Council Meeting
Tuesday, May 16, 2023
City Council Chamber
6:30 p.m.
AGENDA

Call to Order

Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes– May 2, 2023
        - EDA – May 8, 2023
        - Community Center Commission – May 8, 2023
        - Planning Commission – May 9, 2023
        - Library Board – May 9, 2023
        - Utility Commission – May 10, 2023
    - License Applications
        - Amplification Permits –
            - Preferred Choice House – June 3, 2023
            - Phat Pheasant Pub
                - Riverfest - June 10, 2023
                - Torkelson Run - August 26, 2023
            - Windom Chamber of Commerce
                - Riverfest Cookout – June 6, 2023
                - Riverfest Concert - June 9, 2023
                - Riverfest Courthouse Square – June 10, 2023
                - Riverfest Family Fun Day – June 11, 2023
    - Regular Bills

2. Department Heads

3. Resolution Bid Award Electric Department Truck Shed

4. Call for a Public Hearing Land Use Code Revision

5. Personnel Recommendation
    - Pool & Summer Recreation - Seasonal Hiring
    - Liquor Store Part-time Clerk
    - Closed Session – Labor Negotiation Strategy

6. New Business

7. Old Business

8. Council Comments

9. Adjourn

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
May 2, 2023
6:30 p.m.

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

2. Roll Call:

Council Present:	Mayor Dominic Jones, Dennis Esplan, Marv Grunig, James Nelson, Jenny Quade and Scott Benson
Council Absent:	None.
City Staff Present:	Steve Nasby, City Administrator; Tim Hogan, Recreation Director; Jon Ketzenberg, Streets & Parks Superintendent; Tim Snyder, Community Center Director and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:
   - Minutes
     - Council Minutes – April 18, 2023
     - Parks & Recreation Commission – April 12, 2023
     - Telecom Commission – April 17, 2023
     - Community Center Commission – April 17, 2023
     - Utility Commission – April 26, 2023
   - License Application
     - Cigarette License – United Fuel Midwest, LLC
     - Temporary On-Sale Liquor License – Windom Lions Club – June 9, 2023
     - Exempt Gambling Permit – Windom Chamber – June 11, 2023
   - Regular Bills

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

5. Department Heads:
   None.

6. Proclamations:
   Jones said that the Council will be recognizing Hospital Week from May 7 – 13th; National Police Week May 14 – 20th and EMS Week May 21 – 27th.

   Council Member Grunig introduced the Resolution No. 2023-15, entitled "2023 NATIONAL HOSPITAL WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Grunig, Esplan, Benson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

   Council Member Quade introduced the Resolution No. 2023-16, entitled "CITY OF WINDOM PROCLAMATION RECOGNIZING LAW ENFORCEMENT OFFICERS" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Grunig, Esplan, Benson, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council Member Benson introduced the Resolution No. 2023-17, entitled "CITY OF WINDOM 2023 EMS WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Esplan, Nelson, Grunig, Benson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

The City Council thanked Windom PD, EMS and Hospital workers for their contributions to the community.

7. Windom Area Health:
John Peyerl, Windom Area Health CFO, said the 2024 budget is anticipating an 11.5% increase in revenue attributed to a 4% increase in prices and 7.5% in growth of services. They are projecting $55 million in revenue and $55 million in expenses for a net of $0. Expenses are higher for salaries, purchased services and pharmaceuticals. They have estimated $750,000 in "other" income primarily comprised of investment income. He is hoping the growth in new services happens sooner than later which will improve the bottom line. He noted the 2023 budget anticipated about $1.4 million in revenue versus this $0 for 2024. One new service they are pursuing is robotic surgery which has shown to reduce complications and shorten recovery time.

Grunig asked if the growth in services are showing the higher expenses and phasing in of revenue would he consider the budget "conservative"? Peyerl said yes, as the expenses are shown and the revenue is lagging several months but could come in faster than shown in the budget.

Jones asked if any medical office building costs are shown in the 2024 budget. Peyerl said no expenses are shown in 2024. Jones asked about the price hikes. Peyerl said they are planning for a 4% increase in the budget. Jones asked about the robotic surgery. Peyerl said it has been around a number of years and is shown to be successful and WAH will do a demonstration when the machine is on-site. Jones asked about the newer Medical Director and Chief Nursing Officer positions. Peyerl said that these are professionals with many years in the medical field that can relate to the physicians and nursing staff on an administrative level, but have the extensive knowledge necessary to assist when things come up that management staff does not possess.

Grunig asked about what back-up power system the robot surgical unit uses. Peyerl said he did not know, but the surgeon using the machine can do it manually too if there is a power loss.

Motion by Grunig second by Quade to approve the 2024 Windom Area Health budget as presented. Motion carried 5 – 0.

Peyerl said about six months ago they started looking at space needs at WAH. They are currently busy and would like to demolish the clinic space and build a new medical office building. This new building would host the clinic, WAH expansion into mental health and outpatient services and accommodate a move for the Wellness Center. They have some preliminary costs and are planning a Special Hospital Board for May 8th to discuss design, finances and other items. The Council is invited to attend the meeting as it will be open to the public.

Jones asked if WAH does mental health services will the long distance transfers done by the Windom Ambulance go down. Peyerl said that is not the kind of mental health they are planning, which is an outpatient focus.

Jones asked the City Council will participate in the Special WAH Board meeting. Peyerl said no, it is for them to learn more about the project and WAH plans to attend the May 16th City Council meeting for more discussion with that group.

8. Airport Crosswind Runway Scope Environmental Assessment Contract:
Nasby said that the Council approved the grant for the zoning work at the last meeting and this contract for services is for an environmental assessment that is required for the future crosswind runway project. The cost is $72,600 and the FAA funding is 90% with the balance picked up by the City and likely to come from the Airport budget over the next two years.

Motion by Benson second by Nelson to approve the Professional Services Agreement between the City and SEH, Inc. for an Environmental Assessment for the Crosswind Runway Project. Motion carried 5 – 0.

9. Telecom – Showtime Rate:
Esplan said the Telecom Commission reviewed the Showtime rate as the cost from the vendor increased. The Commission did not want to have a loss, but did want to recover their costs so they are recommending the $15.99 per month rate.

Council Member Esplan introduced the Resolution No. 2023-18, entitled "RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Quade, Nelson, Grunig, Esplan and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

10. Street Closure Requests:
Jones said that the Windom Area Chamber has requested street closures for Riverfest activities. The Closures are on June 10, 2023 and include 3rd Avenue, 9th Street, 4th Avenue and the Parade route to include 14th Street, 8th Street, 3rd Avenue and 12th Street.

Motion by Nelson second by Benson to approve the temporary street closures as requested for 2023 Riverfest activities. Motion carried 5 – 0.

11. Personnel:
Nasby said the Street Department is requesting the hiring of Camryn Elness, Henry Erickson and Ken Derickson for seasonal street positions.

Motion by Esplan second by Quade to approve the seasonal Street Department hires as recommended. Motion carried 5 – 0.

Nasby said the Recreation Department and Pool are requesting the hiring of lifeguards and recreation assistants for seasonal positions. The list of the recommended hires is in the Council packet and the pay rates will be established by the Recreation Director and City Hall staff. Nasby added that more seasonal workers may be added, but the department wanted to get the ones they have returning hired.

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

Tim Snyder, Community Center Director, said that they had several positions to hire and wanted to review them with the Council. First, he is recommending that Marti Robben be promoted from part-time maintenance to the vacant full-time maintenance position as Mr. Robben has been working out well for the Community Center.

Motion by Benson second by Esplan to promote Marti Robben to the full-time maintenance position, Step 8. Motion carried 5 – 0.

Snyder said with this promotion, the part-time position is now open and he is recommending the hiring of Joshua Weinberg at Step 5 for the part-time maintenance position.

Motion by Nelson second by Quade to hire Joshua Weinberg for the part-time Community Center maintenance position at Step 5. Motion carried 5 – 0.

Last, Snyder said they have had been advertising for an Administrative Assistant position due to a resignation. He said they interviewed candidates and are recommending the hiring of Rachel Caspers at Step 6 for the full-time Administrative Assistant position.

Motion by Benson second by Nelson to hire Rachel Caspers at Step 6 for the full-time Administrative Assistant position. Motion carried 5 – 0.

12. <u>New Business:</u>
None.

13. <u>Old Business:</u>
Jones said at a prior meeting the Council was informed about the pending completion of the Zoning Code update. The final meeting for review with the Planning Commission is May 9th and he invited any interested Council members to attend as a member of the public as it is an open meeting.

Jones said he wanted to provide a Hylife update. As the community is aware, Hylife filed for bankruptcy last week and this is a step in the process and does not prohibit a buyer coming in. Hylife is continuing to work to sell the facility and remain in production. Dialog continues with the State agencies and Rapid Response Team. A second roundtable discussion maybe held later in the week. A list of contacts for State agencies was completed by the State and given to Hylife for prospective buyers. Chuck Ackman from Senator Klobuchar's office stopped in Windom earlier today to continue their interest and support. Jones reiterated the City, State and Hylife are still optimistic that a new buyer will be found.

Quade asked if Hylife participated in the first roundtable discussion and if the meeting that was tentatively schedule for last Friday happened. Jones said that Hylife did not participate in the roundtable meeting and that the Friday meeting did not take place as the State provided the contact information directly to the company.

Jones noted the Board of Equalization meeting is scheduled for May 9th starting at 4:30 pm and he encouraged citizens with questions on their valuations to attend and talk with the County Assessor.

14. <u>Contractor Payment – City Hall Roof Project – Schwickert's Draw #3</u>
Nasby said the roof work was complete and the final step is the warranty inspection. Staff is recommending the contractor payment be approved and it is a final.

Motion by Benson second by Grunig to approve pay request #3 for Schwickert's in the amount of $35,142.00. Motion carried 5 – 0.

15. <u>Council Comments:</u>
Benson thanked the firefighters and Windom PD for their service and response to emergencies.

Quade thanked EMS, law enforcement and hospital workers for their service to the community. She reminded the public about the Firefighter's Dance on May 6th. Last, Quade reviewed the Citywide

Clean-up rules and noted the 10 item limit, drop off sites, no glass and non-collection of electronics and appliances.

Grunig thanked the staff which helps out with the telecast of the City Council meetings.

Esplan thanked Windom PD and noted the danger in their jobs. He also recognized the EMTs for their great service to the community.

Nasby also thanked Windom PD and EMTs for their service to the community.

Jones echoed the thanks to law enforcement.

16. Adjournment:
Mayor Jones adjourned the meeting by unanimous consent at 7:50 p.m.

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
MAY 8, 2023

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

2. Roll Call & Guest Introductions:

   EDA Commissioners: Ryan McNamara, Nancy Wepplo, Tom Seigfreid, and Marv Grunig.
   Absent: James Nelson.

   Also Present: EDA Staff – Tiffany Lamb, EDA Director, and Admin. Asst. Mary Hensen; Mayor Dominic Jones; City Administrator Steve Nasby; Kevin Stevens, Cottonwood County Liaison; Scott Burdorf of Van Binsbergen & Associates; and Rahn Larson (Citizen). Steve Joerger of SD Research was present by phone for his agenda item.

3. Approval of Minutes: April 10, 2023:

   Motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to approve the Minutes of the EDA Meeting held on April 10, 2023. Motion carried 4-0.

4. River Bluff Townhomes

   A. Annual Report – Van Binsbergen & Associates: Scott Burdorf, Chief Operations Officer for Van Binsbergen & Associates, (management company for the townhomes) presented the annual report on the townhomes. He provided a brief summary of the annual inspection of the units. He said that there was nothing unexpected. The property is in good shape, well maintained, and there is a good group of tenants. He then reviewed the current financial statements. Each month an amount is placed in the reserve account for necessary improvements. The 12-unit townhomes were constructed in 2001 and are approaching the time when the furnaces will need to be replaced. His plan is to have Elite check all of the furnaces this summer and then begin a program to replace two furnaces every year.

   There will be one tenant leaving the end of the month because she has purchased a home. There is a waiting list and the unit should be re-filled by mid-June or the 1st of July.

   Because he had not provided a report in person to the Board since the pandemic began, Mr. Burdorf advised that (based on previous direction from the Board), they had raised the monthly rental as of July 1, 2022, the sum of $15 per month per unit. The current rental rates are $680/month for a 2-bedroom unit and $755/month for a 3-bedroom unit. There was a discussion concerning guidelines for Cottonwood County, housing vouchers, market rates, inflation, etc. Historically annual rent increases were $10/month for 2-bedroom units and $15/month for 3-bedroom units. Two months' notice to the tenants of a rent increase is required. If a rent increase is approved by the Board, it would be effective as of August 1, 2023.

   Motion by Commissioner Grunig to increase the monthly rental rates at the River Bluff Townhomes in the amounts of $10/month for two-bedroom units and $15/month for three bedroom units. There was no second and Commissioner Grunig withdrew the motion.

   Currently the tenants include 4 senior citizens, working families, and working singles. In response to a question, Scott Burdorf said that the rule of thumb is that housing should not cost more than one-third of a person's income. To date, everyone has been able to pay the rent without vouchers. In response to a question, he advised that rent increases directly affect monthly income and are hardest on seniors who are on fixed incomes.

   Scott Burdorf advised that Van Binsbergen ("VB"), as the management company for the townhomes, has not had any increase in their management fees for a number of years. The current fee is $42 per month per rented unit. He is requesting an increase to $45 per month per rented unit. If a unit is vacant, VB receives no monthly fee for that unit.

After further discussion concerning inflation, area rentals, percentage increases, etc., the following action was taken.

Motion by Comissioner Seigfreid, seconded by Commissioner Wepplo, to increase the rental rates for the River Bluff Townhomes units in the amounts of $25/month for two-bedroom units and $30/month for three-bedroom units. Motion carried 4-0.

Motion by Commissioner Grunig, seconded by Commissioner Seigfreid, to increase the management fee paid to Van Binsbergen & Associates from $42/month to $45/month per rented unit effective as of August 1, 2023. Motion carried 4-0.

5. Grocery Store Market Study – Steve Joerger (SD Research): In March 2023, the EDA Board approved entering into an agreement with Steve Joerger from SD Research to conduct a grocery store market study for Windom. (The previous study was completed in 2010.) The EDA Board received a copy of the market study, dated April 17, 2023, completed by Mr. Joerger.

   Mr. Joerger was present by phone. He introduced himself and provided a brief summary of his background. In early April, he toured the area and completed the field work, visited the competitors' stores and talked with their staffs, and met with Steve and Tiffany. The report includes a market overview, identification of trade areas, traffic patterns, population, growth, demographics, area and local competition, economy, and sales forecast for three different store formats at two different locations. He advised that the Windom HyVee Store is approximately 21,000 square feet and does a high volume of sales for a store of that size. Mr. Joerger reviewed the report with the Commissioners. He advised that all projections in the report are based on the assumption that all of the local employers would be continuing operations at the same level as when he completed the research for the report. He advised that without the meat packing plant in operation, it could be extremely difficult to attract a second grocery store to Windom. City Administrator Nasby thanked Mr. Joerger for his report.

   There was a brief follow-up discussion by the Commissioners. The report will be provided to grocery store prospects. Each company considering Windom for a new store would conduct its own market research. However, this report will help open the door to those companies. President McNamara said that he thinks the trade area may be even larger than was covered by the report because people as far as the Westbrook area come to Windom to purchase groceries. Commissioner Grunig commented that it is difficult to quantify that people want a choice.

6. HyLife Foods Windom – Update: Director Lamb provided a brief update on the status of the City's activities. Following the WARN Notice provided to workers, a Rapid Response Team was formed on the state level. On April 27th, the Company filed Chapter 11 bankruptcy. The City is taking some steps to help the workers. City Administrator Steve Nasby, Mayor Dominic Jones, and Director Lamb have held meetings with Commissioner Thom Peterson from the Minnesota Department of Agriculture, representatives from MN DEED and the Governor's Office, Minnesota Senator Bill Weber and Minnesota Representative Marj Fogelman, Rod Hamilton, representatives for Minnesota's US Senators Klobuchar and Smith, and other state agency contacts. Other meat packing companies have been holding small job fairs and interviews of local plant workers in Windom and the area on their own. Immigration consultants and lawyers have been communicating with VISA holders. The local Cultural Integration Collaborative has been holding meetings and making plans to assist workers. City Admin. Nasby said that there will be a Resolution on the City Council's Agenda for the May 9th Special Meeting requesting State assistance.

Tom Seigfreid confirmed that the Company is still attempting to sell the plant so that operations can continue. Hopefully there will be better indications on that situation towards the end of the month. He said that there has been a change in volume so the workers' hours have been shortened to six hours. He had spoken with another company official last week and they are continuing to finish the building projects on the HyLife property that were in progress.

7. Cemstone Project – Status Update: Director Lamb advised that she had spoken with Ken Kuhn from Cemstone and they plan to vacate the Cottonwood Lake plant site by the mid-May date in the agreement (May 13th). Director Lamb advised that she had been to the NWIP site and there has been some progress there. They are transferring materials to that site. She had also spoken with Bob Braun of Voss Plumbing & Heating and they are ready to start demolition at the existing plant site. David Harchanko (apartment developer) stopped in the office last week and met with Director Lamb and B/Z Admin. Spielman. Because of the cost of construction, he is interested in increasing the number of units in the apartment building from 44 units to possibly 48 units. The property is located in the shoreland district which is also governed by density restrictions. After the preliminary plat has been submitted and approved, a determination can be made as to the number of dwelling units which can be constructed on the site. Dan Van Schepen from DGR Engineering and the City Attorney will be discussing the northerly location of the existing 490th Avenue which impacts one of the lots in the proposed new subdivision. The project is moving forward.

8. Façade Improvement Program Forgivable Loan
   A. Johnson's Properties of St. James, LLC: The purpose of the Windom Small Business Façade Improvement Program is to provide incentives to improve and revitalize small businesses by improving the appearance of building facades. Johnson's Properties of St. James, LLC has submitted an application for painting of the exterior of the "Johnson's Meat Market" building at 1345 First Avenue. The Commissioners received copies of the Application, a current picture of the building, a sketch of proposed appearance of the building after painting, and the cost estimate. Director Lamb reported that the EDA had received the insurance declaration and that the application was complete. Their plan is to have the building painted red with white trim to look like a barn. They will retain the white and black-spotted door. The total projects costs for painting and signage is estimated at $3,550. The EDA's loan would be in the amount of $1,775. Director Lamb confirmed that there are funds available for this loan. This is a loan that is forgivable over a 5-year period. If the property transfers prior to the end of the forgiveness period, any unforgiven amount would be repayable to the EDA.

   Motion by Commissioner Wepplo, seconded by Commissioner Seigfreid, to approve the $1,775 façade improvement forgivable loan to Johnson's Properties of St. James, LLC for the proposed improvements set forth in the application submitted by the property owner. Motion carried 4-0.

9. EDA Website: Director Lamb reported that she has been reviewing the reports concerning the traffic on the EDA's 13 webpages on the City's website. There are 1,700 pages on the City's website including documents that have been updated and these are all individual URLs. She reviewed the report for the month of March 2023 that was based on Google and Bing searches by individuals. Other than the human resources clicks on HSA and VEBA information by City employees, the most frequent items that came up in web searches were the business profile page and the community profile. However, these pages came up in later pages of the search and did not receive many clicks to open the pages. Director Lamb indicated that the data tells us that the EDA's webpages are not showing up in search queries and when they do show up, they are buried in later pages of the search results. Director Lamb related information concerning SEO (Search Engine Optimization). The EDA's strategic marketing report, completed in 2006 by an EDA Committee and Anne Hunter of Marketing Source USA, had recommended an individual website

for the EDA (in addition to the EDA's webpages on the City's website). The domain name they had suggested was "windomconnects.com". The idea was Windom connects businesses with internet infrastructure, workforce, transportation routes, etc. For example, Jackson has a separate website that utilizes the phrase "growing in Jackson". Director Lamb advised that she has built websites previously. She estimated that a separate site for the EDA would be approximately 12-13 pages and would require approximately 20-30 hours to create (as time permits). The main cost would be the $300 annually for the domain and hosting. She felt that it would be beneficial to have property and other EDA information dually listed on a separate EDA site and the City's website. She advised that many EDAs in Minnesota also have separate sites. There was discussion among the Commissioners concerning increasing the EDA's exposure on internet searches. The goal is to improve the EDA's visibility. The consensus of the Board and City Admin. Nasby was to move ahead with creation of the separate website and track the data on website optimization.

10. New Business: None.

11. Unfinished Business
    A. Staff Report: Completed previously in the meeting.

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

13. Adjourn: On consensus, President McNamara adjourned the meeting at 1:43 p.m.

Attest: ______________________________ ______________________________

Tiffany Lamb, EDA Director   Ryan McNamara, EDA President

Community Center Commission Minutes

Monday, May 8, 2023

1. Call to Order: The meeting was called to order by President Linda Stuckenbroker at 5:37 p.m.

Present:

President:	Linda Stuckenbroker
Secretary:	Mitch Voehl-Absent
CC Director:	Tim Snyder
Commission Members:	Lenny Thiner
	Al Baloun-Absent
	Jan Duscher
Commission Liaisons:	Scott Benson
	Jim Nelson- Absent
City Administrator:	Steve Nasby – Absent

Approval of Minutes: **Minutes from April reviewed and approved. Motion made by Jan Duscher; seconded by Lenny Thiner.** Approved 3-0.

2. Directors Report:
   I. Calendar of Events: Multiple companies conducting interviews and rental of facility booked out thru May; Few dates left for Weddings.
   II. Review of April Facility Rentals and May has shown increase of revenue compared to February and March.
   III. Receptionist position filled. Full-time and part-time maintenance position filled
3. Old Business:
   I. Positions filled Receptionist and Maintenance
   II. Parking Lot measurements-Discussion- Mitch Voehl has measured and inquired about costs for expansion of parking lot in the back of community center; estimated around $57,000 with sidewalk.
   III. Facility rental by 4 additional companies conducting interviews with Hylife employees. Have denied any requests for Job fair rentals. Tyson Foods sent flier with Job Fair
4. New Business:
   I. Overflow parking area- toured front lawn by Senior Center/Pavillion. Jan Duscher motioned to rope this area off as

overflow parking and potential future expansion; 2nd by L.Thiner vote 3-0 approved.

II. Fireworks Watch Party planned for 5/10/23; would like Ice Cream Truck, bar will be open 7-9:45pm

5. <u>President's Comments:</u>

None

6. Adjourn: 6:27pm

Motion by LennyT.,2nd by JanDuscher 3-0

7. Next Meeting: June 12, 2023

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
MAY 9, 2023

1. Call to Order: The meeting was called to order by Chairman Brett Mattson at 7:03 p.m.

2. Roll Call & Guest Introductions:

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

   Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Councilmembers Jenny Quade and Scott Benson (as observers).

3. Approval of Minutes: April 11, 2023

   Motion by Commissioner Hartman, seconded by Commissioner Johnson, to approve the Planning Commission Minutes for the Meeting held on April 11, 2023, as sent. Motion carried 7-0.

4. Land Use Code Review:

   A. Review of Remaining Revisions: Zoning Admin. Spielman displayed on screen the proposed revisions to Section 152.493 "Schedule of Off-Street Parking Requirements" recommended by Rose Schroeder, Land Use Consultant. There was a discussion concerning the removal of the requirement for "schools" that had been suggested by Ms. Schroeder. In place thereof, the word "gymnasium" is proposed for addition to the requirements for "auditoriums" and "other places of assembly". Zoning Admin. Spielman explained that the reasoning for this proposed revision is to avoid duplication in the number of required parking spaces for schools. He indicated that the parking space requirements for auditoriums and gymnasiums should also provide sufficient parking for students and school staff on normal school days. There was some discussion on this proposal. A recommendation was made to add "retail" or "general retail" to the line for Grocery Store as they are the same requirements. It was suggested that the word "Drive-in" Banks be replaced with "Drive-through" Banks.

   Motion by Commissioner Baloun, second by Commissioner Harrold, to approve the proposed revisions to Section 152.493 "Schedule of Off-Street Parking Requirements" with the amendments to the Schedule as set forth above. Motion carried 7-0.

   Zoning Admin. Spielman reviewed the additional proposed revisions which were set forth in the Memo e-mailed to the Commissioners:

   "Day care facilities" are allowed as a permitted use in the A-O and all residential districts. However, they are not listed as any type of use in the B-1 ("Neighborhood Business" District) even though B-1 is basically a residential area. Staff is recommending that the following language be added as a permitted use in the B-1 District: "Day care facilities serving 12 or fewer persons, residential care facilities serving six or fewer persons, and group family day care facilities licensed under Minn. Rules Parts 9502.0315 to 9502.0445, serving 14 or fewer persons."

   Zoning Admin. Spielman recapped that at the April Meeting, the Commissioners had revised the definition of "group care facility". Staff is recommending that the following additional language be added to the end of the "group care facility" definition: "and day care facilities serving more than 12 persons, residential care facilities serving more than 6 persons, and group family day care facilities licensed under Minn. Rules Parts 9502.0315 to 9502.0445 serving more than 14 persons". He advised that this additional language would pick up where the definition for "day care facilities" ends. Staff is also recommending that "Group Care Facility" be added as a conditional use in the R-2, B-1, and B-3 Zoning Districts and as a permitted use in the R-3 Zoning District.

Zoning Admin. Spielman advised that "nursing homes" are conditional uses in R-1 and R-2 and a permitted use in R-3. However, they are not listed in B-1. Staff is recommending that "nursing homes" be listed as a conditional use in B-1.

"Multi-family Buildings" are listed as a permitted use in R-3 and B-1 and a conditional use in R-2 and B-3. Staff is recommending that "multi-family buildings" be listed as a conditional use in B-1 and remain a permitted use only in R-3.

Zoning Admin. Spielman advised that Section 152.112 lists "gas/service stations" and "car wash" as conditional uses in the B-2 Zoning District. Staff is recommending that these uses be listed as "permitted uses" in the B-2 Zoning District (Section 152.111).

In a related matter, in the Code there are three different references to "service stations": Automotive Service Stations, Gas/Service Stations, and Motor Fuel Stations. Staff is recommending that the word "automobile" be replaced with the word "vehicle" to coincide with other revisions in Chapter 152. For purposes of consistency, Staff is also recommending that the references to "service stations" in the Table of Contents, definition, several zoning districts, and Section 152.475 all be revised to read "Vehicle Service Stations".

Zoning Admin. Spielman advised that in the Code there is an existing definition for "flashing sign". However, since the adoption of that definition, the use of flashing signs has increased and requirements in Minnesota Statutes have changed. Staff is recommending a revision to the definition for "flashing sign" to add the following language to the end of the definition: "Also includes signs that give the illusion of motion." Staff is also recommending the addition of another sentence to Section 152.449 "Illuminated Signs" to reference Minnesota Statutes Section as follows: "All illuminated signs must also meet the requirements in Minnesota Statute § 173.155 Subdivision 3(3)." Staff is recommending the re-use of Section No. 152.450 for a new section on "Flashing Signs". This new section would also reference the section in Minnesota Statutes as follows: "Flashing signs that meet the requirements of Minnesota Statute § 173.155 may be permitted. All other flashing signs shall be prohibited."

After discussion of the foregoing recommendations, the following action was taken.

Motion by Commissioner Pletcher, seconded by Commissioner Harrold, to approve all proposed revisions set forth in the Memo to the Planning Commission as recapped above. Motion carried 7-0.

B. <u>Summary Review of Chapters 151 & 152</u>: Zoning Admin. Spielman displayed City Code Chapters 151 and 152 on the screen and highlighted significant changes that had been previously approved by the Commissioners.

Commissioner Hartman commented that the definition for "open space" in Chapter 152 does not include the word "outdoor". It is her belief that wherever the words "open space" are used in the Code, it should contain the word "outdoor". She said that "common space" could be either indoor or outdoor space.

Motion by Commissioner Hartman, seconded by Commissioner Cole, to amend the definition of "Open Space" to read "An <u>outdoor</u> area that is intended....".

During the subsequent discussion, Admin. Asst. Hensen recommended that the motion be amended to include a provision that is present in other sections that govern "open space". The provision is as follows: "Open space shall not include **wetlands, detention or retention ponds". The motion was amended, and seconded, to include this provision.**

In further discussion, Commissioner Baloun expressed his belief that particularly in planned unit developments where the space is limited, the developer should be allowed to include a building, such as a clubhouse, that the Developer feels would be appropriate for the individuals who will be residing in the PUD. Further, he believes that building should be included towards the open space requirement.

After further discussion, a vote was taken. **Motion failed: 2 ayes (Commissioners Hartman and Cole); 5 nays (Commissioners Mattson, Baloun, Harrold, Johnson, and Pletcher.)**

The review of Chapter 152 continued. Commissioner Hartman suggested that the wording of the conditional use in the A-O District which is currently listed as "Vet clinics" be revised to read "Animal clinics". This change would clarify the meaning of the use and also be consistent with the name of the use as stated in the B-3 District.

Motion by Commissioner Baloun, seconded by Commissioner Harrold, to revise the name of the conditional use in the A-O District which is listed as "Vet clinics" to read "Animal clinics". Motion carried 7-0.

There was a discussion of Section 152.442(B) which was recommended by Ms. Schroeder. This proposed subsection reads: "Sign permits will not be reviewed based on content." Based on a question from a Commissioner, Staff is recommending that the language "except as provided in (J) below" be added to that sentence.

Commissioner Cole left for another commitment just prior to 9:00 p.m.

Previously the Code Consultant advised that the word "churches" needed to be changed to "places of assembly". That change had been made in the "uses" in each zoning district. A Commissioner recommended that the word "churches" be deleted in Section 152.493 "Schedule of Off-Street Parking Requirements", to be consistent, as the phrase "places of assembly" was already listed in this chart.

Commissioner Hartman asked whether electronic means of access, both audio and visual, should be added to Section 152.528(A) concerning public hearings. After further discussion, Staff was asked to contact the City Attorney for his review of this question.

Motion by Commissioner Harrold, seconded by Comissioner Hartman, to delete the word "churches" from the Schedule of Off-Street Parking Requirements in Section 152.493 pursuant to the discussion set forth above. Motion carried 6-0.

Motion by Commissioner Baloun, seconded by Commissioner Mattson, to add the phrase "except as provided in (J) below" to the end of the sentence in the revised Section 152.442(B). Motion carried 5-1. Nay: Commissioner Harrold.

Motion by Commissioner Baloun, seconded by Commissioner Harrold, to approve the proposed revisions to Chapters 151 and 152 of the City Code as presented at this meeting and as amended (as set forth above) and to authorize Staff to submit said revised Chapters 151 and 152 to the City Council for review and further proceedings. Motion carried 6-0.

Councilmember Jenny Quade and Councilmember Scott Benson thanked the Commissioners for all their work in reviewing the proposed revisions to these code sections.

5. Other Business/Reports: None.

6. Unfinished Business: None.

7. New Business: Zoning Admin. Spielman said that the next regular Planning Commission Meeting would be scheduled for June 13th. However, he will be on vacation at that time. Currently there are no applications or other known matters to come before the Planning Commission on June 13th. Zoning Admin. Spielman briefly updated the Commissioners concerning the proposed schedule of events concerning the code revisions. If something arises or if additional action on Chapters 151 or 152 is required, the Commissioners agreed to June 27th as a possible special meeting date.

Zoning Admin. Spielman advised that Mayor Jones has suggested that a couple Planning Commissioners consider attending the public hearing on City Code Chapters 151 and 152. It is anticipated that public hearing before the City Council will be scheduled for June 6th.

8. Planning Commission Comments, Concerns, Suggestions: None.

9. Adjourn: The meeting was adjourned by unanimous consent at 9:35 p.m.

Attest: ______________________________ ______________________________

Andy Spielman, Zoning Administrator Brett Mattson, Chairman

Windom Library Board Meeting
Windom Public Library
May 9, 2023
5:05p.m.

1. Call to order: The meeting was called to order by John Duscher.
2. Roll Call: Members Present: Anita Winkel, John Duscher, Steve Fresk, Wade Pfeiffer and Fran Swenson

   Members Absent: Kari Scheitel, Christine Wolf
   Library Staff Present: Kari Hanson
   City Council Member Present: none
3. Agenda and Minutes:

Agenda and minutes were approved on a motion made by Steve Fresk and seconded by Anita Winkel

4. Financial Report:

All is well with the financials. A new utility faucet needed to be installed by Schwalbach.
The financial report was approved on a motion by Anita Winkel with Fran second.

5. Librarian's Report:

- Summer reading program is "Find Your Voice." We will have a bingo type card with activities, reading and service suggestions that can be filled out and redeemed for gifts of books.
- The Zoo Man is scheduled for a program on Wednesday, July 12th at Highland Elementary School.
- Lisa Petersen will be doing a teen program on the history of graffiti on Tuesday, July 18th.
- Staff is proctoring several drivers' permit tests weekly on an appointment basis. (3 days/week)
- Kari is in the process of scheduling author events for adults.
- Friends of the Library have donated several functional items for library use.
- We have several new storytelling kits available in the Children's Library from Plum Creek.

Librarian's Report was approved on a motion by Steve and seconded by Fran

6. Old Business:

Discussion on the internet firewall from Plum Creek was held. An extension of the firewall will need to be purchased from Plum Creek. The extension will be good for 3 years. Plum Creek Library System Director, Elizabeth Hoffman will come to present to the board about the e-rate program and the need for a firewall to continue to receive federal funding.

7. New Business: On a motion from Steve and a second from Anita it was voted to change Saturday closing time to NOON. Library Staff will record traffic after 5:30 on Mondays for a few weeks to determine if it is beneficial to remain open to 7:00.
8. Book Suggestions:
9. Adjourn: Meeting adjourned at 5:34 p.m.

Respectfully submitted,
Steve Fresk, in the absence of the secretary

UTILITY COMMISSION MINUTES
Council Chambers
May 10, 2023

Call Meeting to Order: The Utility Commission meeting was called to order at 12:00 PM

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson, Water/Wastewater Superintendent; Leesa Arndt, Utility Billing/Analyst; Steve Nasby, City Administrator (12:08 PM) and Andy Spielman, Building Official

Others Present: Travis Zipf, DGR Project Engineer

ELECTRIC ITEMS

Truck Shed Addition Bids

Travis Zipf, DGR Project Engineer, said the Electric Truck Shed Addition bid opening was held on May 4th with himself, Sykora, and Nasby in attendance. Two bids were received and had representation at the opening. The bid range for the project was $1.3 to $1.7 million plus alternates. DGR completed bid evaluations and reviewed calculations. Apparent low bidder on the project was Wilcon Construction Services in the amount of $1,328,218.75 plus alternates. Zipf conducted a post bid interview and the contractor does not have any project design concerns or schedule conflicts. The substantial completion date will be December 1, 2023.

Sykora mentioned the original bid estimate was lower. With design changes and doubling the size of the existing building, the square footage cost is comparable with the original estimate. Sykora added that the budget has a $50,000 contingency fund. Francis asked if the bids were compared by line item. Zipf answered that DGR assessed the items to the best of their ability, but one contractor lumped bid items together on the bid form. He stated that the scope of work is comparable with the information that was provided.

The Commission asked if there would be any protrusions on the standing seam roofing. Sykora stated that two openings for proper sewer venting will be through the roof, but protected with roofing boots. Spielman clarified that these cannot change due to building codes.

Motion by Riordan second by Francis to recommend awarding the bid to Wilcon Construction Services, LLC with alternate #1 and alternate #2 for total costs of $1,422,793.95. Motion passed 2 – 0 (Schwalbach – Abstain).

Zipf will prepare the paperwork to proceed after City Council Approval.

Other Electrical Items
Sykora handed out a pay request for the Fuel Tank Replacement Project. The pay request covers all expenses less retainage.

Motion by Riordan second by Francis to approve Pay Request #2 in the amount of $18,050.00 for the Fuel Tank Replacement Project. Motion carried 3 – 0.

Sykora briefed the Commission on the financial status of the Electric Fund after the substantial Capital Projects are completed.

ADJOURN

Schwalbach adjourned the meeting at 12:33 PM.

____
Mike Schwalbach, Chairperson

Attest: ______________________________________
Steve Nasby, City Administrator

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)
ss
County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event JUNE 3, 2023

Location 1912 BUD ROAD

Hours 3:00 - 6:00 PM

Type of Event BAND

Application made this 9 day of MAY, 20 23

PREFERRED CHOICE HOMES
Name of Individual/Organization

Signature

297 BUCKWHEAT
Street Address

WINDOM MN
City State

507-822-3700
Telephone Number

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this ____ day of ______________, 20______.

City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)
ss
County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event Saturday June 10th

Location Area behind Phat Pheasant Pub

Hours 8 pm to 1 am

Type of Event band for Riverfest

Application made this 1st day of May, 2023

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Phat Pheasant Pub
Name of Individual/Organization

Signature

2370 HWY 60 E
Street Address

Windom Mn 56101
City State

507-831-3977
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this ____ day of ____________, 20____.

City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)
SS
County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event: Sat August 26th

Location: Area behind Phat Pheasant Pub

Hours: 8 pm to 1am

Type of Event: band for Tork Ride

Application made this 11th day of May, 2023

Phat Pheasant Pub
Name of Individual/Organization

Signature

2320 HWY 60B
Street Address

Windom Mn 56101
City State

507-831 3977
Telephone Number

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this ____ day of ______________, 20____.

City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

06/06/2023

Location of Event

Courthouse Square

Start Time

04:30 pm

End Time

07:30 pm

Type of Event

Riverfest Community Cookout

Applicant Information

Applicant Name

Emily Cenzano Windom Chamber

Address

303 9th Street
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

9332885

Email

director@windomchamber.com

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application APPROVED this ____________ day of ______________________, 20________.

Application DISAPPROVED this __________ day of ______________________, 20________.

____
City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

06/09/2023

Location of Event

Island Park (rain location: Windom Arena)

Start Time

05:00 pm

End Time

11:59 pm

Type of Event

Concert

Applicant Information

Applicant Name

Emily Cenzano Windom Chamber

Address

303 9th Street
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

9332885

Email

director@windomchamber.com

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Scott [signature]

Police Chief

Application APPROVED this ____________ day of ______________________, 20_______.

Application DISAPPROVED this _________ day of ______________________, 20_______.

City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

06/10/2023

Location of Event

Cottonwood County Courthouse, Downtown Square

Start Time

10:00 am

End Time

09:00 pm

Type of Event

Riverfest, town celebration

Applicant Information

Applicant Name

Emily Cenzano Windom Chamber

Address

303 9th Street
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

9332885

Email

director@windomchamber.com

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application APPROVED this ____________ day of ______________________, 20_______.

Application DISAPPROVED this _________ day of ______________________, 20_______.

City Council

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

06/11/2023

Location of Event

Island Park

Start Time

10:00 am

End Time

05:00 pm

Type of Event

Riverfest, Family Fun Day

Applicant Information

Applicant Name

Emily Cenzano Windom Chamber

Address

303 9th Street
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

9332885

Email

director@windomchamber.com

License Fee - None $0.00

Recommends

☐ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Application APPROVED this ____________ day of ______________________, 20_______.

Application DISAPPROVED this _________ day of ______________________, 20_______.

City Council

Windom, MN

Expense Approval Report
By Fund

Payment Dates 4/29/2023 - 5/12/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
NAOMI BOTTIN	61481-9	05/10/2023	CREDIT REFUND	100-20191	6.88
					6.88
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41110-326	24.16
US BANK	uSBank20230430	04/30/2023	Zoom Meeting	100-41110-326	17.09
CITIZEN PUBLISHING CO	20230430	05/08/2023	Did you know Water	100-41110-350	240.75
CITIZEN PUBLISHING CO	20230430	05/08/2023	Did you know Clean up	100-41110-350	240.75
WINDOM LIONS CLUB	05-04-23	05/09/2023	PARK SHELTER DONATIONS	100-41110-490	2,000.00
			Activity 41110 - Mayor & Council Total:		**2,522.75**
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-41310-131	9.00
BANK MIDWEST	04-25-23	04/29/2023	BANK DEPOSIT SLIPS	100-41310-217	100.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	100-41310-217	108.84
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41310-321	67.89
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41310-326	280.97
STEVE NASBY	04-26-23 - 04-28-23	05/02/2023	MCMA ANNUAL CONFRENCE	100-41310-331	274.45
CITIZEN PUBLISHING CO	20230430	05/08/2023	Hours change	100-41310-350	424.00
CITIZEN PUBLISHING CO	20230430	05/08/2023	office asst	100-41310-350	517.90
			Activity 41310 - Administration Total:		**1,783.05**
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-41910-131	1.80
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41910-321	55.95
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	100-41910-321	41.11
CITIZEN PUBLISHING CO	20230430	05/08/2023	Permits Building & Zoning	100-41910-350	153.40
US BANK	uSBank20230430	04/30/2023	MN Dept of Labor BP Surchar	100-41910-443	373.03
			Activity 41910 - Building & Zoning Total:		**625.29**
Activity: 41940 - City Hall					
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41940-381	439.27
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41940-382	68.37
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	100-41940-383	925.52
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-41940-385	146.43
KULSETH LAWN LANDSCAPE	3533	04/24/2023	CITY OFFICE/MAINTENANCE -	100-41940-406	4,865.00
MELISSA PENAS	APRIL 2023	05/02/2023	CLEANING	100-41940-406	391.00
SANDRA HERDER	APRIL 2023	05/02/2023	CLEANING	100-41940-406	391.00
ELECTRIC FUND	INV01722	04/24/2023	CITY HALL FLAG POLE LIGHT	100-41940-406	470.68
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	100-41940-460	100.00
			Activity 41940 - City Hall Total:		**7,797.27**
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-42120-131	19.80
AMAZON CAPITAL SERVICES, I	1PGC-7DK1-1Y7G	04/27/2023	POLICE/UNIFORMS	100-42120-218	15.48
ITL PATCH COMPANY, INC	94492CD9-0002	04/28/2023	POLICE/UNIFORMS	100-42120-218	456.50
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42120-321	30.38
LEASE FINANCE PARTNERS	04-20-23	04/28/2023	POLICE/DATA PROCESSING	100-42120-326	398.00
COTTONWOOD CO AUD/TREA	MAY 2023	04/17/2023	RENT	100-42120-412	2,050.00
SCB PUBLIC FINANCE	05-14-2023	04/12/2023	POLICE/VEHICLE LEASE	100-42120-419	1,054.07
FORD MOTOR CREDIT CO LLC	1774353	05/02/2023	POLICE/VEHICLE LEASE	100-42120-419	663.95
FLEET SERVICES DIVISION	2023100001	05/09/2023	POLICE/VEHICLE LEASE	100-42120-419	1,741.21
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-42120-480	1.80
			Activity 42120 - Crime Control Total:		**6,431.19**
Activity: 42220 - Fire Fighting					
US BANK	uSBank20230430	04/30/2023	AMAZON- PLASTIC TOOLBOX	100-42220-215	163.95

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	uSBank20230430	04/30/2023	AMAZON - ROAD FLARES	100-42220-215	235.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	100-42220-217	63.49
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42220-321	42.35
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42220-381	281.76
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42220-382	19.84
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	100-42220-383	866.13
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42220-385	41.91
US BANK	uSBank20230430	04/30/2023	Northstar Flag & Flag	100-42220-406	54.15
				Activity 42220 - Fire Fighting Total:	**1,768.58**
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-42500-381	31.86
				Activity 42500 - Civil Defense Total:	**31.86**
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-43100-131	7.20
JOHNSON HARDWARE	14044	04/21/2023	STREET/MATERIALS	100-43100-215	509.99
COUNTRY PRIDE SERVICE	9019786	04/28/2023	STREET/MASTIC MACINE	100-43100-215	60.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-217	70.00
MN MUNICIPAL UTILITIES ASS	61617	05/03/2023	STREET/NEW HIRE/JEREMY JO	100-43100-217	37.50
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	100-43100-217	63.49
LOCATORS & SUPPLIES, INC	0306084-IN	04/14/2023	STREET/UNIFORMS	100-43100-218	171.55
DIAMOND VOGEL PAINT	295215137	04/20/2023	STREET/STREET MAINTENANC	100-43100-224	1,270.35
UNIQUE PAVING MATERIALS C	73431	04/20/2023	STREET MAINTENANCE MATE	100-43100-224	1,556.10
COUNTRY PRIDE SERVICE	9019604	04/20/2023	STREET MAINTENANCE MATE	100-43100-224	100.00
US BANK	uSBank20230430	04/30/2023	swwc service corp	100-43100-308	60.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-321	45.82
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	100-43100-321	41.93
LEAGUE OF MN CITIES	8114	05/09/2023	STREET DEPT INSURANCE	100-43100-362	1,000.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-381	1,412.84
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-381	226.74
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-382	19.35
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	100-43100-383	917.46
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-43100-385	40.78
MACQUEEN EQUIP. CO.	P48967	04/14/2023	STREET/MAINTENANCE - OFFI	100-43100-404	7,169.25
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	100-43100-460	100.00
				Activity 43100 - Streets Total:	**14,880.35**
Activity: 45120 - Recreation					
BEACON ATHLETICS	0568794-IN	04/27/2023	WINDOM REC/MATERIALS	100-45120-215	278.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	100-45120-217	13.60
				Activity 45120 - Recreation Total:	**291.60**
Activity: 45202 - Park Areas					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	100-45202-131	1.80
US BANK	uSBank20230430	04/30/2023	pizza ranch	100-45202-308	69.68
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-45202-326	266.67
CITIZEN PUBLISHING CO	20230430	05/08/2023	Summer Help	100-45202-350	687.96
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-45202-381	589.21
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-45202-382	33.49
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	100-45202-385	38.94
JOHNSON HARDWARE	14588	04/27/2023	STREET/MAINTENANCE - GRO	100-45202-406	75.29
DICKS WELDING INC	74164	05/03/2023	STREET/DOCK PARTS	100-45202-406	688.35
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	100-45202-460	117.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	100-45202-460	118.00
				Activity 45202 - Park Areas Total:	**2,686.39**
				Fund 100 - GENERAL Total:	**38,825.21**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	211-45501-217	63.49
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	211-45501-321	160.08
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	211-45501-326	70.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	211-45501-381	148.30
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	211-45501-382	21.03
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	211-45501-383	591.54
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	211-45501-385	46.16
ARAMARK	2560125327	04/28/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	29.30
SANDRA HERDER	APRIL 2023	05/02/2023	CLEANING	211-45501-402	402.50
MELISSA PENAS	APRIL 2023	05/02/2023	CLEANING	211-45501-402	391.00
US BANK	uSBank20230430	04/30/2023	Wave jk	211-45501-402	40.00
US BANK	uSBank20230430	04/30/2023	Amazon - books	211-45501-435	29.94
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	211-45501-460	100.00
				Activity 45501 - Library Total:	**2,093.34**
				Fund 211 - LIBRARY Total:	**2,093.34**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	5-1-2023 READING	05/02/2023	SERVICES	225-45127-200	2.00
RED ROCK RURAL WATER	5-1-2023 READING	05/02/2023	SERVICES	225-45127-200	27.00
SOUTH CENTRAL ELECTRIC	03-01-23 - 03-31-23	05/02/2023	ELECTRIC	225-45127-381	1,227.00
SOUTH CENTRAL ELECTRIC	03-01-23 - 03-31-23	05/02/2023	ELECTRIC	225-45127-381	373.87
RON'S ELECTRIC INC	149374	05/09/2023	AIRPORT/HANGER DOOR REP	225-45127-401	2,181.04
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	225-45127-460	114.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	225-45127-460	782.37
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	225-45127-462	393.73
				Activity 45127 - Airport Total:	**5,101.01**
				Fund 225 - AIRPORT Total:	**5,101.01**
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	230-45124-217	13.60
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	230-45124-381	34.32
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	230-45124-383	63.88
				Activity 45124 - Pool Total:	**245.13**
				Fund 230 - POOL Total:	**245.13**
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	235-42153-131	1.80
ESPENSON GROUP LLC	1482	05/09/2023	AMBO/OPERATING SUPPLIES	235-42153-217	250.00
BOUND TREE MEDICAL, LLC	84930849	05/09/2023	AMBO/OPERATING SUPPLIES	235-42153-217	109.99
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	235-42153-217	63.49
US BANK	uSBank20230430	04/30/2023	costco	235-42153-217	25.50
EXPERT BILLING LLC	11278	04/21/2023	AMBO/NURSING	235-42153-312	2,987.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	235-42153-321	28.23
KRISTEN PORATH	4-17-23 - 4-24-23	05/02/2023	AMBO/MEALS/MILEAGE	235-42153-331	81.88
KRISTEN PORATH	4-17-23 - 4-24-23	05/02/2023	AMBO/MEALS	235-42153-334	188.82
TIM HACKER	4-23-2023	05/03/2023	AMBO/MEALS	235-42153-334	7.43
MEGAN BRAMSTEDT	4-24-2023	05/02/2023	AMBO/MEALS	235-42153-334	10.83
JUSTIN HARRINGTON	4-24-23	05/02/2023	AMBO/MEALS	235-42153-334	29.46
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	235-42153-381	187.84
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	235-42153-382	13.22
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	235-42153-383	577.42
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	235-42153-385	27.94
US BANK	uSBank20230430	04/30/2023	amazon -ambulance 50% of bi	235-42153-406	54.14
				Activity 42153 - Ambulance Total:	**4,644.99**
				Fund 235 - AMBULANCE Total:	**4,644.99**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	250-46520-131	1.80
US BANK	uSBank20230430	04/30/2023	Adobe	250-46520-200	21.36
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	250-46520-321	55.95

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	250-46520-321	37.23
STEVE NASBY	MAY 3, 2023	05/09/2023	ST. PAUL/HYLIFE	250-46520-331	199.12
STEVE NASBY	MAY 5, 2023	05/09/2023	CVN MEETING	250-46520-331	167.68
STEVE NASBY	MAY 3, 2023	05/09/2023	ST. PAUL/HYLIFE	250-46520-334	15.00
US BANK	uSBank20230430	04/30/2023	South Dakota Municipal Leag	250-46520-340	51.95
CITIZEN PUBLISHING CO	20230430	05/08/2023	Spring Housing	250-46520-350	347.50
FEDERATED RURAL ELECTRIC	04-30-23	05/08/2023	SERVICES	250-46520-381	29.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	250-46520-381	50.00
THE GLOBE	177922276 06-05-2023	05/09/2023	EDA/SUBSCRIPTION	250-46520-433	131.75
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	250-46520-462	50.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	250-46520-462	470.96
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	250-46520-462	378.73
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	250-46520-462	286.00
COTTONWOOD CO RECORDE	P31582	05/09/2023	A296476/INDUSTRIAL PARK S	250-46520-480	46.00
				Activity 46520 - EDA Total:	**2,340.03**
				Fund 250 - EDA GENERAL Total:	**2,340.03**
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	03-01-23 - 03-31-23	05/02/2023	ELECTRIC	254-46520-381	144.70
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	254-46520-462	443.27
				Activity 46520 - EDA Total:	**587.97**
				Fund 254 - NORTH IND PARK Total:	**587.97**
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	274-46530-462	1,749.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	274-46530-462	417.04
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	274-46530-462	76.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	274-46530-462	67.00
				Activity 46530 - TIF Districts Total:	**2,309.04**
				Fund 274 - TIF 1-19 NWIP II Total:	**2,309.04**
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	308-41000-480	107.07
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	308-41000-480	2,002.37
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	308-41000-480	114.90
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	308-41000-480	83.57
				Activity 41000 - General Government Total:	**2,307.91**
				Fund 308 - 2020 STREET PROJECT Total:	**2,307.91**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SCHWICKERT'S TECTA AMERIC	003 APR 30, 2023	05/09/2023	510223054 6054/CITY HALL R	401-49950-500	35,142.00
US LBM OPERATING CO 3009	1687223	05/10/2023	CITY HALL ROOF	401-49950-500	56.45
AMAZON CAPITAL SERVICES, I	16N7-LFW3-VRF1	04/28/2023	POLICE FORFEITURE ACCOUN	401-49950-501	459.80
MUNICIPAL EMERGENCY SER	IN1857697	04/27/2023	FIRE/TURN OUT GEAR USDA	401-49950-502	79,374.56
				Activity 49950 - Capital Outlay Total:	**115,032.81**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**115,032.81**
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	601-49400-131	5.40
LOCATORS & SUPPLIES, INC	0285495 CR	04/18/2023	SEWER/UTILITY SYSTEM	601-49400-200	-56.29
US BANK	uSBank20230430	04/30/2023	Megaventory - User Fees	601-49400-200	135.00
HAWKINS, INC	6447402	04/20/2023	WATER/CHEMICALS	601-49400-216	30.00
HAWKINS, INC	6455587	04/27/2023	WATER/CHEMICALS	601-49400-216	5,048.77
RED ROCK RURAL WATER	04-01-23 READING	05/02/2023	WATER 104328 JOHNSON AU	601-49400-217	34.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	601-49400-217	63.49
MN VALLEY TESTING	1192762	04/14/2023	WATER/LAB TESTING	601-49400-310	85.25
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-321	50.54

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	601-49400-321	91.12
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-326	70.00
FEDERATED RURAL ELECTRIC	04-30-23	05/08/2023	SERVICES	601-49400-381	47.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-381	3,779.06
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-382	18.64
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	601-49400-383	728.24
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	601-49400-383	32.74
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-385	38.49
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	601-49400-386	996.94
RON'S ELECTRIC INC	149315	04/27/2023	WATER/MAINTENANCE - OFFI	601-49400-404	50.59
LOCATORS & SUPPLIES, INC	0306225-IN	04/20/2023	WATER/MAINTENANCE - DIST	601-49400-408	229.55
LOCATORS & SUPPLIES, INC	0306261-IN	04/20/2023	WATER/MAINTENANCE - DIST	601-49400-408	34.28
RON'S ELECTRIC INC	149394	04/27/2023	WATER/MAINTENANCE - DIST	601-49400-408	26.89
CORE & MAIN LP	S675291	04/27/2023	WATER/MAINTENANCE - DIST	601-49400-408	684.78
ADVANTAGE COLLECTION PR	04-30-2023	05/09/2023	COLLECTION	601-49400-432	21.11
SW/WC SERVICE COOPERATIV	MAY 2023	04/24/2023	HEALTH INSURANCE	601-49400-480	862.98
				Activity 49400 - Water Total:	**13,108.57**
				Fund 601 - WATER Total:	**13,108.57**

Fund: 602 - SEWER

Activity: 49450 - Sewer

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	602-49450-131	1.80
US BANK	uSBank20230430	04/30/2023	Megaventory - User Fees	602-49450-200	135.00
EOSI - Environmental Operati	51275	04/27/2023	SEWER/CHEMICALS	602-49450-216	15,431.04
HAWKINS, INC	6439673	04/14/2023	SEWER/CHEMICALS	602-49450-216	1,254.05
HAWKINS, INC	6447709	04/20/2023	SEWER/LAB TESTING	602-49450-216	10.00
HAWKINS, INC	6455644	04/27/2023	SEWER/CHEMICALS	602-49450-216	1,064.62
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	602-49450-217	63.49
DGR ENGINEERING	00259659	05/02/2023	SEWER/ENG/SURVEYING FEES	602-49450-303	686.00
ERIC WARD	5-3-23	05/09/2023	MWOA SECTION MEETING	602-49450-308	60.00
US BANK	uSBank20230430	04/30/2023	MN Pollution Control	602-49450-308	225.00
MN VALLEY TESTING	1191602	04/27/2023	SEWER/LAB TESTING	602-49450-310	109.34
MN VALLEY TESTING	1192711	04/14/2023	SEWER/LAB TESTING	602-49450-310	311.08
MN VALLEY TESTING	1192887	04/14/2023	SEWER/LAB TESTING	602-49450-310	183.70
MN VALLEY TESTING	1193347	04/20/2023	SEWER/LAB TESTING	602-49450-310	130.46
MN VALLEY TESTING	1193802	04/20/2023	SEWER/LAB TESTING	602-49450-310	324.06
MN VALLEY TESTING	1194160	04/27/2023	SEWER/LAB TESTING	602-49450-310	200.86
MN VALLEY TESTING	1194162	04/27/2023	SEWER/LAB TESTING	602-49450-310	155.76
MN VALLEY TESTING	1194517	04/27/2023	SEWER/LAB TESTING	602-49450-310	117.48
US BANK	uSBank20230430	04/30/2023	Hach - Chemical	602-49450-310	13.79
US BANK	uSBank20230430	04/30/2023	Hach - Chemical	602-49450-310	93.95
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	602-49450-321	175.77
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	602-49450-321	121.13
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	602-49450-326	70.00
US BANK	uSBank20230430	04/30/2023	Marriott	602-49450-334	604.57
US BANK	uSBank20230430	04/30/2023	Buffalo Wild Wings	602-49450-334	47.63
US BANK	uSBank20230430	04/30/2023	Marriott	602-49450-334	44.51
US BANK	uSBank20230430	04/30/2023	Brick & Bourban	602-49450-334	43.60
US BANK	uSBank20230430	04/30/2023	Culvers	602-49450-334	20.49
US BANK	uSBank20230430	04/30/2023	Marriott	602-49450-334	604.57
SOUTH CENTRAL ELECTRIC	03-01-23 - 03-31-23	05/02/2023	ELECTRIC	602-49450-381	267.33
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	602-49450-381	11,944.32
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	602-49450-382	163.61
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	602-49450-383	3,691.28
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	602-49450-383	104.30
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	602-49450-383	23.91
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	602-49450-383	27.91
GRUNEWALD FRAME & GLASS	2023-184	05/09/2023	SEWER/UNIT 61	602-49450-405	127.16
LOCATORS & SUPPLIES, INC	0306225-IN	04/20/2023	SEWER/MAINTENANCE - DIST	602-49450-408	229.55
LOCATORS & SUPPLIES, INC	0306261-IN	04/20/2023	SEWER/MAINTENANCE - DIST	602-49450-408	34.27
RON'S ELECTRIC INC	149457	05/09/2023	SEWER/MAINTENANCE - DIST	602-49450-408	64.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SARAH LYNN JEFFREY	2-2-2023	05/09/2023	SEWER ISSUES	602-49450-408	587.37
ADVANTAGE COLLECTION PR	04-30-2023	05/09/2023	COLLECTION	602-49450-432	38.32
				Activity 49450 - Sewer Total:	**39,607.08**
				Fund 602 - SEWER Total:	**39,607.08**
Fund: 604 - ELECTRIC					
MN DEPT OF COMMERCE	RETURN FUNDS	05/10/2023	62212-6/KAREN ROEDIGER	604-11500	328.72
ELECTRIC FUND	# 420 RETURN	05/08/2023	EL/EI WMU	604-14200	33.22
BORDER STATES	926078913	04/14/2023	EL/INVENTORY	604-14200	456.05
BORDER STATES	926139769	04/24/2023	EL/INVENTORY	604-14200	1,983.92
IRBY ELECTRICAL DISTRIBUTO	S013461895.001	04/24/2023	EL/INVENTORY	604-14200	44,777.65
DGR ENGINEERING	00259765	04/27/2023	EL/GEN PLANT BUILDING	604-16200	15,811.00
DGR ENGINEERING	00259766	04/27/2023	EL/NEW TRUCK SHED	604-16200	45,843.00
CITIZEN PUBLISHING CO	20230430	05/08/2023	Truck Shop Bids	604-16200	190.55
AMERICAN ENGINEERING TES	INV-124677	04/27/2023	EL/BORING FOR GEN PLANT	604-16200	12,570.00
ELECTRIC FUND	# 725	05/08/2023	EL/CSAH (CO RD 26)	604-16300	503.61
ELECTRIC FUND	# 727	05/08/2023	EL/CSAH (CO RD 26)	604-16300	233.67
ELECTRIC FUND	# 729	05/08/2023	EL/CSAH (CO RD 26)	604-16300	76.18
DGR ENGINEERING	00259764	04/27/2023	EL/TRANSMISSION LINE REBU	604-16300	231.00
DGR ENGINEERING	00259938	04/27/2023	EL/NEW FUEL TANK	604-16480	290.50
BRENDA FLATGARD	11531-5	05/10/2023	DEPOSIT REFUND	604-22000	300.00
BRONICA GRAY	12288-1	05/10/2023	DEPOSIT REFUND	604-22000	300.00
LUIS SUAREZ SERRANO	20268-4	05/10/2023	DEPOSIT REFUND	604-22000	300.00
KELLY HATFIELD	33836-9	05/10/2023	DEPOSIT REFUND	604-22000	300.00
BRENNIN & REBEKAH O'BRIE	40236-8	05/10/2023	DEPOSIT REFUND	604-22000	300.00
PAYTON M HALL	45355-2	05/10/2023	DEPOSIT REFUND	604-22000	300.00
KAREN ROEDIGER	62212-6	05/10/2023	DEPOSIT REFUND	604-22000	213.44
					125,342.51
Activity: 49550 - Electric					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	604-49550-131	9.00
US BANK	uSBank20230430	04/30/2023	Megaventory - User Fees	604-49550-200	405.00
MN MUNICIPAL UTILITIES ASS	61598	05/03/2023	EL/OPERATING SUPPLIES	604-49550-217	58.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	604-49550-217	63.49
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	604-49550-321	77.96
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	604-49550-321	80.02
GOLDEN WEST TECH & INT SO	230400256	05/03/2023	EL/DISPATCHING	604-49550-325	31.12
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	604-49550-326	189.39
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	604-49550-381	98.16
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	604-49550-382	24.98
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	604-49550-383	725.26
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	604-49550-385	53.82
JOHNSON HARDWARE	14655	04/25/2023	EL/MAINTENANCE - OFFICE	604-49550-404	1.20
O'REILLY AUTOMOTIVE, INC	4425-370283	05/02/2023	EL/MAINTENANCE - OFFICE	604-49550-404	21.59
ELECTRIC FUND	# 726	05/08/2023	EL/DISTRIBUTION	604-49550-408	397.73
ELECTRIC FUND	# 728	05/08/2023	EL/DISTRIBUTION	604-49550-408	32.42
ELECTRIC FUND	# 730	05/08/2023	EL/DISTRIBUTION	604-49550-408	49.21
ELECTRIC FUND	# 732	05/08/2023	EL/DISTRIBUTION	604-49550-408	39.80
ELECTRIC FUND	# 733	05/08/2023	EL/TRUCK STOCK	604-49550-408	59.98
RON'S ELECTRIC INC	149379	04/27/2023	EL/MAINTENANCE - GENERAT	604-49550-408	44.80
MN POLLUTION CONTROL AG	10000171716	04/27/2023	EL/MAINTENANCE - GENERAT	604-49550-410	270.89
AMAZON CAPITAL SERVICES, I	14TM-1C1Q-4H17	04/24/2023	EL/MAINTENANCE - STRUCTU	604-49550-410	347.97
US BANK	uSBank20230430	04/30/2023	HyVee	604-49550-411	5.96
ADVANTAGE COLLECTION PR	04-30-2023	05/09/2023	COLLECTION	604-49550-432	217.31
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	604-49550-460	100.00
WINDOM AREA DEVELOPME	MAY 2023	05/08/2023	PAYMENT	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	**4,605.06**
				Fund 604 - ELECTRIC Total:	**129,947.57**
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	609-49751-131	3.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARAMARK	2560125332	05/02/2023	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	51.45
AH HERMEL COMPANY	971648/971648	04/21/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	214.94
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	609-49751-217	90.70
BELLBOY CORP	0099117600	04/21/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	811.29
DOLL DISTRIBUTING, LLC	1219993	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-251	169.20
DOLL DISTRIBUTING, LLC	1219996	04/20/2023	LIQUOR S/LIQUOR	609-49751-251	365.00
DOLL DISTRIBUTING, LLC	1225045	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-251	1,342.50
DOLL DISTRIBUTING, LLC	1227301	04/20/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	126.90
DOLL DISTRIBUTING, LLC	1230102	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-251	253.80
SOUTHERN GLAZER'S OF MN	2331538	04/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,798.87
SOUTHERN GLAZER'S OF MN	2333890	04/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,728.00
SOUTHERN GLAZER'S OF MN	2336339	04/21/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-251	3,811.28
BREAKTHRU BEVERAGE MN	348869659	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-251	753.91
LOST SANITY BREWING LLC	000509	05/02/2023	LIQUOR S/BEER	609-49751-252	580.00
DOLL DISTRIBUTING, LLC	1219991	04/20/2023	LIQUOR S/BEER	609-49751-252	85.65
DOLL DISTRIBUTING, LLC	1219993	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-252	5,656.84
DOLL DISTRIBUTING, LLC	1219997	04/21/2023	LIQUOR S/BEER	609-49751-252	400.80
DOLL DISTRIBUTING, LLC	1222271	04/20/2023	LIQUOR S/BEER	609-49751-252	177.00
DOLL DISTRIBUTING, LLC	1225045	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-252	9,301.70
DOLL DISTRIBUTING, LLC	1227301	04/20/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	1,334.45
DOLL DISTRIBUTING, LLC	1227890	04/20/2023	LIQUOR S/BEER	609-49751-252	-114.60
DOLL DISTRIBUTING, LLC	1230102	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-252	6,389.60
DOLL DISTRIBUTING, LLC	1236396	05/02/2023	LIQUOR S/BEER	609-49751-252	-217.60
BEVERAGE WHOLESALERS	265675 C	05/09/2023	LIQUOR S/BEER	609-49751-252	-0.01
BEVERAGE WHOLESALERS	269801	05/02/2023	LIQUOR S/BEER	609-49751-252	14,664.61
BEVERAGE WHOLESALERS	270823	05/09/2023	LIQUOR S/BEER	609-49751-252	-5.60
BRAU BROTHERS BREWING C	31054	04/25/2023	BEER	609-49751-252	184.00
BELLBOY CORP	0099117600	04/21/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	104.00
ROLLING FORKS VINEYARDS, L	1639	04/25/2023	LIQUOR S/WINE	609-49751-253	126.00
SOUTHERN GLAZER'S OF MN	2331539	04/20/2023	LIQUOR S/BEER/FREIGHT	609-49751-253	276.00
SOUTHERN GLAZER'S OF MN	2336340	04/21/2023	LIQUOR S/WINE/FRIGHT	609-49751-253	198.50
BREAKTHRU BEVERAGE MN	348869659	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	63.96
AH HERMEL COMPANY	971681/971681	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-254	258.21
AH HERMEL COMPANY	971681/971681	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-256	518.30
HOME CITY ICE COMPANY	6618231514	05/09/2023	LIQUOR S/ICE/FREIGHT	609-49751-257	105.00
DOLL DISTRIBUTING, LLC	1219993	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-259	270.60
DOLL DISTRIBUTING, LLC	1225045	04/20/2023	LIQUOR S/MERCHANDISE	609-49751-259	91.15
DOLL DISTRIBUTING, LLC	1230102	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-259	253.40
AH HERMEL COMPANY	971681/971681	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-261	91.50
US BANK	uSBank20230430	04/30/2023	Skillpath	609-49751-308	125.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	609-49751-321	131.10
US BANK	uSBank20230430	04/30/2023	USPS	609-49751-322	10.75
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	609-49751-326	861.92
BELLBOY CORP	0099117600	04/21/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	19.50
SOUTHERN GLAZER'S OF MN	2331538	04/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	21.86
SOUTHERN GLAZER'S OF MN	2331539	04/20/2023	LIQUOR S/BEER/FREIGHT	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	2333890	04/20/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	24.60
SOUTHERN GLAZER'S OF MN	2336339	04/21/2023	LIQUOR S/LIQUOR/FRIGHT	609-49751-333	63.72
SOUTHERN GLAZER'S OF MN	2336340	04/21/2023	LIQUOR S/WINE/FRIGHT	609-49751-333	6.15
BREAKTHRU BEVERAGE MN	348869659	05/02/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	17.89
HOME CITY ICE COMPANY	6618231514	05/09/2023	LIQUOR S/ICE/FREIGHT	609-49751-333	5.25
AH HERMEL COMPANY	971681/971681	04/21/2023	LIQUOR S/MERCHANDISE	609-49751-333	8.95
US BANK	uSBank20230430	04/30/2023	MN MUNIC	609-49751-334	229.00
US BANK	uSBank20230430	04/30/2023	MN MUNIC	609-49751-334	405.00
FIRST CHOICE ENTERPRISES, I	04-28-23	05/09/2023	LIQUOR S/ADVERTISING	609-49751-340	650.00
CITIZEN PUBLISHING CO	20230430	05/08/2023	Liq shopper	609-49751-340	935.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	609-49751-381	690.72
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	609-49751-382	20.50
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	609-49751-383	326.12
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	609-49751-385	40.42

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	609-49751-460	100.00
				Activity 49751 - Liquor Store Total:	**57,030.90**
				Fund 609 - LIQUOR STORE Total:	**57,030.90**
Fund: 614 - TELECOM					
POWER & TEL	7690479-00	04/25/2023	TELECOM/CORE UPGRADE	614-16300	7,950.00
					7,950.00
Activity: 49870 - Telecom					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	614-49870-131	10.80
US BANK	uSBank20230430	04/30/2023	Megaventory - User Fees	614-49870-200	135.00
CITY LAUNDERING CO.	1880521	04/14/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1885364	04/27/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	614-49870-217	108.84
US BANK	uSBank20230430	04/30/2023	digi key corp	614-49870-217	122.90
US BANK	uSBank20230430	04/30/2023	mobatek sarl	614-49870-217	69.00
US BANK	uSBank20230430	04/30/2023	mobatek sarl	614-49870-217	69.00
BANK MIDWEST	04-28-23	04/29/2023	WIRE FEE INTL ZINWELL	614-49870-227	45.00
US BANK	uSBank20230430	04/30/2023	ebay	614-49870-227	101.94
ZINWELL CORPORTATION	ZIN234011	04/29/2023	TELECOM SYSTEM SUPPLIES	614-49870-227	2,665.00
US BANK	uSBank20230430	04/30/2023	ebay	614-49870-241	48.20
US BANK	uSBank20230430	04/30/2023	Ebay	614-49870-241	69.90
US BANK	uSBank20230430	04/30/2023	ebay	614-49870-241	207.40
FINLEY ENGINEERING	07-18434 1	04/27/2023	TELECOM/CONSULTING & AU	614-49870-301	638.95
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	614-49870-321	256.74
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	614-49870-321	245.55
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	614-49870-381	2,683.57
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	614-49870-382	20.19
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	614-49870-383	260.86
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	614-49870-385	39.49
KULSETH LAWN LANDSCAPE	3534	04/25/2023	TELECOM/SERVICES	614-49870-401	1,190.00
ADVANTAGE COLLECTION PR	04-30-2023	05/09/2023	COLLECTION	614-49870-432	70.03
NATIONAL CABLE TV COOP	23041062	05/02/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	46,597.95
DISPLAY SYSTEMS INTERNATI	26832	05/04/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
MLB NETWORK	501542	04/21/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	363.32
SHOWTIME NETWORKS INC	63953	04/14/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	171.82
WOODSTOCK COMMUNICATI	10241824	05/04/2023	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	MAY 01 2023	05/04/2023	100-0141/TELECOM/SWITCH	614-49870-445	40.00
MANKATO NETWORKS, LLC	389885	05/10/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,193.67
HURRICANE ELECTRIC LLC	98458651-IN	05/04/2023	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	uSBank20230430	04/30/2023	Dream Host Web Hosting	614-49870-447	139.00
US BANK	uSBank20230430	04/30/2023	icewarp	614-49870-447	1,589.08
GOLDEN WEST TECH & INT SO	230400197	05/04/2023	TELECOM/ON CALL SUPPORT	614-49870-448	128.20
SWWC - SOUTHWEST WEST C	72012	04/14/2023	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	614-49870-460	100.00
				Activity 49870 - Telecom Total:	**64,877.70**
				Fund 614 - TELECOM Total:	**72,827.70**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	615-49850-131	3.60
COUNTRY PRIDE SERVICE	9019122	04/12/2023	ARENA/MOTOR FUELS	615-49850-212	80.00
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	615-49850-217	63.49
US BANK	uSBank20230430	04/30/2023	MN horse expo	615-49850-308	258.75
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	615-49850-321	125.48
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	615-49850-321	63.84
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	615-49850-381	2,527.29
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	615-49850-382	40.54
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	615-49850-383	2,411.34
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	615-49850-385	86.14
MOTION SPORTS AND SAFETY	1640	05/02/2023	ARENA/DONATION BOOSTER	615-49850-439	2,168.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SW/WC SERVICE COOPERATIV	MAY 2023	04/24/2023	HEALTH INSURANCE	615-49850-480	862.98
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	615-49850-480	1.80
				Activity 49850 - Arena Total:	**9,126.25**
				Fund 615 - ARENA Total:	**9,126.25**
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	MAY-23	04/24/2023	EAP	617-49860-131	5.40
STATE CHEMICAL SOLUTIONS	902883131	05/10/2023	WCC/CLEANING/SUPPLIES	617-49860-211	617.20
CITY LAUNDERING CO.	S0418230	04/25/2023	WCC/CLEANING/SUPPLIES	617-49860-211	406.86
US BANK	uSBank20230430	04/30/2023	Sanitary supply corp	617-49860-211	98.04
US BANK	uSBank20230430	04/30/2023	Runnings	617-49860-211	19.76
US BANK	uSBank20230430	04/30/2023	runnings	617-49860-211	29.83
CITY LAUNDERING CO.	1880519	04/13/2023	WCC/OPERATING SUPPLIES	617-49860-217	33.25
A & B BUSINESS	IN1051125	05/09/2023	MAINTENANCE CONTRACT	617-49860-217	63.49
US BANK	uSBank20230430	04/30/2023	Schwalbachs Ace	617-49860-217	12.57
US BANK	uSBank20230430	04/30/2023	Runnings	617-49860-217	9.61
US BANK	uSBank20230430	04/30/2023	HyVee	617-49860-254	8.54
US BANK	uSBank20230430	04/30/2023	HyVee	617-49860-254	35.37
US BANK	uSBank20230430	04/30/2023	HyVee	617-49860-254	25.56
US BANK	uSBank20230430	04/30/2023	HyVee	617-49860-254	18.57
US BANK	uSBank20230430	04/30/2023	HyVee	617-49860-254	48.56
US BANK	uSBank20230430	04/30/2023	Hyvee (261)	617-49860-261	19.98
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	617-49860-321	62.06
VERIZON WIRELESS	9933288189	05/04/2023	TELEPHONE	617-49860-321	41.11
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	617-49860-326	403.33
CITIZEN PUBLISHING CO	20230430	05/08/2023	WCC PT & FT position	617-49860-340	1,035.80
CITIZEN PUBLISHING CO	20230430	05/08/2023	WCC Ad	617-49860-340	166.20
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	617-49860-381	962.02
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	617-49860-382	51.21
MN ENERGY RESOURCES	APRIL 2023	05/02/2023	GAS UTILITIES	617-49860-383	1,116.41
ELECTRIC FUND	20230505	05/05/2023	MONTHLY UTILITY	617-49860-385	116.42
KULSETH LAWN LANDSCAPE	3569	04/25/2023	WCC/ROOF CLEANING	617-49860-402	425.00
US BANK	uSBank20230430	04/30/2023	Schwalbachs -roof melt	617-49860-402	54.47
DEVIN NIELSEN	APRIL 22, 2023	04/27/2023	WCC/MAINTENANCE - GROU	617-49860-406	45.00
				Activity 49860 - M/P Center Total:	**5,931.62**
				Fund 617 - M/P CENTER Total:	**5,931.62**
Fund: 651 - RIVERLBUFF TOWNHOMES					
COTTONWOOD CO AUD/TREA	MAY 2023 TAX	04/27/2023	MAY 2023 PROPERTY TAX	651-11501	100.00
					100.00
				Fund 651 - RIVERLBUFF TOWNHOMES Total:	**100.00**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002270	05/05/2023	Federal Tax Withholding	700-21701	10,394.31
MN Department of Revenue -	INV0002271	05/05/2023	State Withholding	700-21702	5,171.40
Internal Revenue Service-Payr	INV0002270	05/05/2023	Social Security	700-21703	12,975.80
MN Pera	INV0002268	05/05/2023	PERA	700-21704	787.20
MN Pera	INV0002268	05/05/2023	PERA	700-21704	14,610.36
MN Pera	INV0002268	05/05/2023	PERA	700-21704	8,185.57
MN State Deferred	INV0002269	05/05/2023	Deferred Roth	700-21705	1,652.00
MN State Deferred	INV0002269	05/05/2023	Deferred Compensation	700-21705	5,299.66
SW/WC SERVICE COOPERATIV	MAY 2023	04/24/2023	HEALTH INSURANCE	700-21706	73,362.12
Internal Revenue Service-Payr	INV0002270	05/05/2023	Medicare Withholding	700-21711	3,787.22
WEX Health Inc	04-20-2023	04/29/2023	WEX FLEX SPENDING	700-21712	18.51
WEX Health Inc	04-20-23	04/29/2023	WEX FLEX SPENDING	700-21712	995.77
WEX Health Inc	04-28-23	04/29/2023	WEX FLEX SPENDING	700-21712	541.05
WEX Health Inc	5-5-2023	05/09/2023	FLEX SPENDING	700-21712	125.00
WEX Health Inc	5-8-2023	05/09/2023	FLEX SPENDING	700-21712	155.77

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX Health Inc	INV0002267	05/05/2023	HSA Employee Contribution	700-21723	773.46
					138,835.20
				Fund 700 - PAYROLL Total:	**138,835.20**
				Grand Total:	**640,002.33**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	38,825.21
211 - LIBRARY	2,093.34
225 - AIRPORT	5,101.01
230 - POOL	245.13
235 - AMBULANCE	4,644.99
250 - EDA GENERAL	2,340.03
254 - NORTH IND PARK	587.97
274 - TIF 1-19 NWIP II	2,309.04
308 - 2020 STREET PROJECT	2,307.91
401 - GENERAL CAPITAL PROJECTS	115,032.81
601 - WATER	13,108.57
602 - SEWER	39,607.08
604 - ELECTRIC	129,947.57
609 - LIQUOR STORE	57,030.90
614 - TELECOM	72,827.70
615 - ARENA	9,126.25
617 - M/P CENTER	5,931.62
651 - RIVERLBUFF TOWNHOMES	100.00
700 - PAYROLL	138,835.20
Grand Total:	**640,002.33**

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	6.88
100-41110-326	Data Processing	41.25
100-41110-350	Printing & Design	481.50
100-41110-490	Donations & Contributio	2,000.00
100-41310-131	Employer Paid Insurance	9.00
100-41310-217	Other Operating Supplie	208.84
100-41310-321	Telephone	67.89
100-41310-326	Data Processing	280.97
100-41310-331	Travel Expense	274.45
100-41310-350	Printing & Design	941.90
100-41910-131	Employer Paid Insurance	1.80
100-41910-321	Telephone	97.06
100-41910-350	Printing & Design	153.40
100-41910-443	Intergovernmental Fees	373.03
100-41940-381	Electric Utility	439.27
100-41940-382	Water Utility	68.37
100-41940-383	Gas Utility	925.52
100-41940-385	Sewer Utility	146.43
100-41940-406	Repairs & Maint - Groun	6,117.68
100-41940-460	Miscellaneous Taxes	100.00
100-42120-131	Employer Paid Insurance	19.80
100-42120-218	Uniforms	471.98
100-42120-321	Telephone	30.38
100-42120-326	Data Processing	398.00
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	3,459.23
100-42120-480	Other Miscellaneous	1.80
100-42220-215	Materials & Equipment	398.95
100-42220-217	Other Operating Supplie	63.49
100-42220-321	Telephone	42.35
100-42220-381	Electric Utility	281.76
100-42220-382	Water Utility	19.84
100-42220-383	Gas Utility	866.13
100-42220-385	Sewer Utility	41.91

Account Summary

Account Number	Account Name	Payment Amount
100-42220-406	Repairs & Maint - Groun	54.15
100-42500-381	Electric Utility	31.86
100-43100-131	Employer Paid Insurance	7.20
100-43100-215	Materials & Equipment	569.99
100-43100-217	Other Operating Supplie	170.99
100-43100-218	Uniforms	171.55
100-43100-224	Street Maint Materials	2,926.45
100-43100-308	Training & Registrations	60.00
100-43100-321	Telephone	87.75
100-43100-362	Insurance - Property	1,000.00
100-43100-381	Electric Utility	1,639.58
100-43100-382	Water Utility	19.35
100-43100-383	Gas Utility	917.46
100-43100-385	Sewer Utility	40.78
100-43100-404	Repairs & Maint - M&E	7,169.25
100-43100-460	Miscellaneous Taxes	100.00
100-45120-215	Materials & Equipment	278.00
100-45120-217	Other Operating Supplie	13.60
100-45202-131	Employer Paid Insurance	1.80
100-45202-308	Training & Registrations	69.68
100-45202-326	Data Processing	266.67
100-45202-350	Printing & Design	687.96
100-45202-381	Electric Utility	589.21
100-45202-382	Water Utility	33.49
100-45202-385	Sewer Utility	38.94
100-45202-406	Repairs & Maint - Groun	763.64
100-45202-460	Miscellaneous Taxes	235.00
211-45501-217	Other Operating Supplie	63.49
211-45501-321	Telephone	160.08
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	148.30
211-45501-382	Water Utility	21.03
211-45501-383	Gas Utility	591.54
211-45501-385	Sewer Utility	46.16
211-45501-402	Repairs & Maint - Struct	862.80
211-45501-435	Books and Pamphlets	29.94
211-45501-460	Miscellaneous Taxes	100.00
225-45127-200	Office Supplies	29.00
225-45127-381	Electric Utility	1,600.87
225-45127-401	Repairs & Maint - Buildi	2,181.04
225-45127-460	Miscellaneous Taxes	896.37
225-45127-462	Real Estate Taxes	393.73
230-45124-217	Other Operating Supplie	146.93
230-45124-381	Electric Utility	34.32
230-45124-383	Gas Utility	63.88
235-42153-131	Employer Paid Insurance	1.80
235-42153-217	Other Operating Supplie	448.98
235-42153-312	Nursing	2,987.00
235-42153-321	Telephone	28.23
235-42153-331	Travel Expense	81.88
235-42153-334	Meals/Lodging	236.54
235-42153-381	Electric Utility	187.84
235-42153-382	Water Utility	13.22
235-42153-383	Gas Utility	577.42
235-42153-385	Sewer Utility	27.94
235-42153-406	Repairs & Maint - Groun	54.14
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	21.36

Account Summary

Account Number	Account Name	Payment Amount
250-46520-321	Telephone	93.18
250-46520-331	Travel Expense	366.80
250-46520-334	Meals/Lodging	15.00
250-46520-340	Advertising & Promotion	51.95
250-46520-350	Printing & Design	347.50
250-46520-381	Electric Utility	79.00
250-46520-433	Dues & Subscriptions	131.75
250-46520-462	Real Estate Taxes	1,185.69
250-46520-480	Other Miscellaneous	46.00
254-46520-381	Electric Utility	144.70
254-46520-462	Real Estate Taxes	443.27
274-46530-462	Real Estate Taxes	2,309.04
308-41000-480	Other Miscellaneous	2,307.91
401-49950-500	Capital Outlay - Office	35,198.45
401-49950-501	Capital Outlay - Police	459.80
401-49950-502	Capital Outlay - Fire	79,374.56
601-49400-131	Employer Paid Insurance	5.40
601-49400-200	Office Supplies	78.71
601-49400-216	Chemicals and Chemical	5,078.77
601-49400-217	Other Operating Supplie	97.49
601-49400-310	Lab Testing	85.25
601-49400-321	Telephone	141.66
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	3,826.06
601-49400-382	Water Utility	18.64
601-49400-383	Gas Utility	760.98
601-49400-385	Sewer Utility	38.49
601-49400-386	Landfill	996.94
601-49400-404	Repairs & Maint - M&E	50.59
601-49400-408	Repairs & Maint - Distrib	975.50
601-49400-432	Uncollectible	21.11
601-49400-480	Other Miscellaneous	862.98
602-49450-131	Employer Paid Insurance	1.80
602-49450-200	Office Supplies	135.00
602-49450-216	Chemicals and Chemical	17,759.71
602-49450-217	Other Operating Supplie	63.49
602-49450-303	Engineering and Surveyi	686.00
602-49450-308	Training & Registrations	285.00
602-49450-310	Lab Testing	1,640.48
602-49450-321	Telephone	296.90
602-49450-326	Data Processing	70.00
602-49450-334	Meals/Lodging	1,365.37
602-49450-381	Electric Utility	12,211.65
602-49450-382	Water Utility	163.61
602-49450-383	Gas Utility	3,847.40
602-49450-405	Repairs & Maint - Vehicl	127.16
602-49450-408	Repairs & Maint - Distrib	915.19
602-49450-432	Uncollectible	38.32
604-11500	Accounts Receivable	328.72
604-14200	Inventory	47,250.84
604-16200	Buildings	74,414.55
604-16300	Improvements Other Th	1,044.46
604-16480	CIP-Const in Progress	290.50
604-22000	Prepayments	2,013.44
604-49550-131	Employer Paid Insurance	9.00
604-49550-200	Office Supplies	405.00
604-49550-217	Other Operating Supplie	121.49
604-49550-321	Telephone	157.98

Account Summary

Account Number	Account Name	Payment Amount
604-49550-325	Dispatching	31.12
604-49550-326	Data Processing	189.39
604-49550-381	Electric Utility	98.16
604-49550-382	Water Utility	24.98
604-49550-383	Gas Utility	725.26
604-49550-385	Sewer Utility	53.82
604-49550-404	Repairs & Maint - M&E	22.79
604-49550-408	Repairs & Maint - Distrib	623.94
604-49550-410	Repairs & Maint - Gener	618.86
604-49550-411	Repairs & Maint - Sub St	5.96
604-49550-432	Uncollectible	217.31
604-49550-460	Miscellaneous Taxes	100.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-211	Cleaning Supplies	51.45
609-49751-217	Other Operating Supplie	305.64
609-49751-251	Liquor	11,160.75
609-49751-252	Beer	38,436.84
609-49751-253	Wine	704.50
609-49751-254	Soft Drinks & Mix	322.17
609-49751-256	Tobacco Products	518.30
609-49751-257	Ice	105.00
609-49751-259	Non- Alcholic	615.15
609-49751-261	Other Merchandise	91.50
609-49751-308	Training & Registrations	125.00
609-49751-321	Telephone	131.10
609-49751-322	Postage	10.75
609-49751-326	Data Processing	861.92
609-49751-333	Freight and Express	190.47
609-49751-334	Meals/Lodging	634.00
609-49751-340	Advertising & Promotion	1,585.00
609-49751-381	Electric Utility	690.72
609-49751-382	Water Utility	20.50
609-49751-383	Gas Utility	326.12
609-49751-385	Sewer Utility	40.42
609-49751-460	Miscellaneous Taxes	100.00
614-16300	Improvements Other Th	7,950.00
614-49870-131	Employer Paid Insurance	10.80
614-49870-200	Office Supplies	135.00
614-49870-211	Cleaning Supplies	42.76
614-49870-217	Other Operating Supplie	369.74
614-49870-227	Utility System Maint Sup	2,811.94
614-49870-241	Small Tools	325.50
614-49870-301	Auditing & Consulting Se	638.95
614-49870-321	Telephone	502.29
614-49870-381	Electric Utility	2,683.57
614-49870-382	Water Utility	20.19
614-49870-383	Gas Utility	260.86
614-49870-385	Sewer Utility	39.49
614-49870-401	Repairs & Maint - Buildi	1,190.00
614-49870-432	Uncollectible	70.03
614-49870-442	Subscriber Fees	47,331.53
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	7,021.75
614-49870-448	On-Call Support	1,078.20
614-49870-460	Miscellaneous Taxes	100.00
615-49850-131	Employer Paid Insurance	3.60
615-49850-212	Motor Fuels	80.00

Account Summary

Account Number	Account Name	Payment Amount
615-49850-217	Other Operating Supplie	63.49
615-49850-308	Training & Registrations	258.75
615-49850-321	Telephone	189.32
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	2,527.29
615-49850-382	Water Utility	40.54
615-49850-383	Gas Utility	2,411.34
615-49850-385	Sewer Utility	86.14
615-49850-439	Special Projects	2,168.00
615-49850-480	Other Miscellaneous	864.78
617-49860-131	Employer Paid Insurance	5.40
617-49860-211	Cleaning Supplies	1,171.69
617-49860-217	Other Operating Supplie	118.92
617-49860-254	Soft Drinks & Mix	136.60
617-49860-261	Other Merchandise	19.98
617-49860-321	Telephone	103.17
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	1,202.00
617-49860-381	Electric Utility	962.02
617-49860-382	Water Utility	51.21
617-49860-383	Gas Utility	1,116.41
617-49860-385	Sewer Utility	116.42
617-49860-402	Repairs & Maint - Struct	479.47
617-49860-406	Repairs & Maint - Groun	45.00
651-11501	Accounts Receivable - Ot	100.00
700-21701	Federal Withholding	10,394.31
700-21702	State Withholding	5,171.40
700-21703	FICA Tax Withholding	12,975.80
700-21704	PERA Contributions	23,583.13
700-21705	Retirement	6,951.66
700-21706	Medical Insurance	73,362.12
700-21711	Medicare Tax Withholdi	3,787.22
700-21712	Flex Account	1,836.10
700-21723	HSA Employee Contribu	773.46
	Grand Total:	**640,002.33**

Project Account Summary

Project Account Key		Payment Amount
None		640,002.33
	Grand Total:	**640,002.33**

Emily Pralusch 5/11/23

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: Jason Sykora, Electric Superintendent
DATE: May 10, 2023
RE: Truck Garage Bid Award
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Utility Commission and Staff recommends that the City Council take the following action:

1. Accept the bid, along with alternates #1 and #2 from Wilcon Construction Services, LLC to construct a 94'x 70' truck garage at a cost of $1,422,793.95.

Issue Summary/Background

The existing truck shed is to be demolished late this late summer to allow for future construction of an addition to the generation plant. The generation building addition is in late stages of design, and the generators are on track for delivery in March of 2024.

The new truck garage is to be constructed on the north side of the existing pole shed and will be attached by a small connector building. The truck garage is sized to fit all of the Electric Department's vehicles and equipment and allow for some fleet growth. The new garage is scheduled to be completed by December 1, 2023.

Fiscal Impact

The funds to pay for the project would come from the Electric reserves.

Attachments

1. Resolution for Bid Award
2. Bid Tabulation
3. Letter of recommendation from Engineer

RESOLUTION #2023-

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

A RESOLUTION AWARDING THE CONTRACT FOR THE "TRUCK GARAGE ADDITION"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Truck Garage Addition", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Bid Amount	Alternate #1	Alternate #2
Wilcon Construction Service, LLC	$1,328,218.75	$56,382.20	$38,193.00
Sussner Construction, Inc.	$1,745,789.25	$80,600.00	$40,500.00

AND WHEREAS, it appears the lowest responsible bidder is:

	Bid Amount	Alternate #1	Alternate #2
Wilcon Construction Service, LLC	$1,328,218.75	$56,382.20	$38,193.00

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

1. A "Notice of Award" shall be issued to the above low bidder.

2. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "Truck Garage Addition" according to the plans and specifications. Copies of the plans and specifications are on file in the Office of the City Administrator.

Adopted by the Council this 16th day of May, 2023.

____
Dominic Jones, Mayor

Attest:____________________________
Steve Nasby, City Administrator

BID SUMMARY

Construction of a Truck Garage Addition

City of Windom
Windom, MN

DGR ENGINEERING

DGR Project No. 425306
Bid Letting: May 4, 2023 - 1:30 PM
City of Windom

Bidder and Address	Bid Security	Ack. Addendums #1 & #2	Part I: New Steel Building	Alternate Adder #1	Alternate Adder #2	Guaranteed Completion Date	Comments
Wilcon Construction Services, LLC 101.5 7th Street South St. James, MN 56081	Bid Bond	Yes	**$1,328,218.75**	$56,382.20	$38,193.00	Unlisted	
Sussner Construction, Inc. 305 Legion Field Road Marshall, MN 56258	Bid Bond	Yes	$1,745,789.25	$80,600.00	$40,500.00	12/1/2023	

Corrected Bid Amounts Shown Shaded

BID TABULATION
Construction of a Truck Garage Addition
City of Windom
Windom, Minnesota
DGR Project No. 425306
Bid Letting: May 4, 2023 - 1:30 PM

DGR ENGINEERING

			Wilcon Construction Services, LLC				Sussner Construction, Inc.			
			St. James, MN		Bid Security:	Bid Bond	Marshall, MN		Bid Security:	Bid Bond
Unit No.	Name and Description of Construction Unit	No. of Units	Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M
C1	Excavation and Embankment (cu. yd.)	500	$ 81.25		$ 81.25	$ 40,625.00	$ 23.65		$ 23.65	$ 11,825.00
C2	12" granular building fill (tons)	575	$ 33.75	$ 12.50	46.25	26,593.75	$ 25.60	$ 30.80	56.40	32,430.00
C3	12" Subgrade Preparation (sq. yd.)	900	$ 11.25		11.25	10,125.00	$ 3.58		3.58	3,222.00
C4	7" PCC Surfacing (sq. yd.)	125	$ 43.62	$ 49.50	93.12	11,640.00			-	-
C5	Pavement Removal (sq. yd.)	250	$ 28.75		28.75	7,187.50	$ 16.50		16.50	4,125.00
C6	12" Class 5 Surfacing (tons)	600	$ 25.00	$ 16.25	41.25	24,750.00	$ 18.15	$ 33.00	51.15	30,690.00
C7	PVC Water Service (ln. ft.)	115	$ 70.00	$ 7.50	77.50	8,912.50	$ 61.60	$ 7.73	69.33	7,972.95
C8	6" SDR-26 PVC Santitary Sewer Service (ln. ft.)	65	$ 142.50	$ 20.00	162.50	10,562.50	$ 72.71	$ 9.79	82.50	5,362.50
C9	8" PVC Roof Drain (ln. ft.)	202	$ 85.00	$ 20.00	105.00	21,210.00	$ 85.91	$ 17.49	103.40	20,886.80
C10	4" Perforated Subdrain (ln. ft.)	225	$ 8.75	$ 10.00	18.75	4,218.75	$ 13.20	$ 14.30	27.50	6,187.50
C11	Curb Stop w/ box (ea.)	1	$ 1,250.00	$ 2,500.00	3,750.00	3,750.00	$ 467.50	$ 632.50	1,100.00	1,100.00
C12	Sanitary Sewer Cleanout (ea.)	1	$ 1,025.00	$ 750.00	1,775.00	1,775.00	$ 550.00	$ 523.00	1,073.00	1,073.00
C13	Storm Sewer Cleanout (ea.)	3	$ 1,125.00	$ 1,375.00	2,500.00	7,500.00	$ 550.00	$ 523.00	1,073.00	3,219.00
C14	Connect to Existing Sanitary Service Tee (ea.)	1	$ 4,282.50	$ 312.50	4,595.00	4,595.00	$ 3,300.00	$ 5,500.00	8,800.00	8,800.00
C15	Corporation Stop (ea.)	1	$ 1,015.00	$ 1,125.00	2,140.00	2,140.00	$ 990.00	$ 633.00	1,623.00	1,623.00
C16	Connect to Existing Storm Outlet (ea.)	1	$ 1,093.75	$ 437.50	1,531.25	1,531.25	$ 3,850.00	$ 4,950.00	8,800.00	8,800.00
C17	Pipe Bollards (ea.)	4	$ 391.00	$ 984.00	1,375.00	5,500.00			-	-
C18	Silt Fence (ln. ft.)	250	$ 5.00	$ 1.25	6.25	1,562.50	$ 6.05	$ 2.20	8.25	2,062.50
C19	SWPPP compliance (ea.)	1	$ 6,400.00	$ 3,125.00	9,525.00	9,525.00	$ 13,200.00		13,200.00	13,200.00
C20	Seeding, Fertilizing and Mulching (as req.)	1	$ 4,500.00	$ 2,125.00	6,625.00	6,625.00			-	-
C21	Clearing and Grubbing (as req.)	1	$ 6,125.00		6,125.00	6,125.00			-	-
M22	Building Core-out & Disposal	1780	$ 31.25		31.25	55,625.00	$ 19.80		19.80	35,244.00
M23	6" Granular Fill (cu. yd.)	150	$ 40.00	$ 12.50	52.50	7,875.00	$ 16.50	$ 31.00	47.50	7,125.00
M24	Embankment Borrow (cu. yd.)	1630	$ 42.50	$ 12.50	55.00	89,650.00	$ 14.30	$ 30.80	45.10	73,513.00
A1	New wood-framed builidng (as req'd)	1	$ 154,412.00	$ 368,000.00	522,412.00	522,412.00		$ 1,395,328.00	1,395,328.00	1,395,328.00
S1	Foundation, building (as req'd.)	1	$ 31,894.00	$ 22,605.00	54,499.00	54,499.00			-	-
S2	Concrete floor, building (as req'd)	1	$ 26,725.00	$ 36,496.00	63,221.00	63,221.00			-	-
M1	Plumbing system, building (as req'd.)	1	$ 12,500.00	$ 35,625.00	48,125.00	48,125.00			-	-
M2	HVAC system, building (as req'd.)	1	$ 12,500.00	$ 64,360.00	76,860.00	76,860.00			-	-
M3	Fuel System (as req'd)	1	$ 15,000.00	$ 43,798.00	58,798.00	58,798.00			-	-
G1	Mobilization (as req'd)	1	$ 38,200.00	$ 46,500.00	84,700.00	84,700.00	$ 22,000.00		22,000.00	22,000.00
G2	General construction allowance (as req'd.)	1	$ 50,000.00		50,000.00	50,000.00	$ 50,000.00		50,000.00	50,000.00
	Total - Part I - New Steel Building:					$ 1,328,218.75				$ 1,745,789.25

BID TABULATION
Construction of a Truck Garage Addition
City of Windom
Windom, Minnesota
DGR Project No. 425306
Bid Letting: May 4, 2023 - 1:30 PM

DGR ENGINEERING

			Wilcon Construction Services, LLC				Sussner Construction, Inc.			
			St. James, MN		Bid Security:	Bid Bond	Marshall, MN		Bid Security:	Bid Bond
Unit No.	Name and Description of Construction Unit	No. of Units	Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M
ALTERNATE ADDER #1										
AC1	7" PCC Surfacing (sq. yd.)	805	$ 29.70	$ 40.34	70.04	56,382.20	$ 100.12		100.12	80,600.00
	Total - Alternate Adder #1:					**$ 56,382.20**				**$ 80,600.00**
ALTERNATE ADDER #2										
AA2	Standing seam roof system (as req'd)	1	$ 12,500.00	$ 25,693.00	38,193.00	38,193.00	$ 40,500.00		40,500.00	40,500.00
	Total - Alternate Adder #2:					**$ 38,193.00**				**$ 40,500.00**

Corrected Bid Amounts Shown Shaded

DGR ENGINEERING

May 9, 2023 (Via E-MAIL)

City of Windom Electric Department
Attn: Jason Sykora
1105 1st Avenue
Windom, MN 56101

RE: **Recommendation of Award of Contract**
Construction of a Truck Garage Addition
DGR Project No. 425306

Dear Jason:

We have completed our review of the bids received on May 4, 2023 for the above referenced project. A bid summary form and detailed tabulation of the bid results is enclosed.

There were two (2) responsive bids ranging in price from $1,328,218.75 to $1,745,789.25, with the low apparent bid from Wilcon Construction Services, LLC located in St. James, MN. The second bidder was Sussner Construction, Inc. of Marshall, MN. Please note that the bid prices specified above have been corrected by the Engineer due to mathematical errors.

Required alternates for 7-inch-thick concrete surfacing and a standing seam roof system were also included on the bid form. Wilcon offered pricing of $56,382.20 and $38,193.00, respectively, while Sussner offered pricing of $80,600.00 and $40,500.00.

We believe that the pricing received is reflective of the continued stressors that have been placed on the construction market around the nation. Shortages of qualified labor, coupled with the higher cost of raw and processed materials, weigh on the project costs. We feel that there was reasonable interest in the project, although two bids were received.

As we consider next steps, DGR Engineering and our project design partners do not feel that the City will receive notable bid price savings with rebidding unless there is a change in the overall project scope. Should rebidding occur later this year or early next year, project materials and labor costs will potentially be subjected to additional increases.

DGR conducted a post-bid interview with Wilcon, and they did not have any concerns with the project design or the overall project schedule. They also furnished a response to our inquiries in a timely fashion. They appear to be a reputable firm and we believe they will provide the City of Windom with a successful installation, and should the budget allow, we would recommend your consideration in awarding a contract to them. Regarding the alternates, we feel that the pricing offered is reasonable and we suggest that the award be extended to them. If the City would prefer to pour the driveway/approach at a later date, this could help to defer costs.

Please review our recommendation and feel free to contact us with any questions you, the Utility Commission or the City Council may have. Please contact me if an award is made, and we will proceed with preparing the Contract Documents.

Best Regards,

DGR Engineering

Travis Zipf

Travis Zipf, P.E.
Enclosure: Bid Summary and Tabulation
TLZ:ste

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: Building & Zoning Office
DATE: May 16, 2023 (City Council Meeting Date)
RE: City Code Revisions – Chapters 151 & 152 – Call for Public Hearing
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

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Recommendations/Options/Action Requested

Adopt the Resolution calling for a public hearing on the proposed revisions to City Code Chapters 151 "Subdivisions" and 152 "Zoning/Land Usage".

Issue Summary/Background

Except for revisions to several sections over the last few years, the existing land usage code has been in effect since 2003. There was a need to review these chapters of the City Code to determine if they conformed to Minnesota Statutes and whether they needed to be updated. The Planning Commission approved an RFP for a land use consultant to assist with the review of these chapters. A committee reviewed the responses and narrowed the candidates to three firms. Representatives of these firms were interviewed by the Planning Commission and a recommendation was made to retain Bolton & Menk to assist with this review. On April 20, 2021, the City Council approved a motion to retain Bolton & Menk for this project. Rose Schroeder and Wyatt Archer from Bolton & Menk have been the main leads on this review project. They reviewed existing code sections and proposed revisions. These revisions were reviewed by B&Z Staff and then presented to the Planning Commission for review. On May 9th, the Planning Commission completed its review of these chapters. Also on May 9th, the Planning Commission approved a recommendation to submit these proposed revisions to the City Council for review and further proceedings.

It is necessary that the public have an opportunity to review the proposed revisions to Chapters 151 and 152 of the City Code and that a public hearing be scheduled to allow for public comments on the proposed revisions. B&Z Staff have confirmed a tentative date for Consultant Rose Schroeder to attend the Council Meeting and answer questions concerning the project. Attached is a proposed Resolution which calls for the public hearing, prescribes notice of the hearing, and details the posting of the revisions on the City's website and the provision of copies for public review at City Hall and the Library.

Fiscal Impact

There is no fiscal impact for the City other than costs for codifying the approved Code revisions and final payment of the Consultant's fees.

Attachments

1. A draft of the proposed revisions is included as a separate attachment. (For reference purposes, the language to be deleted is highlighted in yellow and the new language is shown in red type.)

AWS:mah

RESOLUTION #2023-

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

CITY OF WINDOM

RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED REVISIONS TO LAND USAGE CODE – CITY CODE CHAPTERS 151 & 152

WHEREAS, on April 20, 2021, pursuant to a recommendation by the Windom Planning Commission, the Windom City Council selected Bolton & Menk to assist in the review of Chapter 151 "Subdivisions" and Chapter 152 "Zoning/Land Usage" of the Windom City Code; and

WHEREAS, proposed revisions to the existing Code were submitted by consultants from Bolton & Menk, reviewed by City Staff, and presented to the Windom Planning Commission for review and approval; and

WHEREAS, on May 9, 2023, the Planning Commission completed its review of the proposed Code revisions and authorized Staff to present these proposed revisions to the Windom City Council for the required public hearing and subsequent ordinance readings; and

WHEREAS, it is necessary that the citizens of Windom be provided an opportunity to review the proposed revisions to City Code Chapter 151 "Subdivisions" and Chapter 152 "Zoning/Land Usage"; and

WHEREAS, it is necessary that a public hearing be scheduled to allow for public comments on the proposed revisions to Chapters 151 and 152 of the Windom City Code.

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

1. **Public Hearing**. A public hearing to allow public comments on the proposed revisions to Chapters 151 and 152 of the Windom City Code shall be held on Tuesday, June 6, 2023, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 6:30 p.m.

2. **Notice of Public Hearing.** The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days, but not more than 30 days, prior to the date of the hearing. Said notice shall include the locations and times when copies of the proposed City Code revisions are available for review by the public.

3. **Posting and Copies Available for Inspection.** The City Administrator is further authorized and directed to post copies of the proposed revisions to City Code Chapters 151 and 152 on the City's website, to place copies of said documents on file in the Building & Zoning Office in the Windom City Hall, and to make such copies available for review by the public at the Building & Zoning Office in City Hall and the Windom Public Library.

Adopted by the City Council this 16th day of May, 2023.

____
Dominic Jones, Mayor

Attest: ____________________________
Steven Nasby, City Administrator

ACTION ITEM

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

TO:	City Council
FROM:	Tim Hogan, Recreation Director
DATE:	May 16th, 2023
RE:	Seasonal Part Time
DEPT:	Pool and Recreation
CONTACT:	Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the rehiring of the following Recreation and Pool employees for 2022 season.

Pool Staff

Moriah Lohrenz   Rachel Wright   Ava VanNorman   Madison Prokosch

Recreation

DJ Perrizo   Marshall Bartelt

Issue Summary/Background

The above list of employees will be hired by the pool and recreation department as new employees and returning employees after satisfactory performance in the Summer 2022.

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the pool and recreation.

ACTION ITEM

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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: May 12, 2023
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is recommend that the City Council approve the hiring of Tyler Patterson as a Non-Union Part-Time Liquor Store Clerk at a starting wage of $12.50/hr

Issue Summary/Background

We recently had a Part-Time Non-Union employee resign. Looking over previous applications and interview scores, Tyler stood out as a candidate when he applied for the Union Part-Time Positon. I met with Tyler as he is still looking for a summer job.

With this, it is recommended to hire Tyler Patterson at $12.50/hr with a review at 6 months for a potential move to $13.25/hr. All wages are in accordance of the Non-Union Part-Time Scale approved at the January 17th, 2023 Council Meeting.

Fiscal Impact

The fiscal impact is minimal as these hours are already budgeted hours during normal operations, but will require a little extra for some training time.

Attachments

None

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2*