Council Meeting
Tuesday, March 7, 2023
City Council Chamber
6:30 p.m.
AGENDA

CITY OF
WINDOM

Call to Order

Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes– February 21, 2023
        - Tree Commission – February 16, 2023
        - Telecom Commission – February 27, 2023
    - License Applications – BARC - Exempt Gambling Permit Change of Date
    - Regular Bills

2. Department Heads

3. MPCA Wastewater Treatment Compliance Evaluation Inspection Report

4. Liquor Store Committee Recommendation – Engineer Selection for Facility Expansion - TSP Engineering

5. Call For Public Hearing on Proposed Vacation of A Utility Easement

6. Citywide Cleanup Committee Report & Recommendations

7. Personnel Committee Recommendations
    - EDA Director
    - Liquor Store – PT Sales Clerk

8. New Business

9. Old Business

10. Council Comments

11. Adjourn

star city FOR ECONOMIC DEVELOPMENT

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

Preliminary

Regular Council Meeting
City Hall, Council Chamber
February 21, 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, Marv Grunig, Jenny Quade, James Nelson and Scott Benson
Council Absent:	Dennis Esplan
City Staff Present:	Steve Nasby, City Administrator; Jon Ketzenberg, Streets & Parks Superintendent; Scott Peterson, Police Chief; Ben Derickson, Fire Chief and Kristen Porath, Ambulance Director

3. Pledge of Allegiance

4. Consent Agenda:
   - Minutes
     - Council Minutes – February 7, 2023
     - Housing & Redevelopment Authority – February 8, 2023
     - Economic Development Authority – February 13, 2023
     - Community Center Commission – February 13, 2023
     - Library Board – February 14, 2023
     - Parks & Recreation Commission – February 15, 2023
   - License Application
     - Exempt Gambling Permit – BARC – March 21, 2023 & April 18, 2023
     - Temporary Liquor License – Windom Lions Club – March 23, 2023
   - Regular Bills

   Motion by Grunig second by Nelson approving the Consent Agenda. Motion carried 4 – 0.

5. Department Heads:
   None.

6. League of MN Cities Insurance Renewal:
   Josh Peterson, Bank Midwest, said that he is the agent of record for the City with the League of Minnesota Cities Insurance Trust (LMCIT). Peterson reviewed the coverage consisting of property, casualty and workers compensation. The City also has a policy with Travelers to cover the Electric Department. Cost for the insurance coverage was higher for 2023 due to some premium cost increases and a higher valuation of insured property. The workers comp coverage shows a .95 mod rate which has been consistent the last few years. There was a dividend for 2022 in the amount of $27,598 which was paid in December. Peterson said the City Council has two options to consider which are waiver of the tort limits and excess liability coverage. In the past, the City has not waived the tort limits or taken the additional liability coverage, which would be an additional fee of $21,225. Nasby said that as the LMCIT policy has a $3 million aggerate coverage amount and statutory protection through the tort limits he is recommending the City continue with the tort limits and not take the excess liability coverage.

Motion by Grunig second by Benson not to waive the tort limits. Motion carried 4 – 0.

Motion by Grunig second by Quade not to take excess liability coverage. Motion carried 4 - 0.

7. Ratification of Fire Department Election:
Ben Derickson, Fire Chief, said that the Department held their election of officers. No changes in officers from 2022. Election results are Ben Derickson, Chief; Jordan Bussa, 1st Assistant; Justin Harrington, 2nd Assistant and Kristen Porath, 3rd Assistant. Derickson said that he, Harrington and Porath have five years' experience as officers and Bussa has two years. The Department By-laws have minimum qualifications in place for officers based on training and service.

Jones thanked Derickson and the Department for their work on behalf of the community.

Motion by Quade second by Benson to ratify the 2023 Windom Fire Department election of officers. Motion carried 4 – 0.

8. Parks & Recreation Commission Recommendation:
Jon Ketzenberg, Streets & Parks Superintendent, said that the Commission has heard from some students doing an Eagle Achievement project to raise funds for more equipment in the Dog Park. The recommendation was to allow them to place the equipment and once placed the City would have responsibility for upkeep.

Nelson asked how much the Dog Park was used. Ketzenberg said there are people using the park.

Motion by Nelson second by Quade to support the student's Eagle project for Dog Park improvements. Motion carried 4 – 0.

9. Special Assessment Agreement – 14 24th Street:
Nasby said the Council previously discussed the possibility of reducing a Special Assessment on a property where the City had to demolish a dilapidated home. The assessed cost was $18,178 and the property went to tax sale in December, but no one purchased the lot. A developer has requested that the City reduce the assessment by 50% and then the lot would be used for the construction of a single-family home. The proposed agreement reduces the assessment by 50% and requires a new home be constructed within 24 months and that the new home will not be eligible for the Cottonwood County Tax Abatement program. If a new home is not constructed the full amount of the assessment would be paid. The City Attorney has reviewed the proposed agreement.

Motion by Benson second by Quade to approve the Special Assessment Agreement between the City and GDF Properties LLC as presented. Motion carried 4 – 0.

10. Ambulance:
Kristen Porath, Ambulance Director, said that the service had scheduled for replacement of one rig this year and that bids were solicited as required. One bid was received from Arrow Manufacturing and was within the anticipated budget. She is recommending awarding the bid. Nasby said that there were options for the bid with trade of the old chassis and without the chassis. Staff is recommending the bid be awarded with the trade.

Council Member Grunig introduced the Resolution No. 2023-07, entitled "A RESOLUTION AWARDING THE CONTRACT FOR THE AMBULANCE REPLACEMENT PROJECT" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Grunig, Nelson, Quade and Benson. Nay: None. Absent: Esplan. Abstain: None. Resolution passed 4 – 0.

Porath said that the Ambulance Service had also discussed during budget time that it was going to research rates as it has been a number of years since the last change. Data from four other local services was obtained and is shown in the memo. The Windom Ambulance's goal is to cover the costs and be self-sustaining. The proposed new rates still keep Windom within the mid-range of the group. Changes are proposed for Basic Life Support, Advanced Life Support and loaded mile rate. The Advanced Life Support charge is higher to cover the nursing costs associated with those runs.

Council Member Grunig introduced the Resolution No. 2023-08, entitled "RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR WINDOM AMBULANCE SERVICE A SPECIAL REVENUE FUND" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Grunig, Benson and Quade. Nay: None. Absent: Esplan. Abstain: None. Resolution passed 4 – 0.

11. 2022 Annual Report:
    Nasby said this is a great summary of all the Department's activities for the year. He thanked staff for putting it together. This report also contains the EDA annual report that is required by statute and has been recommended by the EDA Board.

    Motion by Benson second by Grunig to approve the 2022 Annual report. Motion carried 4 – 0.

12. New Business:
    None.

13. Old Business:
    None.

14. Council Comments:
    Grunig noted the narratives in the Annual Report are appreciated and getting better.

    Nelson encouraged the public to watch the weather and be safe.

    Nasby said the City offices and facilities would be closed on February 22nd due to the storm.

    Jones thanked the Street Department for all their work clearing the streets and asked people to get vehicles off the streets during the snow emergency.

15. Adjournment:
    Mayor Jones adjourned the meeting by unanimous consent at 7:13 p.m.

________________________________ Attest: ____________________________

Dominic Jones, Mayor Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING MINUTES
February 16, 2023

1. Call to Order: The meeting was called to order at 5:00 p.m. at the council chambers by Vice-Chairperson Jim Knigge.

2. Roll Call:

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

3. Treasurer Report: No line item in the budget for 2023 Tree Commission needs

4. New Business:
   a. During the January 18 meeting, discussion was held concerning the use of chemicals to treat area ash trees. To that end, Dave Iveland from LawnPro met with members of the Tree Commission.
   b. Dave Iveland, certified arborist, discussed treatment options to save ash trees in Windom. He stressed a management plan that began with an inventory of ash trees, their location, size (diameter at chest height) and condition.
   c. Chosen ash trees would be given preventative/curative injections using emamectin. Cost would depend upon the number of trees to be injected. The more trees to be treated, the lower the cost. Anywhere from $8 to $10 per diameter inch. Treatment will last for 2 years before another round of injections would be necessary.
   d. The City of Mankato has chosen to treat 300 trees in an effort to preserve those while untreated ash trees will die and be cut down. The treated trees will provide a canopy of shade while new species of trees will have time to grow and replace the old.

5. Meeting adjourned at 6.00 pm.

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

ATTEST:

Tree Commission Chair ______________________________

Tree Commission Secretary ______________________________

TELECOMMUNICATIONS COMMISSION MEETING MINUTES

CITY OF WINDOM COUNCIL CHAMBERS February 27th, 2023

I. Call Meeting to Order. The meeting was called to order by Pres.Abraham at time 6:04 PM.

II. Roll Call:

President:	Dirk Abraham	City Staff:	Steve Nasby *absent*
V President:	Josh Peterson	City Staff:	Jeff Dahna
Secretary:	vacant	Council Liaison:	Dennis Esplan
Commissioner:	Jayesun Sherman	Council Liaison:	Scott Benson
Commissioner:	vacant	Others Present:	-
Commissioner:	vacant		

III. Approval of Minutes from December 19th, 2022 meeting

Motion by commissioner Peterson, to approve minutes from the October 28th, 2022 meeting. Seconded by commissioner Sherman. Motion approved 3 to 0.

IV. Project Updates: Dahna updates the commissioners on the various projects.
- Outside Plant (OSP) Expansion - builder decided to install Cat6 copper cabling to apts. EDA's contract did not specify fiber to the unit only to the buildings. Fiber optic duct to each building on 11/28/2022. GPON fiber splitter pedestal with vault was delivered after about 18 months.
- Streaming Video Services – Encoders for local channel input are ordered. Making network changes to accommodate encoders and the cache server for the SW Stream video service.
-Colocation Racks – The three 8-foot relay racks were delivered in Dec 2022. Additional parts shipped in today and techs will install as time permits

V. Manager's Report: Dahna reports to commissioners –
-Cable TV Headend – Maintaining as necessary.
-FCC Broadband Data Collection – Techs and GM worked to update plant maps over the past few weeks. GM sent the FCC Fabric information to Finley Engineering for PE review and submission to FCC. The BDC is taking over for the sunsetting FCC 477 form.
-City Network – GM and consultant have been working the past two weeks on installing two Dell servers and a SAN backup server.
-SCON Server died- Used by Metaswitch network elements. Purchased used replacement.
- Upgrades - Calix E7-2 Optical Network Terminals software upgrades being worked on.

VI. New Business:
- Network Operations Center Tech position - An offer of employment has been made and accepted. NOC Technician position start date on or before March 13th, 2023.

- Email Account Storage Limits– GM would like to have a fee for excessive email storage. Commissioners discuss options and GM will do research.

VII. Old Business:
- Dahna updates commissioners on the Next Generation 911 (NG911) Inteliquent – Session Border Controller (SBC), - STIR/SHAKEN – Session Border Controller (SBC) Reviewing service provider options Sinich and TransNexus-ClearIP, Video Service, and - SFN Streaming Video Service Provisioning with billing system.

VIII. Commissioner's concerns and questions: None.

IX. Set Next Telecom meeting: March 20th, 2023 at 6:00 PM at the City Council Chambers.

X. Adjourn: Meeting adjourned by unanimous consent at 7:11 PM.

____
Abraham, Telecom Commission President

____
XXXXXXX, Telecom Commission Secretary

Attest: ____________________________________
Jeff Dahna, Telecom General Manager

OUR COMMITMENT TO THE COMMUNITY IS NEVER ENDING

1012 5th Ave. • PO Box 123 • Windom, MN 56101-0123 • Phone: (507) 831-2375 • www.barcwindom.com

BUSINESS, ARTS, & RECREATION CENTER

Feb. 27, 2023

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 So
Roseville, MN. 55113

RE: Business, Arts and Recreation Center (BARC) Inc.
Exempt Permit X-94904-23-008 for Bingo on 2/21/2023

The Business, Arts and Recreation Center (BARC) Inc. requests approval from the Minnesota Gambling Control Board to change the date for Exempt Permit X-94904-008 for conducting Bingo on Feb. 21, 2023.

The BARC Special Events Committee made the decision to cancel the Feb. 21 Bingo event due to the weather forecast for several inches of snow beginning that evening, plus windy conditions, as the onset of up to 20 inches of snow accumulating in the following two days. The decision was made or the safety of our volunteer workers, as well as our participants, some of whom travel up to 30 miles to attend. This weather event was beyond our control.

BARC would like to request a date change for the permit to be utilized on Tuesday, April 18, 2023.

If you have questions or concerns regarding this request, please contact BARC Treasurer Cheryl Hanson at the BARC Office, 507-831-2375, weekdays noon to 4 p.m., or via email to barc.ed@windomnet.com

Thank you,

Ashley Johnson

Ashley Johnson
BARC President (CEO)

Acknowledged by the City of Windom: ______________________

Title: ______________________ Date: ____________

Expense Approval Report
By Fund

Windom, MN

CITY OF WINDOM

Payment Dates 2/18/2023 - 3/3/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
ROYAL GLASS LLC	1558	02/21/2023	CITY OFFICE/SUPPLIES	100-41110-200	96.92
INDOFF, INC	3630243	02/21/2023	CITY OFFICE/COUNCIL/SUPPLI	100-41110-200	56.15
CONVENT. & VISITOR BUREAU	FEB 2023	02/28/2023	RED CARPET/LODGING TAX F	100-41110-491	514.14
CONVENT. & VISITOR BUREAU	FEB 2023	02/28/2023	AMERICINN/LODGING TAX FO	100-41110-491	2,826.40
			Activity 41110 - Mayor & Council Total:		**3,493.61**
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-41310-131	9.00
WEX Health Inc	0001679857-IN	02/10/2023	PARTICIPANT FEE	100-41310-217	126.50
WEX Health Inc	JANUARY 2023	02/21/2023	PARTICIPANT FEE	100-41310-217	126.50
			Activity 41310 - Administration Total:		**262.00**
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-41910-131	1.80
SEH	441211	02/16/2023	PERKINS CREEK - CIP 2023	100-41910-303	12,041.51
			Activity 41910 - Building & Zoning Total:		**12,043.31**
Activity: 41940 - City Hall					
MELISSA PENAS	FEB 2023	03/01/2023	CLEANING	100-41940-406	333.50
SANDRA HERDER	FEB 2023	03/01/2023	CLEANING	100-41940-406	333.50
			Activity 41940 - City Hall Total:		**667.00**
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-42120-131	19.80
INDOFF, INC	3627724	02/10/2023	POLICE/SUPPLIES	100-42120-200	159.32
AMAZON CAPITAL SERVICES, I	17QM-9QYY-6JK1	02/16/2023	POLICE/UNIFORMS	100-42120-218	61.36
STREICHER'S, INC	I1598700	12/31/2022	POLICE/UNIFORMS	100-42120-218	1,207.83
STREICHER'S, INC	I1598806	12/31/2022	POLICE/UNIFORMS	100-42120-218	29.98
COTTONWOOD CO AUD/TREA	MAR-23	02/16/2023	RENT	100-42120-304	3,957.50
WINDOM AREA HEALTH	316963871	02/27/2023	POLICE/MEDICAL FEES	100-42120-305	40.00
AT & T MOBILITY	287293102788X02032023	02/16/2023	POLICE/TELEPHONE	100-42120-321	693.31
ALPHA WIRELESS - MANKATO	19332	02/16/2023	POLICE/RADIO UNITS	100-42120-323	108.00
LEASE FINANCE PARTNERS	02-20-23	03/01/2023	POLICE/DATA PROCESSING	100-42120-326	398.00
WINDOM ISD #177	2746	02/27/2023	POLICE/IPAD REPLACE/DATA P	100-42120-326	348.69
LANGUAGE LINE SERVICES, IN	10738439	02/16/2023	POLICE/INTERPRETATION FEE	100-42120-327	114.07
CORY HILLESHEIM	02-14-23 - 02-15-23	02/27/2023	POLICE/TRAVEL	100-42120-331	35.48
CORY HILLESHEIM	02-14-23 - 02-15-23	02/27/2023	POLICE/LODGING	100-42120-334	229.77
BRENT JAMES HOGEN	22488	12/31/2022	POLICE/PRINTING	100-42120-350	104.95
STREICHER'S, INC	I1598792	12/31/2022	POLICE/UNIFORMS	100-42120-404	287.99
WINDOM TOWING LLC	17317	12/31/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	207.95
PAUL MARSH	26976	02/16/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	192.50
SMITH AUTOMOTIVE CO	36e441e1	02/16/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	1,147.85
COTTONWOOD CO AUD/TREA	MAR-23	02/16/2023	RENT	100-42120-412	2,050.00
SCB PUBLIC FINANCE	03-14-2023	02/10/2023	POLICE/2019 FORD F150 PICK	100-42120-419	1,054.07
FLEET SERVICES DIVISION	2023070001	02/27/2023	POLICE/VEHICLE LEASE	100-42120-419	1,741.21
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-42120-480	1.80
			Activity 42120 - Crime Control Total:		**14,191.43**
Activity: 42220 - Fire Fighting					
ARAMARK	2560103227	02/28/2023	FIRE/SUPPLIES	100-42220-211	43.13
O'REILLY AUTOMOTIVE, INC	4425-364546	02/23/2023	FIRE/MATERIALS	100-42220-215	42.97
PAUL MARSH	27025	02/23/2023	FIRE/MAINTENANCE - VEHICL	100-42220-405	473.38
MN STATE FIRE DEPT ASSOC	FEB 2023	03/01/2023	WINDOM FIRE/BOOKS/PAMP	100-42220-435	217.00
			Activity 42220 - Fire Fighting Total:		**776.48**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42500 - Civil Defense					
US GEOLOGICAL SURVEY	91040453	01/19/2023	MATERIALS	100-42500-215	834.00
				Activity 42500 - Civil Defense Total:	**834.00**
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-43100-131	7.20
MIDSTATES EQUIPMENT & SU	223076	02/14/2023	STREET	100-43100-224	2,942.50
GMS INDUSTRIAL SUPPLIES, I	091477	02/13/2023	STREET/MAINTENANCE-OFFIC	100-43100-404	42.91
GMS INDUSTRIAL SUPPLIES, I	091477A	02/16/2023	STREET/MAINTENANCE - OFFI	100-43100-404	26.01
TEXAS REFINERY CORP	254094	02/13/2023	STREET/MAINTENANCE-OFFIC	100-43100-404	1,751.75
KRIS ENGINEERING, INC	37803	02/13/2023	STREET/CUTTING EDGES/UNI	100-43100-404	4,344.58
DGR ENGINEERING	00258685	02/21/2023	CITY/COMMERCIAL PARK CUL-	100-43100-439	4,074.00
				Activity 43100 - Streets Total:	**13,188.95**
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	100-45202-131	1.80
JOHNSON HARDWARE	12-7-22	12/31/2022	STREET/6 CHAINS SHARPENE	100-45202-404	22.00
				Activity 45202 - Park Areas Total:	**23.80**
				Fund 100 - GENERAL Total:	**45,480.58**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NANCY SAJBAN	2-13-23	02/16/2023	LIBRABY/TRAVEL	211-45501-331	90.65
SANDRA HERDER	FEB 2023	03/01/2023	CLEANING	211-45501-402	368.00
MELISSA PENAS	FEB 2023	03/01/2023	CLEANING	211-45501-402	368.00
				Activity 45501 - Library Total:	**826.65**
				Fund 211 - LIBRARY Total:	**826.65**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	02-15-2023	02/17/2023	AIRPORT/PHONE	225-45127-321	27.41
TRUCK CENTER COMPANIES	XA30314343401	02/07/2023	AIRPORT/MAINTENANCE - ST	225-45127-402	235.17
				Activity 45127 - Airport Total:	**262.58**
				Fund 225 - AIRPORT Total:	**262.58**
Fund: 235 - AMBULANCE					
MBS - MULTI-BANK SECURITIE	2-28-2023	03/01/2023	BANK OF INDIA 5%/INVESTME	235-10400	244,000.00
STATE FARM AUTO	# 23-35R7-98P	02/28/2023	AMBO/DUPLICATE PAYMENT	235-34205	660.80
JACK ELNESS, LIVING TRUST	CALL # 19-175	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	177.62
ANNA MAE HUTCHINS	CALL # 20-416	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	98.22
COLLIN T COWAN	CALL # 20-532	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	96.61
LYNELL HANSEN	CALL # 21-160	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	2.20
RACHEL JOHNSON	CALL #19-999	02/28/2023	AMBO/REFUND CREDIT/XAVI	235-34205	443.07
SUSAN C RAUCH	CALL #2021098164	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	290.00
THELMA KORFE	CALL 20-568, 20-644	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	98.45
THELMA KORFE	CALL 20-568, 20-644	02/28/2023	AMBO/REFUND CREDIT BALA	235-34205	63.00
					245,929.97
Activity: 42153 - Ambulance					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	235-42153-131	1.80
ARAMARK	2560103227	02/28/2023	AMBO/SUPPLIES	235-42153-217	43.14
BOUND TREE MEDICAL, LLC	84854383	02/16/2023	AMBO/OPERATING SUPPLIES	235-42153-217	295.58
LINDE GAS & EQUIPMENT INC	33957918	02/10/2023	AMBO/MERCHANDISE	235-42153-261	857.87
JENNA VACHUSKA	2-17-23	02/28/2023	AMBO/TRAINING & REGISTRA	235-42153-308	25.00
JODI JOHNSON	2-10-2023	02/21/2023	AMBO/MEALS	235-42153-334	30.80
DAN MESNER	2-12-23 - 02-12-23	02/21/2023	AMBO/MEALS	235-42153-334	42.00
KRISTEN PORATH	2-13-23	02/21/2023	AMBO/MEALS	235-42153-334	21.63
LANDON JOHNSON	2-15-23	02/21/2023	AMBO/MEALS	235-42153-334	12.72
MEGAN BRAMSTEDT	2-6-23 - 2-8-23	02/21/2023	AMBO/MEALS	235-42153-334	81.28
PAUL MARSH	27015	02/16/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	192.84
SIRIUS XM RADIO INC	X7-1646893388	02/27/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	18.99
DAN MESNER	2-21-23	02/27/2023	AMBO/BOOKS/PAMPHLETS	235-42153-435	25.00
				Activity 42153 - Ambulance Total:	**1,648.65**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49950 - Capital Outlay					
ARROW MANUFACTURING IN	2-2-2023	02/27/2023	AMBO/AMBULANCE 2023RE	235-49950-500	78,589.60
				Activity 49950 - Capital Outlay Total:	**78,589.60**
				Fund 235 - AMBULANCE Total:	**326,168.22**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	250-46520-131	1.80
				Activity 46520 - EDA Total:	**1.80**
				Fund 250 - EDA GENERAL Total:	**1.80**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
MIDSTATES EQUIPMENT & SU	223075	02/14/2023	STREET/CAPITAL OUTLAY	401-49950-503	13,115.04
MIDSTATES EQUIPMENT & SU	223076	02/14/2023	STREET	401-49950-503	257.94
				Activity 49950 - Capital Outlay Total:	**13,372.98**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**13,372.98**
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	601-49400-131	5.40
HAWKINS, INC	6388287	02/10/2023	WATER/CHEMICALS	601-49400-216	5,462.70
HAWKINS, INC	6402342	02/17/2023	WATER/CHEMICALS	601-49400-216	10.00
MN VALLEY TESTING	1186088	02/17/2023	WATER/LAB TESTING	601-49400-310	84.70
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	POSTAGE	601-49400-322	234.81
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	601-49400-326	866.63
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	PROCESSING	601-49400-326	163.20
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	INSERTS	601-49400-350	1.50
MN VALLEY TESTING	1185821	02/17/2023	WATER/LANDFILL	601-49400-386	1,552.98
THEIN WELL CO.	8319	02/10/2023	WATER/LANDFILL	601-49400-386	20,242.50
US GEOLOGICAL SURVEY	91040453	01/19/2023	WATER/REPAIRS	601-49400-404	278.00
SW/WC SERVICE COOPERATIV	MARCH-23	02/28/2023	HEALTH INSURANCE	601-49400-480	862.98
				Activity 49400 - Water Total:	**30,282.90**
				Fund 601 - WATER Total:	**30,282.90**
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	602-49450-131	1.80
HAWKINS, INC	6360058	12/31/2022	SEWER/CHEMICALS	602-49450-216	20.00
HAWKINS, INC	6360365	12/31/2022	SEWER/CHEMICALS	602-49450-216	30.00
HAWKINS, INC	6402651	02/17/2023	SEWER/CHEMICALS	602-49450-216	30.00
MN VALLEY TESTING	1185163	02/16/2023	SEWER/LAB TESTING	602-49450-310	272.80
MN VALLEY TESTING	1185294	02/16/2023	SEWER/LAB TESTING	602-49450-310	99.04
MN VALLEY TESTING	1185444	02/16/2023	SEWER/LAB TESTING	602-49450-310	168.54
MN VALLEY TESTING	1185800	02/17/2023	SEWER/LAB TESTING	602-49450-310	153.77
MN VALLEY TESTING	1186155	02/17/2023	SEWER/LAB TESTING	602-49450-310	99.04
AMAZON CAPITAL SERVICES, I	1MJ6-HX7D-34QG	02/16/2023	SEWER/LAB TESTING	602-49450-310	93.18
ENVIRONMENTAL TOXICITY C	23-010	02/16/2023	SEWER/LAB TESTING	602-49450-310	2,800.00
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	POSTAGE	602-49450-322	234.79
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	602-49450-326	866.62
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	PROCESSING	602-49450-326	163.20
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	INSERTS	602-49450-350	1.50
US GEOLOGICAL SURVEY	91040453	01/19/2023	SEWER/REPAIRS	602-49450-404	278.00
SVOBODA EXCAVATING, INC	00009982	03/01/2023	SEWER/MAINTENANCE - DIST	602-49450-408	1,492.50
				Activity 49450 - Sewer Total:	**7,322.28**
				Fund 602 - SEWER Total:	**7,322.28**
Fund: 604 - ELECTRIC					
MBS - MULTI-BANK SECURITIE	2-16-2023	02/16/2023	KEYBANK NA 4.75%MAT 09-0	604-10400	244,000.00
MN DEPT OF COMMERCE	933574	02/21/2023	14633-4/ELIZABETH RIGHTMI	604-11500	62.04

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	# 403	03/01/2023	EL/INVENTORY	604-14200	36.02
RESCO - RURAL ELECTRIC SUP	885857-00	02/16/2023	EL/INVENTORY	604-14200	374.51
DAKOTA SUPPLY GROUP	S102464342.001	02/17/2023	EL/INVENTORY	604-14200	688.80
					245,161.37
Activity: 49550 - Electric					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	604-49550-131	9.00
BLACKBURN MFG. CO.	0695742-IN	02/10/2023	EL/OPERATING SUPPLIES	604-49550-217	730.12
FLAGSHOOTER, INC.	230130002	02/10/2023	EL/OPERATING SUPPLIES	604-49550-217	333.31
CMP - CENTRAL MUNICIPAL P	7443	02/13/2023	EL/TRANSMISSION	604-49550-263	192,186.00
CMP - CENTRAL MUNICIPAL P	7443	02/13/2023	EL/ENERGY	604-49550-263	155,556.62
DEPARTMENT OF ENERGY	BFPB000800123	02/10/2023	EL/DATA PROCESSING	604-49550-263	81,688.57
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	POSTAGE	604-49550-322	234.81
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	604-49550-326	1,733.26
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	PROCESSING	604-49550-326	163.20
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	INSERTS	604-49550-350	1.50
ELECTRIC FUND	# 701	03/01/2023	EL/MAINTENANCE-STRUCTUR	604-49550-402	173.76
WINDOM TOWING LLC	8398	03/01/2023	EL/MAINTENANCE - OFFICE	604-49550-404	102.14
WINDOM TOWING LLC	8401	03/01/2023	EL/MAINTENANCE - OFFICE	604-49550-404	270.80
WINDOM TOWING LLC	8411	03/01/2023	EL/MAINTENANCE - OFFICE	604-49550-404	102.14
WINDOM TOWING LLC	8399	03/01/2023	EL/MAINTENANCE-VEHICLE/U	604-49550-405	145.64
WINDOM TOWING LLC	8402	03/01/2023	EL/MAINTENANCE - VEHICLE/	604-49550-405	62.14
WINDOM TOWING LLC	8412	03/01/2023	EL/MAINTENANCE-VEHICLE/U	604-49550-405	676.80
WINDOM TOWING LLC	8423	03/01/2023	EL/MAINTENANCE-VEHICLE/U	604-49550-405	842.99
WINDOM TOWING LLC	8470	03/01/2023	EL/MAINTENANCE-VEHICLE/U	604-49550-405	87.14
ELECTRIC FUND	# 700	02/17/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	46.89
ELECTRIC FUND	# 702	03/01/2023	EL/DISTRIBUTION	604-49550-408	26.51
ELECTRIC FUND	# 699	02/17/2023	EL/MAINTENANCE - UTILITIES	604-49550-409	0.41
CMP - CENTRAL MUNICIPAL P	7443	02/13/2023	EL/CIP	604-49550-450	3,610.30
WINDOM AREA DEVELOPME	MARCH 2023	02/16/2023	EL/MONTHLY PAYMENTS	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	**441,019.05**
				Fund 604 - ELECTRIC Total:	**686,180.42**
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	609-49751-131	3.60
ARAMARK	2560100701	02/23/2023	LIQUOR S./CLEANING/SUPPLI	609-49751-211	46.77
AH HERMEL COMPANY	961775/961775	02/10/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	85.66
DOLL DISTRIBUTING, LLC	1180933	02/10/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	111.40
SOUTHERN GLAZER'S OF MN	2310087	02/10/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	6,298.56
SOUTHERN GLAZER'S OF MN	2312513	02/10/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,002.24
SOUTHERN GLAZER'S OF MN	2314942	02/23/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,475.28
BEVERAGE WHOLESALERS	260815	02/23/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	495.00
BREAKTHRU BEVERAGE MN	347828461	02/23/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-251	3,320.42
DOLL DISTRIBUTING, LLC	1175150	02/10/2023	LIQUOR S/BEER	609-49751-252	-510.90
DOLL DISTRIBUTING, LLC	1175151	02/10/2023	LIQUOR S/BEER	609-49751-252	312.00
DOLL DISTRIBUTING, LLC	1176185	02/10/2023	LIQUOR S/BEER	609-49751-252	7,842.49
DOLL DISTRIBUTING, LLC	1176210	02/10/2023	LIQUOR S/BEER	609-49751-252	-27.55
DOLL DISTRIBUTING, LLC	1178243	02/10/2023	LIQUOR S/BEER	609-49751-252	177.20
DOLL DISTRIBUTING, LLC	1180932	02/10/2023	LIQUOR S/BEER	609-49751-252	700.00
DOLL DISTRIBUTING, LLC	1180933	02/10/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	12,014.50
BEVERAGE WHOLESALERS	259126	02/10/2023	LIQUOR S/BEER	609-49751-252	10,182.02
BEVERAGE WHOLESALERS	260077	02/23/2023	LIQUOR S/BEER	609-49751-252	10,342.55
BEVERAGE WHOLESALERS	260815	02/23/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	5,651.49
BEVERAGE WHOLESALERS	732867	02/23/2023	LIQUOR S/BEER	609-49751-252	54.40
SOUTHERN GLAZER'S OF MN	2312514	02/10/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	176.00
SOUTHERN GLAZER'S OF MN	2314944	02/23/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	282.50
BREAKTHRU BEVERAGE MN	347828461	02/23/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	416.00
SOUTHERN GLAZER'S OF MN	2310088	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	52.00
SOUTHERN GLAZER'S OF MN	2314943	02/23/2023	LIQUOR S/SOFT DRINKS/FREI	609-49751-254	26.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	347828461	02/23/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	20.06
ATLANTIC COCA-COLA	3804441	02/14/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	185.00
AH HERMEL COMPANY	961774/961774	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	141.32
AH HERMEL COMPANY	961774/961774	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-256	621.96
HOME CITY ICE COMPANY	6791230180	02/23/2023	LIQUOR S/ICE/FREIGHT	609-49751-257	136.42
AH HERMEL COMPANY	961774/961774	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-261	58.13
SOUTHERN GLAZER'S OF MN	2310087	02/10/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	117.06
SOUTHERN GLAZER'S OF MN	2310088	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	2312512	02/10/2023	LIQUOR S/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2312513	02/10/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	14.55
SOUTHERN GLAZER'S OF MN	2312514	02/10/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2314942	02/23/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	68.33
SOUTHERN GLAZER'S OF MN	2314943	02/23/2023	LIQUOR S/SOFT DRINKS/FREI	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2314944	02/23/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	6.15
BREAKTHRU BEVERAGE MN	347828461	02/23/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	43.01
HOME CITY ICE COMPANY	6791230180	02/23/2023	LIQUOR S/ICE/FREIGHT	609-49751-333	5.25
AH HERMEL COMPANY	961774/961774	02/10/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	8.95
KDOM RADIO	1-31-2023	02/10/2023	LIQUOR S/ADVERTISING	609-49751-340	768.06
				Activity 49751 - Liquor Store Total:	**64,734.13**
				Fund 609 - LIQUOR STORE Total:	**64,734.13**
Fund: 614 - TELECOM					
POWER & TEL	7464817-00	02/28/2023	TELECOM/IMPROVEMENTS	614-16300	3,170.10
					3,170.10
Activity: 49870 - Telecom					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	614-49870-131	7.20
AMAZON CAPITAL SERVICES, I	1Y7F-TRRW-1973	02/28/2023	TELECOM/SUPPLIES	614-49870-200	46.55
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	POSTAGE	614-49870-322	234.81
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	614-49870-326	997.11
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-08430	02/06/2023	DATA PROCESSING	614-49870-326	1,733.26
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	PROCESSING	614-49870-326	163.20
KDOM RADIO	23010403	02/08/2023	TELECOM/ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-08721	12/31/2022	INSERTS	614-49870-350	1.50
CONSOLIDATED COMMUNICA	02-01-23	02/28/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
DISPLAY SYSTEMS INTERNATI	26535	02/28/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
MLB NETWORK	493195	02/16/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	367.66
SHOWTIME NETWORKS INC	61367	02/09/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	179.28
METASWITCH NETWORKS LTD	INMNL0037413	02/09/2023	TELECOM/LICENSE FEES	614-49870-444	22,934.58
TERABYTE HOLDINGS LLC	22585	03/01/2023	TELECOM/SWITCH FEES	614-49870-445	117.61
1623 FARNAM LLC	00007334	02/09/2023	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
MANKATO NETWORKS, LLC	389804	03/01/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,193.67
SWWC - SOUTHWEST WEST C	71423	02/09/2023	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
CENTURY LINK	02-16-2023	02/16/2023	SERVICE/507 831-1075 104	614-49870-451	90.05
ONVOY, LLC dba INTELIQUENT	298761	02/09/2023	TELECOM/CALL COMPLETION	614-49870-451	3,811.64
ONVOY, LLC dba INTELIQUENT	300036	02/09/2023	TELECOM/CALL COMPLETION	614-49870-451	196.76
				Activity 49870 - Telecom Total:	**36,002.30**
				Fund 614 - TELECOM Total:	**39,172.40**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	615-49850-131	3.60
COUNTRY PRIDE SERVICE	9017880	02/16/2023	ARENA/MOTOR FUELS	615-49850-212	90.00
COUNTRY PRIDE SERVICE	9018186	03/01/2023	ARENA/MOTOR FUELS	615-49850-212	120.00
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	615-49850-480	1.80
SW/WC SERVICE COOPERATIV	MARCH-23	02/28/2023	HEALTH INSURANCE	615-49850-480	862.98
				Activity 49850 - Arena Total:	**1,078.38**
				Fund 615 - ARENA Total:	**1,078.38**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	MARCH 2023	02/28/2023	EAP	617-49860-131	5.40
INDOFF, INC	3628646	02/10/2023	ARENA/SUPPLIES	617-49860-200	9.38
ESPENSON GROUP LLC	1461	03/01/2023	WCC/CLEANING/SUPPLIES	617-49860-211	125.00
RITA HACKER -CREATIVE DESI	793	02/21/2023	WCC/UNIFORMS	617-49860-218	81.00
NOELIA FIGUEROA BJERKEN	2-6-2023	02/28/2023	WCC/CONSULTING	617-49860-301	108.50
HERC-U-LIFT	W587447	03/01/2023	WCC/MAINTENANCE - GROU	617-49860-406	419.98
				Activity 49860 - M/P Center Total:	**749.26**
				Fund 617 - M/P CENTER Total:	**749.26**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002240	02/24/2023	Federal Tax Withholding	700-21701	9,862.29
MN Department of Revenue -	INV0002241	02/24/2023	State Withholding	700-21702	4,886.58
Internal Revenue Service-Payr	INV0002240	02/24/2023	Social Security	700-21703	12,466.56
MN Pera	INV0002238	02/24/2023	PERA	700-21704	791.86
MN Pera	INV0002238	02/24/2023	PERA	700-21704	14,137.41
MN Pera	INV0002238	02/24/2023	PERA	700-21704	8,446.70
MN State Deferred	INV0002239	02/24/2023	Deferred Compensation	700-21705	5,288.66
MN State Deferred	INV0002239	02/24/2023	Deferred Roth	700-21705	1,515.00
SW/WC SERVICE COOPERATIV	MARCH-23	02/28/2023	HEALTH INSURANCE	700-21706	71,636.16
LOCAL UNION #949	FEB 2023	02/28/2023	UNION DUES	700-21707	1,726.42
LAW ENFORCEMENT LABOR S	FEB 2023	02/28/2023	POLICE UNION DUES	700-21708	540.00
Internal Revenue Service-Payr	INV0002240	02/24/2023	Medicare Withholding	700-21711	3,682.44
WEX Health Inc	02-27-23 Flex Sp	02/28/2023	Flex Spending 20230227	700-21712	155.77
WEX Health Inc	2-15-2023	02/20/2023	FLEX SPENDING	700-21712	443.56
WEX Health Inc	2-16-2023	02/20/2023	FLEX SPENDING	700-21712	375.00
WEX Health Inc	2-17-2023	02/20/2023	FLEX SPENDING	700-21712	353.98
WEX Health Inc	2-21-2023	02/21/2023	FLEX SPENDING	700-21712	467.31
AFLAC	735194	02/28/2023	FEB 2023/INSURANCE	700-21715	263.93
AFLAC	735194	02/28/2023	FEB 2023/INSURANCE	700-21716	757.40
MN BENEFIT ASSOCIATION	2023-0191760	02/15/2023	INSURANCE	700-21717	5.84
MN BENEFIT ASSOCIATION	2023-0191760	02/15/2023	INSURANCE	700-21719	387.35
WEX Health Inc	INV0002237	02/24/2023	HSA Employee Contribution	700-21723	773.46
					138,963.68
				Fund 700 - PAYROLL Total:	**138,963.68**
				Grand Total:	**1,354,596.26**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	45,480.58
211 - LIBRARY	826.65
225 - AIRPORT	262.58
235 - AMBULANCE	326,168.22
250 - EDA GENERAL	1.80
401 - GENERAL CAPITAL PROJECTS	13,372.98
601 - WATER	30,282.90
602 - SEWER	7,322.28
604 - ELECTRIC	686,180.42
609 - LIQUOR STORE	64,734.13
614 - TELECOM	39,172.40
615 - ARENA	1,078.38
617 - M/P CENTER	749.26
700 - PAYROLL	138,963.68
Grand Total:	**1,354,596.26**

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	153.07
100-41110-491	Payments to Other Orga	3,340.54
100-41310-131	Employer Paid Insurance	9.00
100-41310-217	Other Operating Supplie	253.00
100-41910-131	Employer Paid Insurance	1.80
100-41910-303	Engineering and Surveyi	12,041.51
100-41940-406	Repairs & Maint - Groun	667.00
100-42120-131	Employer Paid Insurance	19.80
100-42120-200	Office Supplies	159.32
100-42120-218	Uniforms	1,299.17
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	693.31
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	746.69
100-42120-327	Interpretation Fees	114.07
100-42120-331	Travel Expense	35.48
100-42120-334	Meals/Lodging	229.77
100-42120-350	Printing & Design	104.95
100-42120-404	Repairs & Maint - M&E	287.99
100-42120-405	Repairs & Maint - Vehicl	1,548.30
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	2,795.28
100-42120-480	Other Miscellaneous	1.80
100-42220-211	Cleaning Supplies	43.13
100-42220-215	Materials & Equipment	42.97
100-42220-405	Repairs & Maint - Vehicl	473.38
100-42220-435	Books and Pamphlets	217.00
100-42500-215	Materials & Equipment	834.00
100-43100-131	Employer Paid Insurance	7.20
100-43100-224	Street Maint Materials	2,942.50
100-43100-404	Repairs & Maint - M&E	6,165.25
100-43100-439	Special Projects	4,074.00
100-45202-131	Employer Paid Insurance	1.80
100-45202-404	Repairs & Maint - M&E	22.00
211-45501-331	Travel Expense	90.65
211-45501-402	Repairs & Maint - Struct	736.00
225-45127-321	Telephone	27.41
225-45127-402	Repairs & Maint - Struct	235.17

Account Summary

Account Number	Account Name	Payment Amount
235-10400	Investments - Current	244,000.00
235-34205	Ambulance Revenues -	1,929.97
235-42153-131	Employer Paid Insurance	1.80
235-42153-217	Other Operating Supplie	338.72
235-42153-261	Other Merchandise-Med	857.87
235-42153-308	Training & Registrations	25.00
235-42153-334	Meals/Lodging	188.43
235-42153-405	Repairs & Maint - Vehicl	211.83
235-42153-435	Books and Pamphlets	25.00
235-49950-500	Capital Outlay	78,589.60
250-46520-131	Employer Paid Insurance	1.80
401-49950-503	Capital Outlay - Streets	13,372.98
601-49400-131	Employer Paid Insurance	5.40
601-49400-216	Chemicals and Chemical	5,472.70
601-49400-310	Lab Testing	84.70
601-49400-322	Postage	234.81
601-49400-326	Data Processing	1,547.33
601-49400-350	Printing & Design	1.50
601-49400-386	Landfill	21,795.48
601-49400-404	Repairs & Maint - M&E	278.00
601-49400-480	Other Miscellaneous	862.98
602-49450-131	Employer Paid Insurance	1.80
602-49450-216	Chemicals and Chemical	80.00
602-49450-310	Lab Testing	3,686.37
602-49450-322	Postage	234.79
602-49450-326	Data Processing	1,547.32
602-49450-350	Printing & Design	1.50
602-49450-404	Repairs & Maint - M&E	278.00
602-49450-408	Repairs & Maint - Distrib	1,492.50
604-10400	Investments - Current	244,000.00
604-11500	Accounts Receivable	62.04
604-14200	Inventory	1,099.33
604-49550-131	Employer Paid Insurance	9.00
604-49550-217	Other Operating Supplie	1,063.43
604-49550-263	Merchandise for Resale -	429,431.19
604-49550-322	Postage	234.81
604-49550-326	Data Processing	2,931.46
604-49550-350	Printing & Design	1.50
604-49550-402	Repairs & Maint - Struct	173.76
604-49550-404	Repairs & Maint - M&E	475.08
604-49550-405	Repairs & Maint - Vehicl	1,814.71
604-49550-408	Repairs & Maint - Distrib	73.40
604-49550-409	Repairs & Maint - Utilitie	0.41
604-49550-450	Conservation	3,610.30
604-49550-491	Payments to Other Orga	1,200.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-211	Cleaning Supplies	46.77
609-49751-217	Other Operating Supplie	85.66
609-49751-251	Liquor	14,702.90
609-49751-252	Beer	46,738.20
609-49751-253	Wine	874.50
609-49751-254	Soft Drinks & Mix	424.38
609-49751-256	Tobacco Products	621.96
609-49751-257	Ice	136.42
609-49751-261	Other Merchandise	58.13
609-49751-333	Freight and Express	273.55
609-49751-340	Advertising & Promotion	768.06
614-16300	Improvements Other Th	3,170.10

Account Summary

Account Number	Account Name	Payment Amount
614-49870-131	Employer Paid Insurance	7.20
614-49870-200	Office Supplies	46.55
614-49870-322	Postage	234.81
614-49870-326	Data Processing	3,928.57
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	1.50
614-49870-442	Subscriber Fees	2,188.38
614-49870-444	License Fees	22,934.58
614-49870-445	Switch Fees	117.61
614-49870-447	Internet Expense	1,393.67
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	4,098.45
615-49850-131	Employer Paid Insurance	3.60
615-49850-212	Motor Fuels	210.00
615-49850-480	Other Miscellaneous	864.78
617-49860-131	Employer Paid Insurance	5.40
617-49860-200	Office Supplies	9.38
617-49860-211	Cleaning Supplies	125.00
617-49860-218	Uniforms	81.00
617-49860-301	Auditing & Consulting Se	108.50
617-49860-406	Repairs & Maint - Groun	419.98
700-21701	Federal Withholding	9,862.29
700-21702	State Withholding	4,886.58
700-21703	FICA Tax Withholding	12,466.56
700-21704	PERA Contributions	23,375.97
700-21705	Retirement	6,803.66
700-21706	Medical Insurance	71,636.16
700-21707	Union Dues	1,726.42
700-21708	PD Union Dues	540.00
700-21711	Medicare Tax Withholdi	3,682.44
700-21712	Flex Account	1,795.62
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	757.40
700-21717	Individual Insurance-MB	5.84
700-21719	Individual Insurance-MB	387.35
700-21723	HSA Employee Contribu	773.46
	Grand Total:	**1,354,596.26**

Project Account Summary

Project Account Key		Payment Amount
None		1,354,596.26
	Grand Total:	**1,354,596.26**

CJW
3/2/23

MINNESOTA POLLUTION CONTROL AGENCY

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

February 16, 2023

The Honorable Dominic Jones
Mayor, City of Windom
PO Box 38
Windom, MN 56101-0038

RE: Windom Wastewater Treatment Facility
NPDES/SDS Permit Number MN0022217
Wastewater Compliance Evaluation Inspection

Dear Dominic Jones:

Enclosed is the Compliance Evaluation Inspection (CEI) Report) that resulted from an inspection of the city of Windom (City) Wastewater Treatment Facility (Facility) on February 13, 2023, by Brad Gillingham of the Minnesota Pollution Control Agency (MPCA).

The CEI consisted of a visual inspection of the Facility, and a discussion with Ryan Anderson, Wastewater Superintendent. Prior to the inspection, Discharge Monitoring Reports and submittals were reviewed for the time-period from January 2021 through December 2022. Based on the results of the CEI, no violations of the terms and conditions set forth in the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) permit were documented as alleged in the CEI Report. Please see the attached CEI Report for further detail.

Please be aware, this correspondence does not preclude the MPCA from taking further action in response to non-compliance identified.

If you have any questions, please contact me at 507-476-4255 or 800-657-3864 and by email at brad.gillingham@state.mn.us.

Sincerely,

Brad Gillingham

This document has been electronically signed.

Brad Gillingham
Environmental Specialist
Municipal Division

BG:kb

Enclosure

cc: Ryan Anderson, Windom Wastewater Treatment Facility (w/enclosure)
Activity ID INS20230001 @ 2636

MINNESOTA POLLUTION CONTROL AGENCY

Water Quality Point Source Program

WW Compliance Evaluation Inspection Report

Facility information:
Facility name: Windom Wastewater Treatment Facility
Permit number: MN0022217
Address: 400 Drake Ave S, Windom, MN 56101
SIC code: 4952 - Sewerage Systems
Permit expiration date: May 31, 2023
Facility design flow: 1.83 million gallons per day (MGD) average wet-weather (AWW)
EPA facility type classification: EPA Major (Minor: <1.0 MGD AWW Design; Major: >1.0 MGD AWW Design)
Type of flow: Domestic
Land application type: Biosolids Type IV

Geographic information:
MPCA region: Southwest
County: Cottonwood
Basin: Des Moines River
Major watershed: Des Moines River - Headwaters
Receiving water: Des Moines River

Those present during the inspection:
Ryan Anderson, Wastewater Superintendent

MPCA representatives:
Brad Gillingham, Environmental Specialist

Inspection information:
Inspection date: February 13, 2023
Inspection category: Routine Inspection
Inspection type: Wastewater Compliance Evaluation Inspection

Facility components:
- Activated Sludge - extended aeration
- Anaerobic Contactor
- Collection system (gravity and/or pressure)
- Dechlorination
- Disinfection (chlorination)
- Effluent Aeration
- Effluent Polishing Filter (with backwash)
- Effluent filtration (traveling bed)
- Phosphorus Removal (biological process)
- Phosphorus Removal (chemical addition)
- Preliminary treatment - comminutor
- Preliminary treatment - fine screen
- Preliminary treatment - grit removal
- Preliminary treatment - mechanical bar screen

- Secondary Clarification
- Solids Disposal - Land Application
- Solids Handling - Storage Tank
- Solids Thickening - Gravity Thickening
- Solids Treatment - Aerobic Digestion

Treatment plant operators:

Name	Email	Phone	Class	Expiration
Ryan Anderson	ryan.anderson@windommn.com	507-826-9116	4O	10/01/2023
Chad Brand	cbrand@windomnet.com	507-830-1301	D	11/01/2025
Stephen Willard	steve.willard@windommn.com	507-831-6138	4O	10/01/2023
Eric Ward	ericward56@gmail.com	507-831-6138	SD	02/01/2026
Ryan Anderson	ryan.anderson@windommn.com	507-826-9116	A	11/01/2025
Brannon Paplow	brannonmpaplow@yahoo.com	507-831-6138	D	05/01/2024
Stephen Willard	steve.willard@windommn.com	507-831-6138	C	05/01/2024

If any of the above Treatment plant operators, including their associated contact information are inaccurate, please submit those edits to Tracy Finch (tracy.finch@state.mn.us) and Andrea Ebner (andrea.ebner@state.mn.us).

Facility contacts:

Name	Relationship	Phone	Email
Glenn Lund	DMR recipient for Online Subscriber for Pretreatment contact for	507-831-6138	glenn.lund@windommn.com
Mike Haugen	Online Subscriber for	507-831-0038	mike.haugen@windommn.com
Kelly Yahnke	Consultant for Contractor for	612-670-0140	Kelly.yanke@bolton-menk.com
Dominic Jones	Responsible official for owns	507-831-6128	Windommayor@windom-mn.com
Ryan Anderson	24-Hour emergency contact-Primary for DMR recipient for Online Subscriber for Wastewater permit contact for Pretreatment contact for	507-828-9116 507-831-6138	Ryan.Anderson@windommn.com
Steve Willard	24-Hour emergency contact - Secondary for	507-822-3413 507-831-6138	Steve.willard@windommn.com
Brannon Paplow	24-Hour emergency contact - Secondary for	507-360-1325 507-831-6138	Brannon.paplow@windommn.co m
Cheryl Ulferts	Wastewater Billing Contact for	507-831-6129	cheryl.ulferts@windommn.com
Chelsie Carlson	Wastewater Billing Contact for	507-831-6129	chelsie.carlson@windommn.com

If any of the above contacts are inaccurate, please submit the appropriate form to NPDES.PCA@state.mn.us:

- To remove an Online Subscriber contact, please submit an *e-Services: Request to remove account holder authorization* (wq-wwprm7-100b)
- For all other contact updates, please submit a *Permit contact change form* (wq-wwprm7-72)

Inspection Summary

A Compliance Evaluation Inspection (CEI) was conducted on February 13, 2023, by Brad Gillingham of the Minnesota Pollution Control Agency (MPCA) to determine the city of Windom (City) Wastewater Treatment Facility's (Facility) compliance status with the terms and conditions of its National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit. The following is a summary of the findings and comments resulting from that inspection.

Key: A = Advisory C = Compliant NC = Non-Compliant NI = Not Inspected NA = Not Applicable

Compliance Status	Requirement and Notes:
☐NC ☒C ☐A	**Overall Physical Condition of the Plant**
Comments:	The City has completed construction of the major Facility upgrade. Phase 2 limits were initiated on February 1, 2021.
☐NC ☒C ☐A	**Adequate Operation & Maintenance to Achieve Permit Compliance** • Certified Operato • Maintenance schedule - daily, weekly, and monthly
Comments:	The Facility has task specific charts placed in various locations throughout the Facility to ensure that critical components of daily operation are completed as required.
☐NC ☒C ☐A	**Flow Data/Collection System/Inflow & Infiltration (I&I)** • Number of lift stations: Five • Alarm System: Dialer system and warning lights • Inspection/cleaning program frequency: Satisfactory • Flow Instrument Equipment Calibration
Comments:	1. The NPDES/SDS Permit indicates that the average wet weather (AWW) design flow is 1.93 million gallons per day (MGD). The City reported 1.084 MGD in 2021 (56% Design Flow) and 1.157 MGD (60% Design Flow) in 2022. 2. The City records influent and effluent flow with separate Parshall flumes and ultrasonic sensors. The flows are recorded with a Siemens Hydro Range 200 Flow Totalizer. The meter is calibrated/checked twice per year. 3. Part of the current Facility construction project includes upgrades to portions of the sanitary sewer collection system. The City has been active in lining problem areas of the sewer main. The City should continue to make the removal of clear water infiltration and inflow (I&I) from the sanitary collection system a priority. The League of Minnesota Cities has a new model ordinance to help cities keep clean water out of the sanitary sewer. The ordinance prohibits property owners from discharging footing tile, sump pumps, roof drains and ground water into the sanitary sewer through defective plumbing and non-conforming sewer service laterals. The ordinance allows cities to develop an inspection program, require corrections by property owners, develop point-of-sale inspection/upgrade requirements, and assess penalties for violations. Upon compliance, the City issues a certificate of compliance to the property owner. Model ordinances should be customized for an individual city's circumstances in consultation with the City's attorney. The LMC model ordinance can be found at: (Select Inflow and Infiltration) https://www.lmc.org/resources/sanitary-sewer-toolkit-a-guide-for-maintenance-policies-and-procedures/ In addition, to developing and enforcement of sump pump and service lateral

Compliance Status	Requirement and Notes:
	ordinances, the following links will provide guidance to the further development of an I&I plan: A completed EPA Capacity, Management, Operation, and Maintenance (CMOM) checklist. The checklist can be found at: https://www3.epa.gov/npdes/pubs/cmomselfreview.pdf A completed League of Minnesota Cities Sanitary Sewer System Assessment. The assessment can be found at: http://www.lmc.org/media/document/1/modelSanitarySewerSystemAssessment.docx
☐NC ☒C ☐A	**Bypasses, Overflows, Releases Prohibited**
Comments:	The City did not report any releases during the review period. However, the City discovered a force main break next to the Rolling Green lift station just prior to the inspection. The City reported the release to the Duty Officer (921199). The site was inspected, and it was determined that the release did not pose a threat to the waters of the state. It was contained to a small area in which the snow was melted, and the grass surface was wet. The force main was repaired on February 13, 2023.
☐NC ☒C ☐A ☐NA	**Release Follow-Up:** • Take all reasonable steps to immediately end release • Notify Duty Officer immediately • Recover as rapidly and thoroughly as possible • Release sampled and results submitted within 30 days • Nuisance conditions prohibited
Comments:	A vac-truck was used at the lift station to minimize the release. The Facility took immediate steps to end the release. All material soaked into the ground.
☐NC ☒C ☐A	**Sampling Methods/Lab Certification**
	• Certified Laboratory- **Minnesota Valley Testing Laboratory** • Representative sampling (Sample type, location, timing) • Additional Sampling (If yes-reported on DMR and Sample Values
☐NC ☒C ☐A	**Field Parameter Analysis: pH Meter** • Instrument Manufacturer and Model-**HACH HQ 440 pH Meter** • Calibration procedure and records • Minimum of 2-point calibration • Buffers current (e.g., not expired) • Calibrated each day of sample
Comments:	Calibrated Daily
☐NC ☒C ☐A	**Field Parameter Analysis: Dissolved Oxygen (DO)** • Instrument manufacturer and model-**YSI Dissolved Oxygen Meter** • Calibration procedure and records • Calibration frequency
Comments:	Methods to improve calibration procedure were discussed during the inspection.
☐NC ☒C ☐A	**Field Parameter Analysis: Total Residual Chlorine (TRC)** • Instrument manufacturer and model-**HACH DR 3900 Total Residual Chlorine Meter** • Calibration/verification procedure and records • Checked against standard at least monthly/quarterly • Method Detection Limit and Reporting Limit Established
Comments:	A log of the calibration/verification procedure was provided during the inspection.

Compliance Status	Requirement and Notes:
☐NC ☒C ☐A	**Sample Preservation and Procedures** • Sample Type (e.g. Comp. vs. Grab) compliant with Limits & Monitoring • Holding Times (e.g. pH, TRC, D.O. w/in 15 min., etc.) • Thermal preservation adequate ($\leq$6°Celsius) • Composite Samples refrigerated during sample collection if applicable • Thermometers (Sample Fridge, etc. checked annually w/NIST)
Comments:	**1.** The Facility has separate ISCO 5800 refrigerated composite samplers for influent and effluent sampling. Thermal preservation is ($\leq$6°Celsius). **2.** Several laboratory sheets were spot checked during the inspection. All holding times and temperatures were met on those laboratory sheets.
☐NC ☒C ☐A	**Discharge Monitoring Reports/Sample Values/Annual Reports**
	• Reports (Required reports submitted on time) • Sample Values submitted on time • Discharge Monitoring Reports (DMRs) submitted on time • Lab Data matches DMR values • Frequency of sampling (No missed samples)
Comments:	All DMRs and Reports were submitted on time.
☐NC ☒C ☐A	**Effluent Violations**
Comments:	The Facility reported Total Nitrogen (Phase 2) limit exceedances in February and March 2021. However, the Permit allowed for a one-year time period after initiation of (Phase 2) limits for the City to attain compliance. Phase 2 was initiated in February 2021. Therefore, the February and March Total Nitrogen exceedances are not considered violations.
☐NC ☒C ☐A	**Record Keeping:**
	Maintain records for at least three years and with following: • Place, date, time of sample/measurement • Date of analysis • Name of person performing sample/measurement, etc. • Analytical techniques, procedures, and methods used • Results of analysis • Chain of Custody Forms
Comments:	A random inspection of Chain of Custody forms was completed during the inspection.
☐NC ☒C ☐A	**Enforcement Actions over the Review Period**
☐NC ☒C ☐A	**Compliance Schedule Progress**
Comments	The City has a Chloride Reduction Compliance Schedule and is required to meet Final Limits no later than December 31, 2036. The Compliance Schedule includes several reports submittal requirements identified on pages 13-15 of the Permit.
☐NC ☒C ☐A	**Biosolids/Land Application Sites**
Comments:	The 2021 and 2022 Biosolids Annual Reports were submitted on time. The Biosolids land application sites were not inspected.
☐NC ☒C ☐A	**Pretreatment-Significant Industrial Users**
	• Agreements in place and up to date • Inspection Frequency • Sampling Frequency
Comments:	The City's 2021, and 2022 Pretreatment Annual Reports were discussed during the inspection. The Facility has Windom Wash, Hylife Foods, and Toro listed as Significant Industrial Users (SIU). The Report indicated that Hylife Foods (Industry) reported TSS

Compliance Status	Requirement and Notes:
	violations in 2021. The City issued the Industry an informal written notice, and the Industry returned to compliance. The City did not report any SIU violations from any of the Industries in the 2022 Report.
☐NC ☒C ☐A	**Chronic Toxicity Requirements**
Comments:	The City was under a Chronic Toxicity Evaluation (TRE) until the initiation of operation of the upgraded Facility. The Facility initiated operation on February 1, 2021. The permit required the City to perform two chronic whole effluent toxicity (WET) tests one year after the upgrade of the Facility. The City indicated that they have performed this requirement and both tests passed Chronic Toxicity Requirements. The Permit expires May 31, 2023. The City was directed to contact Dann White, MPCA regarding WET testing requirements until the permit is reissued.

Address questions and submittals requested above to:

Brad Gillingham
Minnesota Pollution Control Agency
504 Fairgrounds Rd Ste 200
Marshall, MN 56258-1688
507-476-4255
brad.gillingham@state.mn.us

Action Memo

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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: March 1, 2023
RE: Phase 2: Design & Construction Services with TSP, Inc.
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

The Liquor Committee recommends entering Phase 2: Design & Construction Services with TSP, Inc.

Issue Summary/Background

On January 17, 2023 the preliminary floor plans and potential project timetable were presented to the Windom City Council.

I have reached out to Tim Jensen, of TSP, Inc and verified that they are still standing behind their original fee proposal for Phase 2 from the August of 2020 feasibility study proposal. Phase 2 will consist of carrying out Schematic Design, Design Development, Construction Documentation, Bidding, Negotiations, Construction Administration and Project Closeout. That proposed fee is 10-12% of the total budgeted construction cost established at the end of Phase 1. Tim Jensen has also shared that the potential timeline proposed below does seem like a fair time schedule.

The Liquor Committee has reviewed plans and are recommending to the City Council to move forward with the expansion project to bidding with the estimated potential timetable.

Potential Timeline for this project:

March 7, 2023: Council action on proceeding with Phase 2: Design & Construction with TSP, Inc.
June 2023: Finalize Plans with TSP, Inc.
July 2023: Bid Project
September 2023: Construction Period (4-6 months)

Fiscal Impact

Preliminary cost estimate for the attached floor plan is approximately $700,000. Architectural costs for proceeding with Phase 2 (12%) is approximately $83,000 plus applicable taxes and reimbursable expenses. Sufficient funds are available in the Liquor Fund reserves, but a combination of reserves and debt may be used to fund the project.

Attachments

1. TSP, Inc. – Feasibility Proposal Pages 21 & 24
2. TSP, Inc – Floor Plan
3. TSP, Inc – Project Cost Estimate
4. Stan Morgan & Associates – Quote for Equipment (Shelving & Coolers)

OUR APPROACH

PHASE 1: PRE-DESIGN SERVICES

The **Pre-Design Services** phase of the project, as we understand it, will consist of a feasibility study comparing site options and associated conceptual designs. This phase shall include the following:

A. Evaluation

1. TSP will evaluate the existing facility, working with the store manager and city members to determine needs and clarify goals.

B. Site

1. TSP will develop two preliminary conceptual site layouts for each of the three buildings. These will include a site layout and a building's footprint (or "bubble diagram") onto an existing site-plan aerial photo.

C. Conceptual Design

1. TSP will provide preliminary conceptual floorplan layouts for each of the buildings at each site. The Owner then works with distributors on relaying shelving and cooler space options to gain understanding of projections and profitability.

2. TSP will develop one preliminary conceptual exterior design for each of the buildings on each proposed site.

3. TSP will provide preliminary cost estimates for the options.

D. Conceptual Design Discussion Meeting

1. TSP and the City of Windom meet via virtual meeting and will review preliminary conceptual layouts and select one option for each site.

2. TSP and the City of Windom will review the preliminary conceptual exterior designs.

E. Conceptual Design Refinement

1. The selected site schemes will be refined, the exterior design will be refined, and the conceptual probable construction cost detail will be updated to assist the City of Windom in decision making.

E. Feasibility Study Report

TSP will summarize this phase with a Feasibility Study Report.

F. Meetings

TSP will meet with the City of Windom (either in person or via virtual meeting) to discuss the Feasibility Study Report and present the final conceptual designs and associated preliminary estimate of probable construction costs.

PHASE 2: DESIGN & CONSTRUCTION SERVICES

The **Design & Construction Services** phase will consist of our entire full-service team working together to carry out Schematic Design, Design Development, Construction Documentation, Bidding and Negotiations, Construction Administration, and Project Closeout.

A. Schematic Design

The thorough information-gathering and programming conducted during Pre-Design & Conceptual Design reveals its value here. We now can judge the work within the appropriate context, quickly eliminating any solutions that rely on flawed assumptions. Schematic Design brings the most tangible solutions to the group for critical evaluation.

B. Design Development

The emphasis is on bringing in the building's details as they apply to engineering, construction technology and systems, program requirements, and user needs.

C. Construction Documents

TSP will use the detailed graphics created in Design Development to produce the Construction Documents (CDs) that ultimately will provide instructions to your chosen construction partners. You'll have the opportunity to review and help advise various "coordination sets" as we approach the final CDs.

D. Bidding

We'll then package the CDs into a bid-letting request and help distribute these notices to qualified construction professionals. Our role in the Bidding phase includes answering questions from prospective bidders, plus providing additional guidance with respect to the design intent and level of finish or materials.

E. Construction Administration

TSP's documents help inform contractors' planning, too: CDs provide guidance on design intent as contractors source the materials that TSP listed in the specifications for each component and room in your building. Throughout the build, TSP will make site visits and write observation reports as part of Construction Administration services.

PRICING PHILOSOPHY

The TSP team establishes fees differently than many of our competitors do. We believe a fee should be easy to comprehend so you can plan for the services you'll actually use. You deserve a fair price, but it's even more important to get exceptional value for your investment. The TSP team offers both.

Our two-phase approach is intentionally efficient in Phase 1 to make the effort less costly until the project is fully funded and assured of moving forward. We don't believe it's fair to charge a small fee up front, only to recover the additional effort down the road. The following fee proposal assumes this approach, though we certainly can adjust this pricing model to fit your decision-making style and schedule.

We believe a lump-sum fee based upon a clearly defined scope of services is much easier for you to manage and relieves a great deal of the stress that often comes with budget uncertainties.

DRIVING FACTORS

Below, we offer an overview of how the most common factors affect professional fees.

- **Size.** The larger the project—whether in cost or square footage—the lower the fee percentage.
- **Scope of Services.** Basic services produce a lower fee than a project that requires additional scope or specialty services.
- **Nature of the Work.** New, stand-alone buildings create lower fees. An addition or expansion, remodel, or any combination thereof causes higher fees.
- **Complexity.** More complex or sophisticated work requires higher fees.
- **Number of Construction Contracts.** Multiple contracts result in a higher fee.
- **Job Site Services.** The greater the number of services and visits required during Construction Administration, the higher the fee.

CUSTOMIZED SOLUTIONS

The fees within this proposal are based on a typical AIA Agreement that incorporates Pre-Design services along with traditional project-design processes. If you are interested in discussing options to streamline the design, approval, and bidding processes, we are open to presenting opportunities that reduce our professional fees. The TSP team looks forward to additional conversations.

FEE PROPOSAL

The TSP team proposes the following fees in a two-phased approach:

Phase 1: Pre-Design Phase

Based upon our suggested approach for Phase 1, TSP will conduct a feasibility study comparing site options and create preliminary concepts and associated opinions of probable construction costs for each option. At the end of Phase 1, the City of Windom will use this information to select one building site and concept.

For Phase 1, TSP proposes a lump-sum fee of $10,725.00, plus applicable taxes and reimbursable expenses, payable upon completion of Phase 1.

Additional promotional assistance for public presentations, community meetings, etc... can be provided upon request as an additional fee, negotiated separately based upon TSP's standard hourly rates.

Phase 2: Design and Construction

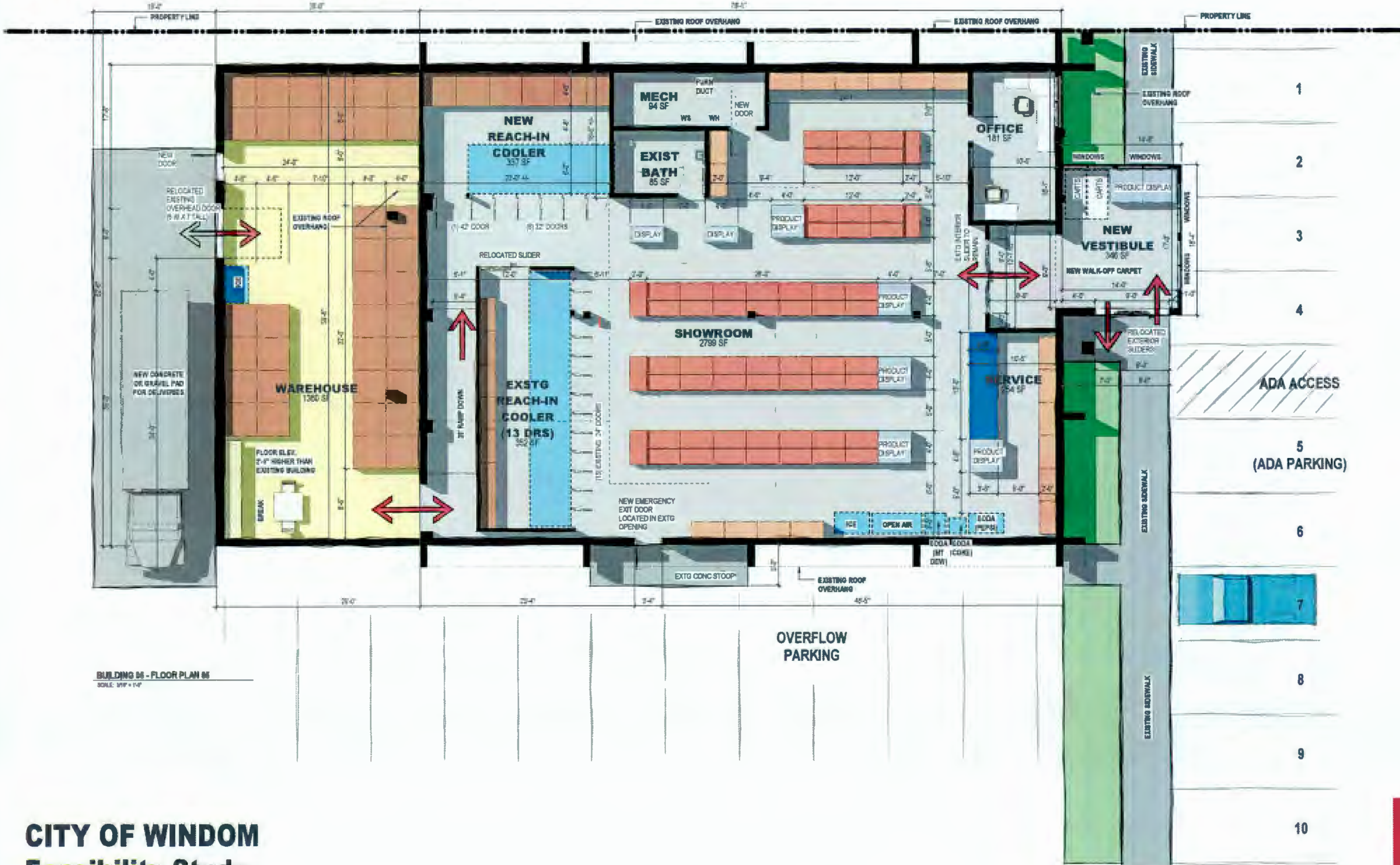
Phase 2 includes the traditional design process of Schematic Design, Design Development, Construction Documents, Bidding, and Contract Administration. TSP will provide standard professional design services including architectural, civil engineering, mechanical engineering, electrical engineering, and structural engineering.

For Phase 2, TSP proposes a lump-sum fee range based upon 10% - 12% of the total budgeted construction cost established for the selected option at the end of Phase 1, plus all applicable taxes and reimbursable expenses.

This fee specifically excludes site surveys or soils testing/ engineering and specialty design consultants, as these are typically contracted by the Client outside of the design contract. Per the proposal requirements, construction observations will be billed separately at TSP's standard hourly rate.

Professional architecture and engineering fees are highly dependent on the unique nature of each specific project. This professional fee proposal is the opening dialogue to help clearly establish your anticipated and desired scope of services. Our ensuing joint conversations will define a project that fits your budget and provides a reasonable and fair fee for the high-quality services tailored to your specific needs and objectives. TSP's Standard Hourly Rates can be furnished upon request.

SITE 01 - BUILDING RENOVATION - FLOOR PLAN



CITY OF WINDOM
Feasibility Study

TSP
Design Redefined.

Project Budget

TSP
1112 N. West Ave.
Sioux Falls, SD 57104-1333
phone (605) 336-1160
www.teamtsp.com

Project Name: River Bend Liqour Store
Project Address: Windom, MN
Project Budget: Conceptual
Date: Jan. 6, 2023

DESCRIPTION	PROJECT BUDGET	CONTRACT AMOUNT	REMARKS
CONSTRUCTION			
Retail Renovation	$ 303,308		
Warehouse Addition	$ 281,829		
Vestibule Addition	$ 90,292		
Subtotal Construction	**$ 675,428**	**$ -**	
Construction Contingency (%)	$ 13,509		
Total Proposed Construction Budget	**$ 688,937**	**$ -**	
DESIGN AND CONSULTANT FEES			
TSP A/E Design Phase Services			
TSP Reimbursable Expenses			
TSP A/E Construction Phase Services			
Subtotal Fees	**$ -**	**$ -**	
Total Proposed Design and Construction Budget	**$ 688,937**	**$ -**	
OWNER ADMINISTRATIVE COSTS			
Builders Risk Insurance			
Site Survey			
Soil Investigation & Report			
Asbestos Survey			
Building Permit			
Testing Allowance (Soils and Concrete)			
Subtotal Owner Administrative Costs	**$ -**	**$ -**	
FIXTURES, FURNISHINGS & EQUIPMENT (FF&E)			
Furniture/Furnishings/Equipment	$ -	$ -	
Technology/Telephones	$ -	$ -	
Landscaping	$ -	$ -	
Subtotal FF&E	**$ -**	**$ -**	
Totals	**$ 688,937**	**$ -**	

TSP

1112 N. West Ave. phone (605) 336-1160
Sioux Falls, SD 57104-1333 www.teamtsp.com

PROBABLE CONSTRUCTION COST DETAIL

PROJ:	River Bend Liqour Store	DATE:	01/06/23
	Retail Renovation	4,685	sf
		ESTIMATOR:	SLL
LOC:	Windom, MN	PROJECT NO:	03201413.1

The amounts stated herein are our best estimate of probable construction costs based on current information. Because costs are influenced by market conditions, changes in project scope, and other factors beyond our control, we cannot guarantee that actual construction costs will equal this estimate.

DESCRIPTION	QUAN	UNITS	UNIT COST	X-TEND	SUB-TOTAL	
SELECTIVE BUILDING DEMOLITION					**$ 16,300.00**	
Selective building demolition					*$3.48*	*/sft*
Interior demo (floors, ceilings, misc)	4,500	sf	$ 2.00	$ 9,000.00		
Demo interior partition walls	1	lsum	$ 3,500.00	$ 3,500.00		
Demo walls for door openings	1	ea	$ 800.00	$ 800.00		
Demo HM door/frame, double	1	set	$ 200.00	$ 200.00		
Clean up	1	lsum	$ 800.00	$ 800.00		
Haul debris away	1	lsum	$ 2,000.00	$ 2,000.00		
SHELL					**$ 4,000.00**	
Exterior Enclosure						
Infill ext. door opening, CMU (old dbl door)	1	lsum	$ 800.00			
Ext door, 3' x 7' HM door/frame	2	ea	$ 2,000.00	$ 4,000.00		
INTERIORS					**$ 72,986.00**	
Interior construction					*$15.58*	*/sft*
Partitions	740	sf	$ 15.00	$ 11,100.00		
Patch/repair walls/ceilings, etc.	1	lsum	$ 3,000.00	$ 3,000.00		
Wood blocking	1	lsum	$ 1,500.00	$ 1,500.00		
Interior doors	4	ea	$ 1,500.00	$ 6,000.00		
Fittings (specialties)	1	lsum	$ 800.00	$ 800.00		
Interior finishes						
Wall finishes, paint	4,685	sf	$ 2.00	$ 9,370.00		
Floor finishes, epoxy	3,584	sf	$ 8.00	$ 28,672.00		
Ceiling finishes	3,584	sf	$ 3.50	$ 12,544.00		
EQUIPMENT & FURNISHINGS					**$ 3,080.00**	
Furnishing						
Service counter, remains as is		lf	$ -	$ -		
Break Room	11	lf	$ 280.00	$ 3,080.00		
SERVICES					**$ 137,787.00**	
HVAC					*$63,012.00*	
Demo	4,500	sf	$ 0.80	$ 3,600.00	*$13.45*	*/sft*
Retail portion	4,951	sf	$ 12.00	$ 59,412.00		
Electrical					*$74,775.00*	
Demo	4,500	sf	$ 1.00	$ 4,500.00	*$15.96*	*/sft*
Electrical	4,685	sf	$ 15.00	$ 70,275.00		
Sub-Total Estimated Construction Cost				**$ 234,153.00**		
Estimating/Design Contingency	10.0%			$ 23,415.30		
General Conditions/OH	8.7%			$ 20,371.31		
Building Permit						
Liability Insurance	0.40%			$ 1,111.76		
Builder's Risk Insurance	0.60%			$ 1,674.31		
GC/CM Profit	6.5%			$ 18,247.17		
Payment and Performance Bonds	1.45%			$ 4,335.11		
TOTAL ESTIMATED CONSTRUCTION COST				**$ 303,307.95**		
				$64.74	*/sft*	
Equipment					$ -	
Cooler - per TriMark for 6' deep ($15.96/sf)		lsum	$ 150,000.00	$ -		
Coolers (remove, reinstall)		lsum		$ -		
Furnishing						
Shelving		lsum		$ -		

TSP
1112 N. West Ave.
Sioux Falls, SD 57104-1333
phone (605) 336-1160
www.teamtsp.com

PROBABLE CONSTRUCTION COST DETAIL

		DATE:	01/06/23
PROJ:	River Bend Liqour Store Warehouse Addition	1,500	sf
		ESTIMATOR:	SLL
LOC:	Windom, MN	PROJECT NO:	03201413.1

The amounts stated herein are our best estimate of probable construction costs based on current information. Because costs are influenced by market conditions, changes in project scope, and other factors beyond our control, we cannot guarantee that actual construction costs will equal this estimate.

DESCRIPTION	QUAN	UNITS	UNIT COST	X-TEND	SUB-TOTAL	
SELECTIVE BUILDING DEMOLITION					$ 8,000.00	
Selective building demolition					*$5.33*	*/sft*
Demo walls for door openings	1	ea	$ 800.00	$ 800.00		
Demo roof structure & façade, weather protection	1	lsum	$ 6,000.00	$ 6,000.00		
Clean up	1	lsum	$ 400.00	$ 400.00		
Haul debris away	1	lsum	$ 800.00	$ 800.00		
SUBSTRUCTURE					$ 22,305.00	
Foundations					*$14.87*	*/sft*
Standard foundations	109	lf	$ 85.00	$ 9,265.00		
Special foundations, stoop with stairs	1	lsum	$ 2,200.00	$ 2,200.00		
Slab-on-grade	1,360	sf	$ 6.50	$ 8,840.00		
Interior ramp to addition	200	sf	$ 10.00	$ 2,000.00		
SHELL					$ 109,710.00	
Super structure					*$73.14*	*/sft*
Roof construction	1,500	sf	$ 14.00	$ 21,000.00		
Roof construction at tie in	1	lsum	$ 4,000.00	$ 4,000.00		
Exterior Enclosure						
Exterior walls	109	lf	$ 266.00	$ 28,994.00		
Exterior doors						
3' x 7' HM door/frame	1	ea	$ 2,000.00	$ 2,000.00		
OH door, salvaged	1	ea	$ 300.00	$ 300.00		
Roofing						
Roof covering	1,826	sf	$ 16.00	$ 29,216.00		
Infill existing at tie in	1	sf	$ 12,000.00	$ 12,000.00		
Façade	122	lf	$ 100.00	$ 12,200.00		
INTERIORS					$ 11,206.00	
Interior construction					*$7.47*	*/sft*
Ceiling (drywall and attic insulation)	1,500	sf	$ 4.20	$ 6,300.00		
Interior finishes						
Wal/ceiling finishes, paint	3,000	sf	$ 1.25	$ 3,750.00		
Sealed concrete	1,360	sf	$ 0.85	$ 1,156.00		
SERVICES					$ 24,600.00	
HVAC					*$12,000.00*	
Warehouse	1,500	sf	$ 8.00	$ 12,000.00		
Electrical					*$12,600.00*	
Demo	1	lsum	$ 600.00	$ 600.00	*$8.40*	*/sft*
Electrical	1,500	sf	$ 8.00	$ 12,000.00		
BUILDING SITEWORK					$ 41,750.00	
Site preparation					*$27.83*	*/sft*
Site clearing	1,500	sf	$ 1.50	$ 2,250.00		
Site demolition & relocations	1,500	sf	$ 3.00	$ 4,500.00		
Site earthwork	1	lsum	$ 12,000.00	$ 12,000.00		
Site improvements						
Parking lots	1,000	sf	$ 8.00	$ 8,000.00		
Landscaping	1	lsum	$ 15,000.00	$ 15,000.00		
Sub-Total Estimated Construction Cost				**$ 217,571.00**		
Estimating/Design Contingency	10.0%			$ 21,757.10		
General Conditions/OH	8.7%			$ 18,928.68		
Building Permit						
Liability Insurance	0.40%			$ 1,033.03		
Builder's Risk Insurance	0.60%			$ 1,555.74		
GC/CM Profit	6.5%			$ 16,954.96		
Payment and Performance Bonds	1.45%			$ 4,028.11		
TOTAL ESTIMATED CONSTRUCTION COST				**$ 281,828.61**		
				$187.89	*/sft*	

TSP
1112 N. West Ave.
Sioux Falls, SD 57104-1333
phone (605) 336-1160
www.teamtsp.com

PROBABLE CONSTRUCTION COST DETAIL

PROJ:	River Bend Liqour Store	DATE:	01/06/23
		266	sf
	Vestibule Addition		
		ESTIMATOR:	SLL
LOC:	Windom, MN	PROJECT NO:	03201413.1

The amounts stated herein are our best estimate of probable construction costs based on current information. Because costs are influenced by market conditions, changes in project scope, and other factors beyond our control, we cannot guarantee that actual construction costs will equal this estimate.

DESCRIPTION	QUAN	UNITS	UNIT COST	X-TEND	SUB-TOTAL
SELECTIVE BUILDING DEMOLITION					$ 1,900.00
Selective building demolition					
Demo walls for door openings	1	ea	$ 800.00	$ 800.00	
Remove auto doors for salvage	1	set	$ 600.00	$ 600.00	
Clean up	1	lsum	$ 200.00	$ 200.00	
Haul debris away	1	lsum	$ 300.00	$ 300.00	
SUBSTRUCTURE					$ 7,224.00
Foundations					
Standard foundations	47	lf	$ 85.00	$ 3,995.00	
Special foundations, stoop	1	lsum	$ 1,500.00	$ 1,500.00	
Slab-on-grade	266	sf	$ 6.50	$ 1,729.00	
SHELL					$ 28,632.00
Super structure					
Roof construction	210	sf	$ 20.00	$ 4,200.00	
Roof construction at tie in	1	lsum	$ 500.00	$ 500.00	
Exterior Enclosure					
Exterior walls	47	lf	$ 266.00	$ 12,502.00	
Exterior windows	4	ea	$ 1,200.00	$ 4,800.00	
Auto slider doors, salvaged	1	ea	$ 600.00	$ 600.00	
Roofing					
Roof covering	230	sf	$ 16.00	$ 3,680.00	
Façade	47	lf	$ 50.00	$ 2,350.00	
INTERIORS					$ 2,157.10
Interior construction					
Patch/repair walls/ceilings, etc.	1	lsum	$ 400.00	$ 400.00	
Interior finishes					
Wall finishes, paint	1	lsum	$ 600.00	$ 600.00	
Sealed concrete	266	sf	$ 0.85	$ 226.10	
Ceiling finishes	266	sf	$ 3.50	$ 931.00	
SERVICES					$ 15,792.00
HVAC					
Vestibule heat/cool	1	lsum	$ 12,000.00	$ 12,000.00	
Electrical					
Demo	1	lsum	$ 600.00	$ 600.00	
Electrical	266	sf	$ 12.00	$ 3,192.00	
BUILDING SITEWORK					$ 14,000.00
Site preparation					
Site demolition & relocations	1	lsum	$ 3,000.00	$ 3,000.00	
Site earthwork	1	lsum	$ 3,000.00	$ 3,000.00	
Site improvements					
Parking lots		sf	$ 8.00	$ -	
Pedestrian paving	1	lsum	$ 4,000.00	$ 4,000.00	
Site development (mods at main entrance)	1	lsum	$ 4,000.00	$ 4,000.00	
Sub-Total Estimated Construction Cost				**$ 69,705.10**	
Estimating/Design Contingency	10.0%			$ 6,970.51	
General Conditions/OH	8.7%			$ 6,064.34	
Building Permit					
Liability Insurance	0.40%			$ 330.96	
Builder's Risk Insurance	0.60%			$ 498.43	
GC/CM Profit	6.5%			$ 5,432.01	
Payment and Performance Bonds	1.45%			$ 1,290.52	
TOTAL ESTIMATED CONSTRUCTION COST				**$ 90,291.87**	
				$339.44	*/sft*

January 25th, 2023

River Bend Liquor

Dear John,

Stan Morgan and Associates is pleased to quote the following equipment and fixtures for the City of Windom.

Store Gondola/Wall Shelving: Lozier — **$27,750.00**

(2) 16'L gondolas, 60"H, 22"D, base +3 levels of shelves
(3) 20'L gondolas, 60"H, 22"D, base +3 levels of shelves
(7) 4' wide end caps, 60"H, 22"D, base +3 levels of shelves

(3) 20' wide wall sections, 72"H, base +5 levels of shelves
(1) 16' wide wall section, 72"H, base +5 levels of shelves
(3) 8' wide wall sections, 72"H, base +5 levels of shelves

All shelving priced with CHR black metal with CHR black martek backs

Current Lead Time: March 2023

Walk-In Display Cooler #1:

Panels: Leer — **$19,450.00**
32'2" length x 15'2" Depth x 8'6" Height Cooler without floor.
Includes: Interior/exterior galvanized/embossed, wood screed and cove molding throughout,
Net opening for (12) 30" x 79" doors; (1) 48" x 78" overlap mount entrance door (right hand hinge),
(1) vapor proof light, (1) digital/switch thermometer

Freight estimate on box panels: **$1,500.00**

Current Lead Time: March 2023

Refrigeration: — **$12,000.00**
(1) Heatcraft CCH0055MCACZA0000 5.5hp scroll compressor with
(2) CEL0190AS6AMAB0300 evaporators with QRC controller; 208-230/3/60; R448A refrigerant

Display Cooler Doors: Commercial Display Systems
(1 set of 12) Legacy Series 30" x 79" cooler doors and frame assembly. — **$12,950.00**
Includes: 2 pane double soft coat argon filled glass, perimeter frame heater, heater controller, high-def Q LED lighting system, smooth black finish, hinged left; ADA compliant, DOE 2017 Compliant; Energy Efficient

Walk-In Display Cooler #2:

Panels: Leer — **$17,400.00**
23'8" length x 15'8" Depth x 8'6" Height Cooler without floor.
Includes: Interior/exterior galvanized/embossed, wood screed and cove molding throughout,
Net opening for (9) 23" x 79" doors; (1) 48" x 78" overlap mount entrance door (left hand hinge),
(1) vapor proof light, (1) digital/switch thermometer

Freight estimate on box panels: **$1,500.00**

Current Lead Time: March 2023

Refrigeration: — **$11,500.00**
(1) Heatcraft CCH0050MCACZA0000 5hp scroll compressor with
(2) CEL0155AS^AMAB0300 evaporators with QRC controllers; 208-230/3/60; R448A refrigerant

(1 set of 8) Legacy Series 23" x 79" cooler doors and frame assembly. — **$8,500.00**
Includes: 2 pane double soft coat argon filled glass, perimeter frame heater, heater controller, high-def Q LED lighting system, smooth black finish, hinged left; ADA compliant, DOE 2017 Compliant; Energy Efficient

Installation of Walk-In Panel & Door Packages: — **$14,500.00**
Includes removal of existing walk-in cooler to onsite dumpster, setting of wall, ceiling and floor panels for (2) new walk-in coolers. Installation of (21) glass doors. Does not include refrigeration hookup.

Estimate for Refrigeration Installation: — **$24,000.00**

Gravity Fed Beer Shelving: BOF | $22,550.00

Nyla Track Shelving for behind (12) 30"x79" glass doors
7 Levels (6'0" deep) with black price tag moldings. Layout consists of: (3) Levels for 6 pack slides; (2) levels for 12 pack can rollers; and (2) levels for 12 pack bottle rollers

Current Lead Time: 6 weeks from time of PO

Special Notes

Above price do not include freight or installation unless noted. Does not include any plumbing or electrical work. Prices are valid for 45 days.

TOTALS:

Total for above items in bold:	**$173,600.00**
State and local sales tax (6.875%):	**$11,935.00**
Grand Total:	**$183,535.00**

Terms

Balance upon Delivery

If you have any questions or concerns, please do not hesitate to call.

Sincerely,

RESOLUTION #2023-

INTRODUCED:
SECONDED:
VOTED: **AYE:**
NAY:
ABSENT:

RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED VACATIONS OF INGRESS-EGRESS AND UTILITY EASEMENTS

WHEREAS, a Petition signed by the property owner of the properties was received by the City Administrator; and

WHEREAS, the Petition requested that the City Council consider the vacation of two existing Ingress-Egress and Utility Easements legally described as:

LEGAL DESCRIPTIONS OF EASEMENTS TO BE VACATED

15-foot wide ingress-egress easement and sewer, water and utility easement along the South side of Tract "A" which is described as: **The East 345.00 feet, EXCEPT the South 193 Feet, of Lot 5, Block 2 of Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota,** and a 15-foot wide ingress-egress easement and sewer, water and utility easement along the North side of Tract "B" which is described as: **The North 157.00 feet of the South 193.00 feet of the East 345.00 feet of Lot 5, Block 2 of Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.**

WHEREAS, the City Administrator has reviewed said Petition and determined that the Petition was signed by the owner of the properties where the easements are located.

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

1. That the City Council will consider the vacation of said Easements, described herein, at a public hearing which shall be held on April 4, 2023, in the Council Chambers at 444 9th Street in the City of Windom, Minnesota, at the City Council Meeting which begins at 6:30 P.M.

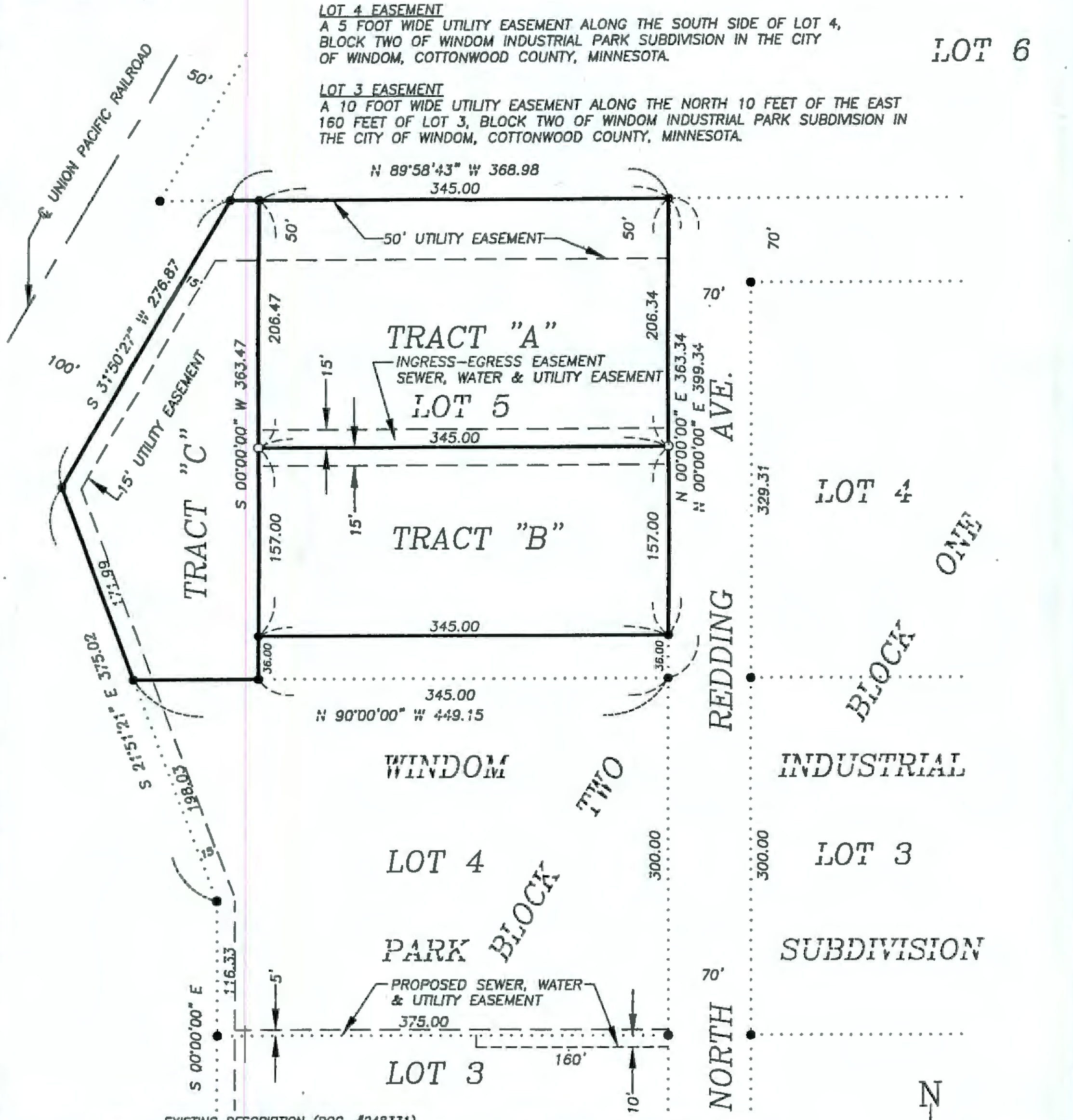
2. That the City Administrator is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted this 7th day of March, 2023.

____
Dominic Jones, Mayor

Attest:________________________
Steve Nasby, City Administrator

PARTS OF LOT 5, BLOCK 2, WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA.



EXISTING DESCRIPTION (DOC. #248331)

Lot 5, Block 2, Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota, excepting therefrom the South 36 feet of the East 345 feet thereof.
This deed is given pursuant to Grantee's option set forth in that Warranty Deed between the above Grantee as Grantor and the above Grantor as Grantee dated August 29, 2000, filed for record September 1, 2000, in File 199, Card 703.

TRACT "A" DESCRIPTION

The East 345.00 feet except the South 193.00 feet of Lot 5, Block Two of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota. Subject to a 50 foot wide sewer, water & utility easement along the North side and a 15 foot wide ingress-egress easement and sewer, water & utility easement along the South side thereof.

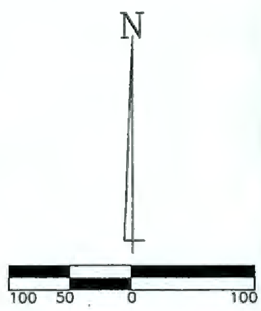
TRACT "B" DESCRIPTION

The North 157.00 feet of the South 193.00 feet of the East 345.00 feet of Lot 5, Block Two of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota. Subject to a 15 foot wide ingress-egress easement and sewer, water & utility easement along the North Side thereof.

TRACT "C" DESCRIPTION

Lot 5, Block Two of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.
EXCEPT
The East 345.00 feet thereof.

Subject to a 50 foot wide sewer, water and utility easement along the North side and a 15 foot wide utility easement along the westerly side thereof.



SCALE 1" = 100'

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

DENNIS RAY ESPLAN LICENSED 43803 LAND SURVEYOR STATE OF MINNESOTA

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signature: Dennis Ray Esplan

Dennis Ray Esplan

Date 7/29/08 Certificate # 43803

ZIESKE LAND SURVEYING, INC.
Perry L. Zieske P.L.S.
Dennis Ray Esplan P.L.S.
225 Ninth Street, Box 94
Windom, MN 56101
Phone: (507) 831-0100

SURVEY FOR: WINDOM EDA
PROJECT NUMBER: C 0520 SB
DATE: JULY 24, 2008


258390073
8390070
258390072
258390071

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: March 2, 2023
RE: **City Wide Cleanup Event**
DEPT: Administration
CONTACT: Denise Nichols 832-8652

Recommendations/Options/Action Requested

The Cleanup Committee has been meeting to discuss changes for the 2023 Citywide Cleanup Event and recommends the City Council approves the following changes to the annual Cleanup Event. The Committee would also request the Council determine if reduced rates will be offered for recycling mattresses.

Issue Summary/Background

The City has been informed by the recycler that they will no longer offer curbside electronics and appliance recycling.

Cottonwood County will be holding recycling events two times a year on the third Saturdays in April and October. The Committee and Staff would like to inform the residents that this will be the only opportunity to recycle electronics and appliances.

The Committee and Staff are suggesting an insert in the April utility billing which would include the cleanup ad and information that this year there will be no curbside recycling during the cleanup event. The insert would include information for the County Recycling Event on April 15th. This information will encourage residents to take advantage of the opportunity to recycle items during the County Recycling Event. Jenny Quade has also agreed to share the recycling event information and changes to the Citywide Cleanup event on KDOM radio.

Hometown Sanitation will conduct the cleanup event for the entire City on Saturday, May 20th. Due to past issues with the event and for the safety of Hometown Staff, the Committee is recommending that each household be allowed curbside pickup of 10 large household items. In addition, for acceptable small items, the City will be offering two drop-off locations. Proof of City of Windom residency will be required at drop off locations. **These drop-off locations will be in operation on May 20th from 7:00 a.m. to 1:00 p.m.**

The County will provide curbside mattress and box spring pickup on May 18th & 19th for an additional $2/per piece for a total cost of $17.00 per mattress or box spring. Last year **the City provided a subsidy of $5.00 per mattress or box spring for the first two tags.**

Fiscal Impact

The City collects a monthly fee of $1.00 per household for the cleanup event and recycling tag fees cover costs for mattress/box spring recycling. The costs for this program have been covered by the monthly fee. However if costs exceed the fees collected, there would be additional costs to the General Fund.

Attachments

City Wide Cleanup Ad

Windom's CITYWIDE CLEANUP

NEW this year!

Saturday, May 20

Do not put items out on the curb until after May 12.

THIS CLEANUP IS NOT FOR—

• Curbside appliance • Electronic recycling • Items that fit in your weekly trash pickup container

Recycle appliance/electronic items during Cottonwood County's recycling events.

—CURB—

Each household is allowed curbside pickup of—

10 LARGE HOUSEHOLD GOODS OR FURNITURE

Place items at the curb by 6:00 a.m., Saturday, May 20. **DO NOT place items in alley!**

Only 10 items will be picked up. If more than 10 items are placed on the curb the property owner will be responsible for proper disposal of the remaining items.

Items with glass/mirror ARE NOT ALLOWED. All glass/mirror items can be taken to drop off sites.

DO NOT PLACE appliances or electronics on the curb. Recycle these items during Cottonwood County's recycling events.

No items in garbage bags!

—DROP OFF—

ADDITIONAL SMALL ACCEPTABLE ITEMS—

Can be dropped off at dumpster locations

(Windom Community Center & Windom Arena)

7:00 a.m. to 1:00 p.m.

All items brought to the site must be in an open box and visible for inspection no bags will be allowed. Proof of City of Windom residency will be required to drop off items.

UNACCEPTABLE materials for pickup or drop off include —

- Appliances
- Electronics
- Household garbage
- Hazardous waste
- Building materials
- Lead acid batteries
- Liquid waste
- Paints
- Fluorescent tubes
- Used oil
- Auto bodies
- Tires
- Concrete

—MATTRESSES—

MATTRESS RECYCLING

Thursday & Friday, May 18 & 19 with $17 tag fee for mattress or box spring

If you have either of these for pickup during the cleanup event, you must purchase a tag for $17.00 from City Hall by Tuesday, May 16.

Please keep items dry, stand mattresses on side and place on the curb before 8:00 a.m. on Thursday, May 18, for pickup. **Mattresses and box springs without tags WILL NOT BE PICKED UP.**

Buy tags online at—

www.windom-mn.com

ALL TAGS MUST BE PURCHASED BY TUESDAY, MAY 16!

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: EDA Interview Team
DATE: February 24, 2023
RE: EDA Director – Hiring Recommendation
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The EDA Director interview team recommends that the City Council take the following action:

1. Hire Tiffany Lamb as the EDA Director at Step 1 of the Supervisory Pay Scale with advancement to Step 2 upon successful completion of the six month probationary period.

Issue Summary/Background

The EDA Director position has been vacant since April 2022 upon the resignation of Drew Hage. During that time the City has advertised to replace the position in several forms (EDA Director, EDA Director\Asst City Administrator and EDA Coordinator\Director). Applications have been received and interviews conducted over the past 10 months with two offers made, but both candidates withdrew.

On February 21, 2023 the EDA Director interview team consisting of EDA President, Ryan McNamara; Mayor Jones, Councilmember Grunig, Councilmember Quade and Tom Riordan, Personnel Committee interviewed Tiffany Lamb for the EDA position. Ms. Lamb has a Bachelor's Degree with a certificate in Public Management and is anticipating the completion of a Master's Degree in Public Administration (August 2023). Additionally, Ms. Lamb has professional work experience over the last two years with the Worthington and Jackson County School Districts as a Program Manager and Grant Coordinator.

The interview team is recommending the City Council hire Tiffany Lamb for the EDA Director position.

Fiscal Impact

The EDA Director position has been budgeted within the 2023 Budget.

Attachments

1. Employment Terms

MEMORANDUM

CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: Tiffany Lamb
FROM: Steve Nasby, City Administrator
DATE: February 24, 2023
RE: Economic Development Director Position – Terms of Employment

Welcome to the City of Windom! The interview team and City Council are looking forward to your employment as Economic Development Director. This offer of employment is subject to final approval by the City Council on March 7, 2023.

Starting Date	On or before March 27, 2023
Salary	$75,150 as Step 1 on the 2023 Supervisory pay scale. Upon successful completion of Probationary Period, advancement to Step 2 at $77,022.
Federal Status	This is an exempt position. Flexible hours depending on work schedule.
Vacation Accrual	Vacation accrual according to City Policy starting on Year 1.
Vacation Bank	12 hours of vacation credited upon start of employment.
Holidays	Eleven paid holidays (City Policy).
Sick Leave	One day per month (City Policy).
Retirement	State of Minnesota – Public Employee Retirement Account (PERA).
Deferred Compensation	Minnesota Deferred Comp (employee's option – no City matching).
Health Insurance	Health Plan with applicable VEBA and\or HSA contributions by City.
Medical\Dependent Care Flex Acct	Available pre-tax deductions (employee's option – no City contribution).
Life Insurance	$50,000 decreasing term life policy (100% premium paid by City).
Probation Period	6 months (terms according to City Policy).

Tiffany Lamb

Tiffany Lamb   City of Windom

ACTION ITEM

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

TO:	City Council
FROM:	John Nelson, Manager, River Bend Liquor
DATE:	March 1, 2023
RE:	Liquor Store Part-Time Liquor Store Clerk Position
DEPT:	Liquor Store
CONTACT:	John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council hire Anthony (Tony) Hulm as the Union Part-Time Assistant Liquor Store Clerk Position. This is a Grade 1 position. It is recommended to hire him at Step 3 ($15.09) of the 2023 Union Wage Schedule with a 6-month probationary period. Upon successful completion, a step increase would be received.

Issue Summary/Background

On November 15, 2022, City Council approved a Part-Time Union Clerk Position. This position was filled in December until the person resigned in January. We then re-advertised both internally and externally. There were no internal applications. We did receive 5 new application from the general public, we also reviewed two applications from the previous advertisement. Four candidates were chosen to interview. Only two candidates accepted interviews. Interviews were completed by Manager John Nelson & Liquor Commission Member Jenny Quade. It is our recommendation to hire Anthony Hulm at Step 3 on the 2023 Union Wage Scale.

Fiscal Impact

The fiscal impact will come from Part-Time Wages in our budget. There will be some increase in costs as the position is a higher paid wage due to the Union Scale, but will cover hours currently being worked by Non-Union Part-Time Employees

Attachments

None