMALL LOT COOP, LLC	MN64390	05/15/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	18.00
KDOM RADIO	04-30-23 0229	05/12/2023	LIQUOR S/ADVERTISING	609-49751-340	615.06
HOMETOWN SANITATION SER	0000509403	05/11/2023	LIQUOR S./REFUSE DISPOSAL	609-49751-384	183.99
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	609-49751-460	21.00
				Activity 49751 - Liquor Store Total:	**128,124.40**
				Fund 609 - LIQUOR STORE Total:	**161,992.59**
Fund: 614 - TELECOM					
INTERNAL REVENUE SERVICE	APR-23 FINAL	05/15/2023	EXCISE TAX POSTING	614-20201	292.57
INTERNAL REVENUE SERVICE	MAY-23	05/15/2023	EXCISE TAX POSTING	614-20201	500.00
MN 9-1-1 PROGRAM	APRIL 2023	05/16/2023	APRIL 2023 SERVICES	614-20206	891.33
					1,683.90
Activity: 49870 - Telecom					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	614-49870-133	96.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	614-49870-133	80.00
CITY LAUNDERING CO.	1890005	05/23/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1894654	05/23/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	APRIL 2023	05/17/2023	MOTOR FUELS	614-49870-212	259.17
AMAZON CAPITAL SERVICES, I	1RVF-7QNY-4LHG	05/23/2023	TELECOM/SUPPLIES	614-49870-227	74.04
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Telecom	614-49870-227	49.45
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom utility system	614-49870-227	8.59
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom utility system	614-49870-227	19.08
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom utility system	614-49870-227	19.99
UNITED TEL SUPPLY, INC	28911	05/23/2023	TELECOM/UTILITY SYSTEM	614-49870-227	650.35
UNITED TEL SUPPLY, INC	29266	05/23/2023	TELECOM/UTILITY SYSTEM	614-49870-227	672.54
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom small tools	614-49870-241	76.97
SCHWALBACH HARDWARE	20230430	05/16/2023	Teleconm small tools	614-49870-241	46.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom small tools	614-49870-241	25.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom small tools	614-49870-241	134.95
NORTHERN CONSULTING ACT	WIN-2023-04	05/15/2023	OPEB ACTUARIAL CONSULTIN	614-49870-301	183.33
GOPHER STATE ONE CALL	3040846	05/08/2023	LOCATES	614-49870-321	13.50
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	POSTAGE	614-49870-322	244.52
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	614-49870-326	1,753.54
INNOVATIVE SYSTEMS LLC	INV-10370	05/18/2023	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	PROCESSING	614-49870-326	162.64
INNOVATIVE SYSTEMS LLC	INV-10614	05/18/2023	BILLING SYSTEM ANNUAL AP	614-49870-326	1,833.33
KDOM RADIO	230404522	05/04/2023	TELECOM/ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-10477	05/18/2023	INSERTS	614-49870-350	16.50
HOMETOWN SANITATION SER	0000609406	05/11/2023	TELECOM/REFUSE DISPOSAL	614-49870-384	99.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Telecom maint office	614-49870-404	15.18
ENTERPRISE FM TRUST	05-03-23 FBN4730769	05/16/2023	POLICE/TELECOM/VEHICLE LE	614-49870-419	541.30
CENTURY LINK	530877	05/25/2023	DIRECTORY LISTINGS	614-49870-441	301.18
CENTURY LINK	7242105D-D-23137	05/25/2023	CABS	614-49870-441	45.75
CONSOLIDATED COMMUNICA	05-01-23	05/23/2023	TELECOM/507-151-0204/0	614-49870-442	1,443.00
BIG TEN NETWORK, LLC	211075	05/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	1,374.75
FOX TELEVISION STATIONS, LL	211076	05/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	247.16
FOX TELEVISION STATIONS, LL	211077	05/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	3,072.80
ARVIG ENTERPRISES, INC	334502	05/04/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	333.50
NEXSTAR BROADCASTING GR	505653	05/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	222.07
MLB NETWORK	506035	05/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	362.70
SHOWTIME NETWORKS INC	65209	05/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	171.82
TECHNOLOGY PLANNERS, LLC	6873	05/23/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	3,893.00
BALLY SPORTS NORTH	V06533	05/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	6,733.35
CONSOLIDATED CALL CENTER	23058	05/04/2023	TELECOM/SWITCH FEES	614-49870-445	112.81
ONVOY, LLC dba INTELIQUENT	322753	05/04/2023	TELECOM/SWITCH FEES	614-49870-445	2,975.00
1623 FARNAM LLC	00007822	05/04/2023	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2023050027696	05/04/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
ARIN-AMERICAN REGISTRY FO	S1443894	04/14/2023	TELECOM/INTERNET EXPENSE	614-49870-447	2,000.00
SWWC - SOUTHWEST WEST C	72212	05/04/2023	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
ZAYO GROUP, LLC	2023050002376	05/04/2023	TELECOM/CALL COMPLETION	614-49870-451	2,096.35
ONVOY, LLC dba INTELIQUENT	324049	05/04/2023	TELECOM/CALL COMPLETION	614-49870-451	167.46
CENTURY LINK	MAY 16 2023	05/31/2023	SERVICES 831-1075 104	614-49870-451	89.44
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	614-49870-460	363.00
				Activity 49870 - Telecom Total:	**38,298.07**
				Fund 614 - TELECOM Total:	**39,981.97**

Fund: 615 - ARENA

Activity: 49850 - Arena

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	615-49850-133	32.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	615-49850-133	32.00
KWIK TRIP INC & SUBSIDIARIE	APRIL 2023	05/15/2023	MOTOR FUELS	615-49850-212	73.34
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Arena	615-49850-215	226.97
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Arena	615-49850-215	172.38
SCHWALBACH HARDWARE	20230430	05/16/2023	Arena operating supplies	615-49850-217	5.14
SCHWALBACH HARDWARE	20230430	05/16/2023	Arena operating supplies	615-49850-217	44.96
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Arena	615-49850-217	-149.99
SCHWALBACH HARDWARE	20230430	05/16/2023	Arena operating supplies	615-49850-217	49.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	20230430	05/16/2023	Arena	615-49850-217	-25.00
CARQUEST - SMITH AUTO SUP	APRIL 2023	05/09/2023	MAINTENANCE	615-49850-217	5.02
CARQUEST - SMITH AUTO SUP	APRIL 2023	05/09/2023	MAINTENANCE	615-49850-217	18.47
CARQUEST - SMITH AUTO SUP	APRIL 2023	05/09/2023	MAINTENANCE	615-49850-217	5.02
HOMETOWN SANITATION SER	0000509407	05/11/2023	ARENA/REFUSE DISPOSAL	615-49850-384	169.99
				Activity 49850 - Arena Total:	**660.29**
				Fund 615 - ARENA Total:	**660.29**
Fund: 617 - M/P CENTER					
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	617-20202	127.19
					127.19
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	617-49860-133	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	617-49860-133	32.00
INDOFF, INC	3649847	05/17/2023	WCC/SUPPLIES	617-49860-200	10.47
CITY LAUNDERING CO.	1885362	05/12/2023	WCC/CLEANING/SUPPLIES	617-49860-211	33.25
ESPENSON GROUP LLC	1489	05/12/2023	WCC/OPERATING SUPPLIES	617-49860-217	12.50
CITY LAUNDERING CO.	1890003	05/19/2023	WCC/OPERATING SUPPLIES	617-49860-217	33.25
SCHWALBACH HARDWARE	20230430	05/16/2023	MP operating supplies	617-49860-217	27.56
RIVER BEND LIQUOR	APRIL 2023	05/12/2023	WCC/BEER/LIQUOR/WINE	617-49860-251	15.86
RIVER BEND LIQUOR	APRIL 2023	05/12/2023	WCC/BEER/LIQUOR/WINE	617-49860-251	224.91
RIVER BEND LIQUOR	APRIL 2023	05/12/2023	WCC/BEER/LIQUOR/WINE	617-49860-252	113.86
INDOFF, INC	3649847	05/17/2023	WCC/SUPPLIES	617-49860-261	39.99
INDOFF, INC	3649847	05/17/2023	WCC/SUPPLIES	617-49860-261	9.38
KDOM RADIO	4-30-2023 0563	05/12/2023	WCC/ADVERTISING	617-49860-340	112.20
HOMETOWN SANITATION SER	0000509408	05/11/2023	WCC/REFUSE DISPOSAL	617-49860-384	242.98
SCHWALBACH HARDWARE	20230430	05/16/2023	MP maint structure	617-49860-402	38.98
SCHWALBACH HARDWARE	20230430	05/16/2023	MP maint office	617-49860-404	179.02
MN REVENUE	APRIL 2023	05/18/2023	SALES TAX	617-49860-460	826.81
				Activity 49860 - M/P Center Total:	**1,969.02**
				Fund 617 - M/P CENTER Total:	**2,096.21**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002278	05/19/2023	Federal Tax Withholding	700-21701	10,639.52
Internal Revenue Service-Payr	INV0002283	06/02/2023	Federal Tax Withholding	700-21701	10,820.86
MN Department of Revenue -	INV0002279	05/19/2023	State Withholding	700-21702	5,326.06
MN Department of Revenue -	INV0002284	06/02/2023	State Withholding	700-21702	5,426.49
Internal Revenue Service-Payr	INV0002278	05/19/2023	Social Security	700-21703	13,355.00
Internal Revenue Service-Payr	INV0002283	06/02/2023	Social Security	700-21703	13,432.98
MN Pera	INV0002276	05/19/2023	PERA	700-21704	822.00
MN Pera	INV0002276	05/19/2023	PERA	700-21704	8,226.65
MN Pera	INV0002276	05/19/2023	PERA	700-21704	15,063.70
MN Pera	INV0002281	06/02/2023	PERA	700-21704	1,036.60
MN Pera	INV0002281	06/02/2023	PERA	700-21704	7,008.29
MN Pera	INV0002281	06/02/2023	PERA	700-21704	14,873.80
MN State Deferred	INV0002277	05/19/2023	Deferred Compensation	700-21705	5,299.66
MN State Deferred	INV0002277	05/19/2023	Deferred Roth	700-21705	1,652.00
MN State Deferred	INV0002282	06/02/2023	Deferred Compensation	700-21705	5,299.66
MN State Deferred	INV0002282	06/02/2023	Deferred Roth	700-21705	1,652.00
LOCAL UNION #949	MAY 2023	05/24/2023	CITY/UNION DUES	700-21707	1,598.26
LAW ENFORCEMENT LABOR S	MAY 2023	05/24/2023	POLICE/UNION DUES	700-21708	540.00
Internal Revenue Service-Payr	INV0002278	05/19/2023	Medicare Withholding	700-21711	3,880.76
Internal Revenue Service-Payr	INV0002283	06/02/2023	Medicare Withholding	700-21711	3,931.40
WEX Health Inc	5-16-2023	05/16/2023	FLEX SPENDING	700-21712	13.12
WEX Health Inc	5-19-2023	05/22/2023	FLEX SPENDING	700-21712	155.77
WEX Health Inc	5-22-2023	05/22/2023	FLEX SPENDING	700-21712	3.01
WEX Health Inc	5-25-2023	05/31/2023	FLEX SPENDING	700-21712	410.00
WEX Health Inc	5-25-23	05/31/2023	FLEX SPENDING	700-21712	280.00
WEX Health Inc	5-30-2023	05/31/2023	FLEX SPENDING	700-21712	540.00
WEX Health Inc	5-9-2023	05/16/2023	FLEX SPENDING	700-21712	14.30
WEX Health Inc	5-9-23	05/16/2023	FLEX SPENDING	700-21712	35.09

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFLAC	811818	05/23/2023	MAY 2023 INSURANCE	700-21715	263.93
AFLAC	811818	05/23/2023	MAY 2023 INSURANCE	700-21716	757.40
MN BENEFIT ASSOCIATION	2023-0203740	05/16/2023	INSURANCE	700-21717	5.84
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	700-21718	16.00
NCPERS MINNESOTA	844600052023	05/18/2023	MAY-2023/INSUREANCE	700-21718	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	700-21718	16.00
NCPERS MINNESOTA	844600062023	05/18/2023	JUNE-2023/INSURANCE	700-21718	16.00
MN BENEFIT ASSOCIATION	2023-0203740	05/16/2023	INSURANCE	700-21719	384.04
WEX Health Inc	INV0002275	05/19/2023	VEBA Employer Contribution	700-21720	9,062.62
WEX Health Inc	INV0002274	05/19/2023	HSA Employer Contribution	700-21722	4,687.59
WEX Health Inc	INV0002273	05/19/2023	HSA Employee Contribution	700-21723	773.46
WEX Health Inc	INV0002280	06/02/2023	HSA Employee Contribution	700-21723	773.46
					148,109.32
				Fund 700 - PAYROLL Total:	**148,109.32**
				Grand Total:	**1,849,269.63**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	63,850.78
211 - LIBRARY	1,133.90
225 - AIRPORT	27.13
230 - POOL	18.25
235 - AMBULANCE	20,252.46
250 - EDA GENERAL	507.26
278 - TIF SPENDING PLAN	561,000.00
401 - GENERAL CAPITAL PROJECTS	153,241.13
601 - WATER	269,944.48
602 - SEWER	11,880.19
604 - ELECTRIC	414,573.67
609 - LIQUOR STORE	161,992.59
614 - TELECOM	39,981.97
615 - ARENA	660.29
617 - M/P CENTER	2,096.21
700 - PAYROLL	148,109.32
Grand Total:	**1,849,269.63**

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	23,257.14
100-33436	Reimbursements	307.06
100-34103	Zoning and Subdivision F	150.00
100-41110-350	Printing & Design	330.00
100-41110-490	Donations & Contributio	2,205.82
100-41110-491	Payments to Other Orga	8,098.94
100-41310-133	Employer Paid Insurance	144.00
100-41310-200	Office Supplies	63.99
100-41310-217	Other Operating Supplie	129.25
100-41310-301	Auditing & Consulting Se	183.33
100-41310-433	Dues & Subscriptions	151.80
100-41910-133	Employer Paid Insurance	48.00
100-41910-212	Motor Fuels	107.18
100-41910-303	Engineering and Surveyi	2,777.46
100-41940-384	Refuse Disposal	108.99
100-41940-409	Repairs & Maint - Utilitie	256.79
100-42120-133	Employer Paid Insurance	320.00
100-42120-200	Office Supplies	95.89
100-42120-212	Motor Fuels	2,026.87
100-42120-218	Uniforms	269.88
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	1,245.99
100-42120-331	Travel Expense	40.50
100-42120-334	Meals/Lodging	540.39
100-42120-404	Repairs & Maint - M&E	355.90
100-42120-405	Repairs & Maint - Vehicl	396.31
100-42120-419	Vehicle Lease	2,191.10
100-42120-480	Other Miscellaneous	20.47
100-42220-212	Motor Fuels	305.03
100-42220-217	Other Operating Supplie	54.87
100-42220-323	Radio Units	946.98
100-42220-384	Refuse Disposal	52.19
100-42220-404	Repairs & Maint - M&E	19.61
100-42220-480	Other Miscellaneous	137.06
100-42500-215	Materials & Equipment	834.00
100-42700-300	Charges for Services	168.65
100-43100-133	Employer Paid Insurance	160.00

Account Summary

Account Number	Account Name	Payment Amount
100-43100-212	Motor Fuels	1,463.23
100-43100-215	Materials & Equipment	11.98
100-43100-224	Street Maint Materials	90.00
100-43100-384	Refuse Disposal	108.99
100-43100-404	Repairs & Maint - M&E	4,164.26
100-43100-406	Repairs & Maint - Groun	141.12
100-43210-480	Other Miscellaneous	29.38
100-45202-133	Employer Paid Insurance	32.00
100-45202-212	Motor Fuels	1,465.79
100-45202-384	Refuse Disposal	279.92
100-45202-402	Repairs & Maint - Struct	1,099.47
100-45202-404	Repairs & Maint - M&E	100.34
100-45202-406	Repairs & Maint - Groun	6,254.86
211-45501-133	Employer Paid Insurance	32.00
211-45501-402	Repairs & Maint - Struct	302.29
211-45501-435	Books and Pamphlets	799.61
225-45127-321	Telephone	27.13
230-45124-384	Refuse Disposal	18.25
235-33436	Reimbursements	11,777.00
235-42153-133	Employer Paid Insurance	32.00
235-42153-212	Motor Fuels	2,700.08
235-42153-217	Other Operating Supplie	412.57
235-42153-261	Other Merchandise-Med	1,350.19
235-42153-312	Nursing	2,983.78
235-42153-321	Telephone	313.87
235-42153-334	Meals/Lodging	537.56
235-42153-340	Advertising & Promotion	25.00
235-42153-384	Refuse Disposal	34.80
235-42153-404	Repairs & Maint - M&E	13.35
235-42153-405	Repairs & Maint - Vehicl	72.26
250-46520-133	Employer Paid Insurance	48.00
250-46520-331	Travel Expense	238.43
250-46520-334	Meals/Lodging	10.83
250-46520-443	Intergovernmental Fees	210.00
278-20210	Accrued Expense	556,811.00
278-49980-612	Other Interest	4,189.00
401-49950-500	Capital Outlay - Office	22.70
401-49950-501	Capital Outlay - Police	56,220.44
401-49950-502	Capital Outlay - Fire	77,460.99
401-49950-503	Capital Outlay - Streets	1,638.00
401-49950-504	Capital Outlay - Parks	17,899.00
601-10400	Investments - Current	246,829.57
601-36210	Interest Earnings	2,417.22
601-49400-133	Employer Paid Insurance	96.00
601-49400-212	Motor Fuels	188.28
601-49400-301	Auditing & Consulting Se	183.33
601-49400-310	Lab Testing	48.89
601-49400-321	Telephone	13.50
601-49400-322	Postage	244.52
601-49400-326	Data Processing	2,473.59
601-49400-350	Printing & Design	16.50
601-49400-384	Refuse Disposal	113.98
601-49400-386	Landfill	13,065.80
601-49400-404	Repairs & Maint - M&E	3,439.27
601-49400-405	Repairs & Maint - Vehicl	188.99
601-49400-406	Repairs & Maint - Groun	55.05
601-49400-408	Repairs & Maint - Distrib	569.99
602-16300	Improvements Other Th	2,310.00

Account Summary

Account Number	Account Name	Payment Amount
602-49450-133	Employer Paid Insurance	64.00
602-49450-212	Motor Fuels	131.48
602-49450-216	Chemicals and Chemical	3,159.32
602-49450-217	Other Operating Supplie	59.99
602-49450-301	Auditing & Consulting Se	183.33
602-49450-310	Lab Testing	1,354.20
602-49450-321	Telephone	13.50
602-49450-322	Postage	244.50
602-49450-326	Data Processing	2,473.58
602-49450-350	Printing & Design	16.50
602-49450-404	Repairs & Maint - M&E	1,256.74
602-49450-406	Repairs & Maint - Groun	55.05
602-49450-408	Repairs & Maint - Distrib	558.00
604-14200	Inventory	41,644.99
604-16300	Improvements Other Th	37,579.81
604-16480	CIP-Const in Progress	18,050.00
604-20202	Sales Tax Payable	681.86
604-49550-133	Employer Paid Insurance	176.00
604-49550-200	Office Supplies	11.79
604-49550-211	Cleaning Supplies	11.99
604-49550-212	Motor Fuels	852.60
604-49550-217	Other Operating Supplie	122.56
604-49550-241	Small Tools	181.96
604-49550-263	Merchandise for Resale -	299,398.84
604-49550-301	Auditing & Consulting Se	183.33
604-49550-321	Telephone	13.50
604-49550-322	Postage	244.52
604-49550-326	Data Processing	4,784.51
604-49550-331	Travel Expense	169.65
604-49550-350	Printing & Design	16.50
604-49550-384	Refuse Disposal	111.98
604-49550-402	Repairs & Maint - Struct	18.72
604-49550-404	Repairs & Maint - M&E	288.87
604-49550-405	Repairs & Maint - Vehicl	2,824.70
604-49550-406	Repairs & Maint - Groun	74.19
604-49550-408	Repairs & Maint - Distrib	953.11
604-49550-410	Repairs & Maint - Gener	923.04
604-49550-411	Repairs & Maint - Sub St	1,356.35
604-49550-450	Conservation	3,610.30
604-49550-460	Miscellaneous Taxes	288.00
609-16200	Buildings	16,562.19
609-20202	Sales Tax Payable	17,306.00
609-49751-133	Employer Paid Insurance	64.00
609-49751-211	Cleaning Supplies	14.99
609-49751-251	Liquor	42,917.18
609-49751-252	Beer	69,109.33
609-49751-253	Wine	11,047.39
609-49751-254	Soft Drinks & Mix	1,443.68
609-49751-257	Ice	370.92
609-49751-259	Non- Alcholic	748.10
609-49751-261	Other Merchandise	270.00
609-49751-301	Auditing & Consulting Se	183.35
609-49751-333	Freight and Express	1,135.41
609-49751-340	Advertising & Promotion	615.06
609-49751-384	Refuse Disposal	183.99
609-49751-460	Miscellaneous Taxes	21.00
614-20201	Excise Tax Payable	792.57
614-20206	911 TAP & TACIP Fees Cl	891.33

Account Summary

Account Number	Account Name	Payment Amount
614-49870-133	Employer Paid Insurance	176.00
614-49870-211	Cleaning Supplies	42.76
614-49870-212	Motor Fuels	259.17
614-49870-227	Utility System Maint Sup	1,494.04
614-49870-241	Small Tools	284.90
614-49870-301	Auditing & Consulting Se	183.33
614-49870-321	Telephone	13.50
614-49870-322	Postage	244.52
614-49870-326	Data Processing	5,720.76
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	16.50
614-49870-384	Refuse Disposal	99.99
614-49870-404	Repairs & Maint - M&E	15.18
614-49870-419	Vehicle Lease	541.30
614-49870-441	Transmission Fees	346.93
614-49870-442	Subscriber Fees	17,854.15
614-49870-445	Switch Fees	3,087.81
614-49870-447	Internet Expense	4,150.00
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	2,353.25
614-49870-460	Miscellaneous Taxes	363.00
615-49850-133	Employer Paid Insurance	64.00
615-49850-212	Motor Fuels	73.34
615-49850-215	Materials & Equipment	399.35
615-49850-217	Other Operating Supplie	-46.39
615-49850-384	Refuse Disposal	169.99
617-20202	Sales Tax Payable	127.19
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	10.47
617-49860-211	Cleaning Supplies	33.25
617-49860-217	Other Operating Supplie	73.31
617-49860-251	Liquor	240.77
617-49860-252	Beer	113.86
617-49860-261	Other Merchandise	49.37
617-49860-340	Advertising & Promotion	112.20
617-49860-384	Refuse Disposal	242.98
617-49860-402	Repairs & Maint - Struct	38.98
617-49860-404	Repairs & Maint - M&E	179.02
617-49860-460	Miscellaneous Taxes	826.81
700-21701	Federal Withholding	21,460.38
700-21702	State Withholding	10,752.55
700-21703	FICA Tax Withholding	26,787.98
700-21704	PERA Contributions	47,031.04
700-21705	Retirement	13,903.32
700-21707	Union Dues	1,598.26
700-21708	PD Union Dues	540.00
700-21711	Medicare Tax Withholdi	7,812.16
700-21712	Flex Account	1,451.29
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	757.40
700-21717	Individual Insurance-MB	5.84
700-21718	Individual Insurance-NC	64.00
700-21719	Individual Insurance-MB	384.04
700-21720	VEBA Contributions	9,062.62
700-21722	HSA Contribution	4,687.59
700-21723	HSA Employee Contribu	1,546.92
	Grand Total:	**1,849,269.63**

Project Account Summary

Project Account Key		Payment Amount
None		1,849,269.63
	Grand Total:	**1,849,269.63**

CAM
6/1/2023

CITY OF WINDOM

PUBLIC HEARING NOTICE

PROPOSED REVISIONS TO CITY CODE CHAPTERS 151 & 152 "LAND USAGE CODE"

Notice is hereby given that proposed revisions to City Code Chapter 151 "Subdivisions" and Chapter 152 "Zoning/Land Usage" have been posted.

A public hearing to review the proposed revisions to Windom's Land Usage Code will be held before the City Council in the **City Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, on Tuesday, June 6, 2023, at the meeting which begins at 6:30 p.m.**

The proposed revisions to City Code Chapters 151 and 152 may be reviewed:

On the City's website at www.windom-mn.com (on the home page) *or*

At the Building & Zoning Office in City Hall, 444 Ninth Street, on Monday through Friday from 7:30 a.m. to 4:00 p.m. *or*

At the Windom Public Library, 904 Fourth Avenue, on Monday (9:00 a.m. – 7:00 p.m.), Tuesday through Friday (9:00 a.m. – 5:30 p.m.), or Saturday (9:00 a.m. – 1:00 p.m.)

Those persons wishing to be heard on the proposed revisions to City Code Chapters 151 and 152 are requested to attend this meeting.

By Order of the Windom City Council
Steven Nasby, City Administrator
(Building & Zoning Office: 832-8660 or 832-8659)

Published: Cottonwood County Citizen (May 24, 2023)

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT DONATION
FROM GARY SINISE FOUNDATION
TO THE WINDOM POLICE DEPARTMENT**

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 $7,000.00 from Gary Sinise Foundation for the Windom Police Department; and

WHEREAS, the Donor requires that the donation be used to purchase two Stalker Radar Units.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of $7,000.00 offered by Gary Sinise Foundation to be used to purchase two Stalker Radar Units.

Adopted by the Council this 6th day of June, 2023.

____
Dominic Jones, Mayor

Attest:____________________________
Steven Nasby, City Administrator

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT DONATION
FROM POET THOURGH THE
COMMUNITY IMPACT GRANT PROGRAM
TO THE WINDOM AMBULANCE DEPARTMENT**

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 $1,400.00 from Poet, through their Community Impact Grant Program, for the Windom Ambulance Department; and

WHEREAS, the Donor requires that the donation be used to purchase four sets of Prosplint Extremity Splints.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of $1,400.00 offered by Poet, through their Community Impact Grant Program, to be used to purchase four sets of Prosplint Extremity Splints.

Adopted by the Council this 6th day of June, 2023.

____
Dominic Jones, Mayor

Attest:______________________
Steven Nasby, City Administrator

RESOLUTION #2023-

INTRODUCED:

SECONDED:

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

RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT FOR AIRPORT MAINTENANCE AND OPERATION

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport maintenance and operation; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1053343 entitled "Airport Maintenance and Operation Grant Contract" for the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 6th day of June, 2023.

____
Dominic Jones, Mayor

Attest:_____________________________
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2023- __ is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 6th day of June, 2023, as shown by the minutes of the meeting in my possession.

____
Steve Nasby, City Administrator

____
Notary Public

My Commission Expires:________________

DEPARTMENT OF TRANSPORTATION

MnDOT Contract No. 1053343

STATE OF MINNESOTA

AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

State Project Number (S.P.): A1701-MO24
State Project Number (S.P.): A1701-MO25

This contract is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Windom acting through its City Council ("Recipient").

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport ("Airport") in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2024 and State Fiscal Year 2025.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

1.1. **Effective Date:** This contract will be effective on July 1, 2023, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.

1.2. **Expiration Date:** This contract will expire on June 30, 2025.

1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, but not limited to, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient's Duties

2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.

2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.

2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.

2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

3. Recipient's Assurances

3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.

3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

4. Third-Party Contracting

4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:

5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.

5.1.2. **Telecommunication Amount.** State has currently obligated $0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.

5.1.3. **Maintenance and Operation Amount.** State has currently obligated $22,846.00 in each State fiscal year to reimburse other eligible costs at 75%.

5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed $45,692.00 (State fiscal years 2024 and 2025).

5.2. **Payment.**

5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- On or after October 1, **and no later than November 15**, for the period July 1 through September 30.
- On or after January 1, **and no later than February 15**, for the period October 1 through December 31.
- On or after April 1, **and no later than May 15**, for the period January 1 through March 31.
- On or after July 1, **and no later than August 15**, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.

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

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

5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than $50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.

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

6. Conditions of Payment

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

7. Authorized Representatives

7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title:	Jenny Bahneman, Grants Specialist Coordinator
Address:	Office of Aeronautics,
	395 John Ireland Boulevard, Mail Stop 410
	Saint Paul, Minnesota 55155
E-Mail:	jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title:	Steve Nasby, City Administrator, City of Windom
Address:	444 - Ninth Street, Post Office Box 38, Windom, MN 56101
Telephone:	(507) 831-6129
E-Mail:	steve.nasby@windommn.com

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.

8.2. **Amendments.** An amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

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

8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.

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

8.6. **Certification.** By signing this Agreement, the Recipient certifies that it is not suspended or debarred from receiving federal or state awards.

9. Indemnification

9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, and to the extent permitted by law, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

11. Government Data Practices

11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

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

13. Governing Law, Jurisdiction and Venue

13.1. Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

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

15. Termination and Suspension

15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

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

15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; or If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.

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

16. Discrimination Prohibited by Minnesota Statutes §181.59

16.1. Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17. Limitation.

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

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.*

Signed: ______________________________

Date: ______________________________

SWIFT Contract (SC) ID No. ______________

Purchase Order (PO) ID No. ______________

*PO staged and to be encumbered with future State fiscal year funds.

DEPARTMENT OF TRANSPORTATION

By: ______________________________
(with delegated authority)

Title: ______________________________

Date: ______________________________

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________

Title: ______________________________

Date: ______________________________

MnDOT CONTRACT MANAGEMENT

By: ______________________________

Date: ______________________________

ACTION ITEM

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

TO: City Council
FROM: Denise Nichols
DATE: June 1, 2023
RE: **2023 Citywide Cleanup Event Report**
DEPT: Administration
CONTACT: Denise.Nichols@windommn.com 832-8652

With the changes that were implemented this year, cleanup went very well. Mike Johnson said that his staff was much safer and they were done around 11:30 with the curbside pickup. Last year it was after 4:30. He was very happy with the way the event was conducted. He noted that the public seemed very accepting and receptive to the changes this year and most were following the rules. There were no mountains of garbage. There was much less stress for the all the staff involved with event.

Hometown left flyers at locations where items were not picked up providing information as to why items were not picked up. The flyer also included information for the use of the drop off sites until 1:00 p.m. for items that were acceptable and exceeded the pickup limit.

The drops off sites were not very busy and the Cottonwood Lake site was used very little. Next year we should perhaps consider only one site and changing the time to 9:00 - 1:00. We do think next year the drop off site will be a little busier as people start using that service.

Donna Stresemann said everything went very well at the landfill. They were a little busier with a few individuals bringing items to the landfill that were not picked up because they either exceeded the 10-item limit or the items were not allowed (construction material, garbage bags, etc.). These individuals were given the option, if the items were acceptable, to use the drop off sites in town at no cost; but most individuals paid for their items at the landfill.

	This Year	Last Year
Total Tons	46.1	103.23
Loads	16	26
Mattresses	90	123
Car Seats	31	56

Everyone involved felt the cleanup event was well received and a success. Thank you to everyone involved with making the event a success including the residents, County Landfill, Hometown, the Citizen, KDOM and all their staff, and all the City Staff and Council involved. Thank you also to the residents and City Council for supporting the changes that took place this year to make a successful event.

Fiscal Impact

The City collects a monthly fee of $1.00 per household for the cleanup event. This fee has been close to covering the event costs on an annual basis.

Attachments

None

MEMORANDUM

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

TO: City Council
FROM: City Administrator
DATE: June 1, 2023
RE: 2024 State Bonding Request(s) and Priorities

The State of Minnesota typically has a bonding session in even-numbered years. The Minnesota office of Management and Budget has released the information and instructions for local units of government to request 2024 State bonding funds.

These State bonding requests require local match and that the project be completed in a timely manner (typically two years). The range of projects seeking these funds range from basic infrastructure (sanitary sewer and water) to quality of life amenities (amphitheater and parks).

Windom has been both successful and unsuccessful in asking for State bonding funds. Most recently we were awarded $3 million for the Wastewater Treatment Plant, but were previously unsuccessful in our applications for the Emergency Services Facility, Ice Arena and Red Leaf Court Storm Sewer projects.

The City has a long list of projects in our Capital Improvement Plan (CIP) that are potentially eligible, but there may be other ideas for improvements not yet on the CIP. Attached is the current CIP for your information. The submissions are not extremely detailed but the more information available (e.g. engineering cost estimates, preliminary plans, etc.) the stronger the submission. These requests do take significant staff time and possibly incur third party expenses such as engineering or architectural drawings.

Staff is requesting that the City Council think about whether or not the City wants to pursue State bonding funds and what your priority project would include. Please note the submissions to the State are due by June 16, 2023.

MANAGEMENT
AND BUDGET

Memo

Date: May 15, 2023

To: Officials of Local Governments and Political Subdivisions

From: Jim Schowalter, Commissioner

RE: 2024 Capital Budget Instructions

I am pleased to present the 2024 Capital Budget Instructions. All local unit of government and political subdivision capital project requests are due to Minnesota Management and Budget (MMB) through CBS by June 16, 2023, and final edits are due October 13, 2023. Prosperity and opportunity for all people in all parts of our state stems from the well-being of their community. While communities across Minnesota may look different, many share the same goals and face the same challenges. Governor Walz's capital budget will continue to focus resources on the most critical projects and strategic investments across the state and give local leaders tools they need to succeed, with particular focus on projects that:

- Address life and safety issues
- Preserve existing infrastructure and repair existing facilities before starting new projects
- Provide at least a 50% local match
- Are proposed following community engagement
- Have a local resolution of support from the governing body
- Aid in making Minnesota the best state in the country for kids to grow up
- Integrate climate preparedness and/or clean energy
- Address and undo historical and systemic disparities and inequities, including those based on race, gender, veterans' status, geography, and economic status

Key dates

- **June 16, 2023** – All local unit of government requests are due to MMB through CBS.
- **July 17, 2023** – MMB submits all local unit of government requests and state agency preliminary requests to the Legislature.
- **October 13, 2023** – Final edits to local government requests are due to MMB.
  - Note: After June 16, send any edits or updates to MMB's Capital Budget Coordinator, Marianne.Conboy@state.mn.us.
- **January 16, 2024** – Governor Walz submits his 2024 Capital Budget Recommendations to the Legislature and MMB publishes all requests.

How to Submit Your 2024 Capital Budget Request

- Review the local government-specific Capital Budget Instructions posted on MMB's Capital Budget Instructions website. The website also includes answers to frequently asked questions about bonding including allowable uses of general obligation bond proceeds.
- Check your local government's access to the Capital Budget System (CBS). If you have not yet verified access to CBS, email Budget.Finance.mmb@state.mn.us.
- Review CBS training materials, including the User Guide and the new CBS training video, on the "System Training Materials" section of MMB's CBS website for details about how to use the system.

New in 2024

- A new "Capital Request Form" (PDF) is available on MMB's Capital Budget Instructions website to provide users the option to work on narratives and other information offline, before entry in CBS.
- MMB will host a Q&A session for local governments on **May 31 at 1 p.m**. The session is designed to answer questions brought by local governments, after they have reviewed the 2024 Capital Budget Instructions, the FAQ website, and CBS training materials, including the training video. MMB will send a meeting invitation to CBS users.
- Local governments that submit water infrastructure projects may be contacted for additional information about their project, in coordination with the Public Facilities Authority.

Reminders

Local governments should submit draft bill language for their requests using the "Upload Documents" screen in CBS by June 16.

Local governments may choose to copy a previous year's project request narrative by using the "Copy Previous Requests" function in CBS. As with all 2024 requests, project costs must be entered in July 2023 dollars to use MMB's inflation schedule to add inflation costs. If a project from 2022 is copied over into 2024, you can escalate project costs by:

- Identifying the 2022 project costs before inflation is included, which are in July 2021 dollars.
- Adding 17% to those project costs, which brings amounts to July 2023 dollars.
- Local units of government should either enter a mid-point of construction date in the Project Overview screen of CBS to add system-generated inflation or include inflation in the project costs and select the "Inflation Already Included" checkbox on the Project Overview screen. Updated construction inflation factor estimates are presented in Appendix 2 of the 2024 Local Unit of Government Capital Budget Instructions, based on various mid-point of construction dates.

Do not use the capital budget request process for requests for assistance that could be funded through a state agency financial assistance program. If your request could be funded by an existing state grant program (such as local bridge or road repair, infrastructure redevelopment, flood mitigation, water/wastewater treatment systems, historic preservation, or trails), you should submit your request directly to the state agency that administers the relevant grant program.

Capital projects funded from state general obligation bonds must comply with the Minnesota Constitution, which limits funding to projects that are publicly owned and provide a public purpose, and applicable federal tax law. All project requests must come from a political subdivision. Private individuals, businesses, and nonprofit organizations are not eligible to receive state general obligation bond financing.

Applicants should be aware that bond proceeds may only be used for qualified capital expenditures, such as predesign/design expenses, construction, and acquisition or improvement of specific tangible long-lived fixed assets. General operating expenses such as services, programs, strategic planning, master planning, and moving and relocation costs are not bond-eligible expenses. Expenses that are not bond-eligible can be submitted as part of your request, but if you desire state monies to pay for those expenses, you will need to request cash appropriations from the general fund or other state fund.

Projects that are considered for state funding should come with substantial financial commitments from the local government. Because competition for limited state resources will be very strong, MMB encourages local governments to be selective in their requests and propose only the most important project(s) with clear regional or statewide significance. A 50% non-state match from local governments is normally required. Separately, full funding must be in place in order for state funds to be released for a capital project.

Questions?

If you have questions about the capital budget process, requirements, or due dates, please contact MMB's Capital Budget Coordinator, Marianne Conboy (Marianne.Conboy@state.mn.us or 651-201-8189).

If you have questions about CBS, including system access and system issues, please contact MMB Budget Operations (Budget.Finance.MMB@state.mn.us).

Governor Walz and MMB appreciate your dedication in preparing timely and thoughtful requests. We look forward to discussing your projects.

MEMORANDUM

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

TO: City Council
FROM: City Administrator
DATE: June 1, 2023
RE: Possible Options - THC & Recreational Cannabis Regulation

As reviewed at the July 19, 2022 City Council meeting, the Minnesota Legislature passed a bill that went into effect to legalize the sale of THC (tetrahydrocannabinols). This legislation was not well regulated and regulatory actions had largely been left to local units of government.

To have adequate time to develop rules (licensing and permitting), or awaiting State regulations, the City enacted a one-year moratorium on the sale of THC products within the City of Windom containing more than one milligram (trace amount). This moratorium (see attached) went into effect on August 2, 2022 and will expire August 1, 2023. Current products such as CBD oils were already permitted and sold in Minnesota which contain this trace amount of THC were exempt.

In 2023 the State of Minnesota passed legislation to legalize recreational cannabis (please see attached). Due to the expiration of the City's moratorium and the passage of the State cannabis law the City of Windom needs to take steps to either regulate cannabis or let the moratorium expire without any further action.

Possible options are as follows:

- Take no action, leaving the State laws, that focuses on the production of hemp-based THC and cannabis products, as the only applicable restriction(s); thus, allowing any retailers to carry and sell the product to people at least 21 years of age.
- Adopt licensing regulations. Licensing regulations can be drafted many different ways; current licensing practices in the City include the following:
  - Cigarettes – the City issues licenses for a fee, but no restrictions on the number of licenses or location of retailers.
  - On-sale liquor – licenses are limited to a specific number (number of liquor licenses are regulated by State statute).
  - Off-sale liquor – the City of Windom retains the sole rights to retail sales.

Staff is requesting City Council direction for future action(s) if needed. Should the City Council want to pursue a licensing structure prior to August 1st it would require adoption of an ordinance, which would include two ordinance readings and publication in July.

PROVIDING FOR A MORATORIUM ON THE SALE OF THC (tetrahydrocannabinols) PRODUCTS AND THE ISSUANCE OF REGULATIONS AND LICENSES TO PRESERVE PUBLIC HEALTH, MORALS, SAFETY OR WELFARE

Authority
Windom City Charter Section 3.05 provides the City Council the ability to enact an Emergency Ordinance for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared in the preamble; and the ordinance is adopted by a vote of the majority of the members of the Council.

Findings and Purpose
This Emergency Ordinance hereby establishes a moratorium on the sale of hemp derived THC (tetrahydrocannabinols) food and beverages in order to allow the city time to study the issue and consider licensing and rules, and sales management controls for the sale of hemp derived THC food and beverages, similar to tobacco sales and products, behind the sales counter, checking identifications (ID's), enforcement, compliance and license fees.

The city council is concerned about the impacts of new THC products that may be permitted as passed by the Minnesota Legislature Chapter 98, Article 13 which made changes to M.S. Section 151.72 regarding the sale of THC products. The city council is concerned about the proliferation and expansion of THC products through new THC shops or existing sales outlets and possible hazards to public health, access by minors and lack of State regulation.

As a result of the important licensing issues cited above, the city will consider possible amendments to its official controls, including the zoning code, and related policy and process improvements. The city council finds that this Emergency Ordinance should be adopted to protect the planning process, public health, safety, neighboring properties, economic viability, public assets, and general welfare of the city.

Study and Licensing
The City Administrator's Office, Police Department and City Attorney's office in cooperation with other applicable city departments, is hereby authorized to study to evaluate the impact of THC product sales and to propose such amendments to the city's official controls and other regulatory devices that they deem necessary and advisable.

The City Administrator's Office shall return to the City Council to present an ordinance for regulation of THC products in one year from enactment of this ordinance.

Restrictions
For a period of one (1) year from the date of introduction of this ordinance on August 2, 2022, throughout the City of Windom:

Prohibition on sales of THC products. No business or establishment shall sell THC products to the public containing more than one milligram of THC. No license shall be allowed or granted by any city department to authorize or license the sale of THC products containing more than one milligram within any shop or retail establishment within city limits.

In anticipation of completion of State regulations prior to the one (1) year expiration of the interim ordinance, the city council may elect to act to conclude this interim ordinance prior to its scheduled expiration.

Penalty
Any person selling THC products containing more than one milligram within city limits during this moratorium shall be guilty of a misdemeanor.

LMC LEAGUE of MINNESOTA CITIES

Adult-Use Cannabis Soon-to-Be Legal

May 23, 2023

The adult-use cannabis bill, to go into effect on Aug. 1, was passed by both the House and Senate, and will now go to Gov. Tim Walz to be signed into law.

The adult-use cannabis bill, after months of committee hearings and negotiations, was passed by the House and Senate and signed into law by Gov. Tim Walz. This new law legalizes and decriminalizes adult-use cannabis, expunges prior convictions, and establishes a statewide regulatory framework for the new industry.

The new law will go into effect on Aug. 1 for decriminalization, possession, and home growth. The bill authors anticipate that the first retail licenses for the products will be issued sometime next year once the new regulatory office is established.

Negotiations on the bill

The House passed HF 100, (Rep. Zack Stephenson, DFL-Coon Rapids/Sen. Lindsey Port, DFL-Burnsville) on April 24 by a vote of 71-59. The Senate passed the bill on April 28 by a vote of 34-33. The bills, containing many major differences, were then re-referred to a conference committee for final negotiations.

The conference committee held several meetings and adopted a final conference committee report on May 16. The final bill was passed by the House on May 18 by a vote of 73-57, and passed by the Senate on May 20 by a vote of 34-32.

Read the final conference committee report for HF 100.

Statewide regulatory framework

The adult-use cannabis law establishes a seed-to-sale regulatory framework comprised of 15 different licenses, ranging from growing and manufacturing to various types of retail locations. The new law creates an Office of Cannabis Management that will issue each of the licenses and will be responsible for oversight of the industry.

Local regulation of cannabis businesses

Cities will be responsible for registering certain cannabis businesses once they receive a license from the state. These businesses include cannabis retailers, cannabis microbusinesses, and mezzobusinesses with retail operations endorsements, medical cannabis retailers and medical cannabis combination businesses, and lower-potency hemp edible retailers.

Cities may impose an initial retail registration fee of $500 and a renewal registration fee of $1,000, or up to half the amount of the applicable initial license fee for each business, whichever is less.

The law:

- Provides that a local unit of government shall issue a registration if the applicant meets various requirements, including being current on all property taxes and assessments at the retail location.
- Requires that a local unit of government conduct compliance checks of every cannabis business with a retail registration and authorizes the local unit of government to suspend or revoke a license if the local unit of government determines that a registered cannabis business is not operating in compliance.

Local zoning provisions

The final agreement contains zoning language that had been previously added to the Senate version of the bill, including a provision that would prohibit the Office of Cannabis Management from issuing a license if a cannabis business does not meet local zoning and land use laws.

Under the new law, a local unit of government may adopt reasonable restrictions on the time, place, and manner of the operation of cannabis business, including prohibiting the operation of a cannabis business within 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

A local unit of government can adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the health, safety, and welfare of its citizens until Jan. 1, 2025.

Limits on the number of cannabis retailers

The final agreement authorizes local governments to, by ordinance, limit the number of licensed cannabis retailers, mezzobusinesses, and microbusinesses with a retail operations endorsement to no fewer than one registration for every 12,500 residents. If a county has one active registration for every 12,500 residents, a city or town within the county is not obligated to register any additional cannabis businesses.

Revenue sharing fund for cities and counties

The final tax rate agreed to by the House and Senate for the gross receipts tax to be applied to the products is 10%. The tax provides 80% of the revenues to be distributed to the general fund and the remaining 20% of the revenues collected to be allocated to a local government cannabis aid account.

Under this provision, the Office of Cannabis Management must certify to the commissioner of the Minnesota Department of Revenue the number of cannabis businesses licensed by the state, disaggregated by county and city.

Beginning for aid payable in 2024, aid is to be distributed to cities and counties through the local government cannabis aid fund through the following formula:

- 50% of the aid is to be allocated to counties; 20% of the counties' allocation is to be divided equally among all counties and the remaining 80% is to be distributed in proportion to the number of cannabis businesses located in each county.

- 50% of the aid is to be allocated to cities and distributed in proportion to the number of cannabis businesses located in each city.

The commissioner of the Minnesota Department of Revenue must certify the amount to be paid to each county and city by Aug. 1 of each year and pay the amount due to each local jurisdiction on Dec. 26 each year.

League resources on the new program

The League will be developing resources for cities to utilize in the coming weeks to help cities understand the new law and prepare for its implementation.

Read more news articles

Your LMC Resource

Alex Hassel

Intergovernmental Relations Representative

(651) 281-1261 or (800) 925-1122

ahassel@lmc.org

ACTION ITEM

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

TO: City Council
FROM: Personnel Committee
DATE: June 2, 2023
RE: Reducing Saturday Library Hours
DEPT: Library
CONTACT: Kari Hanson, Library Director: Kari.Hanson@windommn.com

Recommendations/Options/Action Requested

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

1. Eliminate the 12:00 noon to 1:00 pm hour from the Library's open hours on Saturdays.

Issue Summary/Background

Kari Hanson, Library Director, informed the Personnel Committee that the Library staff has been keeping weekly counts of patrons using the Library on Saturdays since January 1, 2023. Attached is a sheet showing the patron counts from January 7 to May 13. The data show that for the 12 noon to 1 pm timeframe there were 19 patrons over the 19 Saturdays for an average of one person per Saturday during this hour. The Library Board has reviewed the information and is recommending that the Library close at 12 noon on Saturdays instead of 1 pm. The Library Director also the staff would also appreciate shorter weekend hours and that the part-time staff would still get in the same number of hours but this gives the library more flexibility in scheduling.

The Personnel Committee is recommending that the City Council approve the change in Saturday hours for the Library concurrent with the recommendation of the Library Board.

Fiscal Impact

None

Attachments

1. Saturday Patron Count Summary – January to May 2023

Saturdays – Jan. ~ mid May

Date	Total Saturday 9 AM-1 PM	12:oo PM ~ 1:00 PM
January 7, 2023	18	1
January 14, 2023	25	0
January 21, 2023	32	2
January 28, 2023	16	0
February 4, 2023	34	2
February 11, 2023	32	0
February 18, 2023	23	1
February 25, 2023	25	0
March 4, 2023	24	1
March 11, 2023	29	0
March 18, 2023	13	1
March 25, 2023	27	2
April 1, 2023	18	2
April 8, 2023	16	1
April 15, 2023	18	3
April 22, 2023	22	0
April 29, 2023	21	1
May 6, 2023	27	2
May 13, 2023	20	0

ACTION ITEM

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

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 5/12/2023
RE: Community Center : Full-Time Administrative Asst./Receptionist
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council approve the hiring of Tera Crowell for the union full- time position of Administrative Asst. / Receptionist position. This is a Grade 3 position. It is recommended to hire Tera Crowell at Step 4 (17.33) of the 2023 Union wage Schedule with a 6 month probationary period. Upon successful completion a step increase would be received.

Issue Summary/Background

The position has been advertised since April of 2023 internally and externally with 6 applicants being received. Interviews were conducted with Commission President Linda Stuckenbroker and Director Tim Snyder. Of the 6 applicants; 4 accepted interviews. Our recent hiring resigned 5/10/23 and this position needed to be filled for our current event season that is fast approaching.

Fiscal Impact

The Community Center has budgeted hours for this position. We believe this wage is in line with our current budget for Fiscal 2023.

Attachments

1. No attachments

ACTION ITEM

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

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 5/12/23
RE: Community Center : On-call Bartender Hire
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

Director of Community Center recommends that the City Council approve the hiring of Jacob Fundahn for the position of part time bartender at the wage of 10.33 per hour.

Issue Summary/Background

The Community Center is in need of more bartenders to work at events at the Community Center.

Fiscal Impact

The Community Center has budgeted hours for these bartending positions..

Attachments

1. No attachments

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: Cheryl Ulferts, Finance Director
DATE: **6/02/2023**
RE: Permanent Full-Time & Part-Time Office Assistant
DEPT: Finance/Office
CONTACT: Cheryl Ulferts, Finance Director\Controller at cheryl.ulferts@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1) Promote Emily Prokosch to Permanent Full-time Administrative II position effective 6/12/2023 at her current rate of Step 12.
2) Hire Tammie Fenner for the Permanent Part-time Administrative II position effective 6/20/2023 at a Grade 3 Step 2 with the potential advancement to Step 3 upon a favorable 6-month review.

Issue Summary/Background

A vacancy was created when Taylor Olsem who resigned from her part-time position for full-time employment January 20, 2023. After two months with only a few applicants, the council gave approval to hire full-time on April 4, 2023. The full-time position was posted both internally and externally and 4 candidates were interviewed.

After interviewing, staff recommends promoting internally Emily Prokosch from part-time to the full-time position beginning June 12th. Emily has worked 15 years for the City in customer service and 2 years ago took on the accounts payable piece of the Administrative II position. Emily is excited to work full-time allowing her to learn additional pieces of the position and teach a new employee her skills.

We interviewed an additional 2 applicants interested in working part-time. Staff recommends Tammie Fenner for the Permanent Part-Time Office Assistant position effective 06/20/2023. Tammie has worked in customer service for 20 years and has banking experience of 10 years. Tammie is very excited to get back to an office setting and join the City of Windom team.

Fiscal Impact

Funding for these positions are allocated 92.5% to Enterprise Funds and 7.5% to General Fund.

Attachments

1. None