# Council Meeting
# Tuesday, April 16, 2024
# City Council Chamber
# 6:30 p.m.
# AGENDA

CITY OF WINDOM

Call to Order
Pledge of Allegiance

1. Consent Agenda
   - Minutes
     - Council Minutes –April 2, 2024
     - Utility Commission – March 27, 2024
     - EDA – January 8 & April 8, 2024
     - Community Center Commission – April 8, 2024
     - Library Board – April 9, 2024
     - Park & Recreation Commission – April 10, 2024
   - Regular Bills

2. Department Heads

3. Proclamations
   - Drinking Water Week May 5-11, 2024

4. Windom Area Health Budget Presentation

5. Annual Consumer Confidence Report

6. Community Center – HVAC System

7. South Cottonwood Lake Subdivision
   - Plans & Specs
   - Amendment to Development Agreement

8. MnDOT Carbon Reduction Program – Grant Application – Resolution

9. Call for a Public Hearing – MnDOT Layout Trunk Highway 60 Municipal Consent Approval

10. Street Closure Request – June 6, 2024 – Windom Chamber Pedal Pull

11. 2024 Urban Deer Hunt

12. Personnel Committee
    - Sergeant/Investigator: Memorandum of Agreement
    - Seasonal Employees

13. Contractor Payment & Change Order
    - Liquor Store – Sussner Construction – Pmt #5 - $72,717.27
    - Liquor Store – Sussner Construction - Change Order Deduction $1,605.00

14. New Business

15. Old Business

16. Council Comments

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
# April 2, 2024
# 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, Jenny Quade, James Nelson and Scott Benson |
| Council Absent: | |
| City Staff Present: | Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jason Sykora, Electric General Manager; Jon Ketzenberg, Streets & Parks Superintendent; Ben Derickson, Fire Chief; Jordan Bussa, Assistant Fire Chief and Andy Spielman, Building Official |

3. Pledge of Allegiance

4. Consent Agenda:
   - Minutes
     - Council Minutes – March 19, 2024
     - Housing & Redevelopment Authority – March 13, 2024
   - Regular Bills
   - Licenses
     - Temporary Liquor License
       - Windom Chamber of Commerce – May 15, 2024

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

5. Department Heads:
   None.

6. MN DOT – 2025 Project Follow-Up:
   Mary Loeffler and Anne Wolff from MN DOT introduced themselves. Loeffler said that several questions were asked by the Council and they wanted to get back to the community with the answers.

   First, is there the ability to have an acceleration lane coming out of the Kwik Trip site? Loeffler said that MN DOT determined there is insufficient length for an acceleration lane and they do not want to use any of the shoulder as travel lanes. Additionally, they feel it would create a more complex situation for motorists so no changes.

   Second, could "Traffic Approaching" signs be added by the Highway 60/71 intersections. Loeffler said that MN DOT did these in Mt. Lake as a trial project and do not feel they are effective so MN DOT does not use them anymore.

   Third, could "Your Speed Is" signs be added for vehicles coming into town on Highway 60? Loeffler said that these signs are effective and can be placed, but the investments are all City expense.

Fourth, was local cost participation for the traffic lights. Loeffler said that the MN DOT manual used everywhere is for communities to pay by leg of the intersection and they do not have any other formula. It maybe discussed, but nothing is changed from MN DOT's proposal that the city pay for 50% of the signals at 10th Street and the highway.

Fifth, "what happens if the city will not pay for the new traffic signals?" Loeffler said that the old signals could be removed and replaced with stop signs as MN DOT feels the old signals are not a safe long-term solution.

Sixth, the costs of the new cul-de-sac and turn lane by the carwash and Dollar General. Loeffler said that MN DOT is proposing to stripe in the turn lane and not construct a new one. They will not cover any engineering costs but the designs could be kept and maybe used in the future.

Jones said that the Windom PD has a mobile speed trailer and that seems to be effective, which Chief Peterson confirmed. As such, the city may want to consider the speed signs. He also noted that the city was aware that MN DOT would be working on the traffic signals at some point and there would be cost share; signals are much better than the alternative of stop signs. Loeffler said that the city is responsible for maintenance on the traffic signals and that goes back to the mid-1980s. She added that the new signals would be galvanized and cheaper to maintain than the old signals. She said that the city had also talked about pre-emptive override for emergency vehicles and battery backups, all of these would be 100% City costs.

Grunig said that battery back-up is expensive to install and maintain. He asked MN DOT about the feedback they received at the Farm and Home Show. Wolff said that they talked to a lot of people and the majority were neutral once MN DOT explained why the project is needed. Some people then expressed support and others were negative. Loeffler said that it was a good opportunity to let people know what is being discussed and they heard businesses are glad there is no by-pass, but it did come up with some people. Wolff noted that both Kwik Trip and traffic speed in town also came up.

Grunig noted the round-abouts that came out of the corridor study would help so why not wait until the round-abouts are done before anything is done with striping. Loeffler responded that MN DOT wants to try the three-lane concept so they get to know traffic patterns and this will give them better data for the round-about design. Wolff added that there are large cost differences between round-about construction and re-striping.

Benson said MN DOT's answer on cost-sharing was disappointing and on signals\signs. Why wait until someone is hurt before they do something?. Loeffler replied that no one can put a price on a crash and impact to people but they do not feel they can do improvements with what is present now.

Nelson said MN DOT gave a lot of "unfortunately" statements and there has always been the intent to have 4-lanes from Iowa to the twin cities, now Windom is getting pushed into fewer lanes does not make sense. Loeffler said that the curb-to-curb dimensions in part of the corridor are limiting and St. Peter had a wide corridor. Windom also has a lot of business accesses and it is tough to design something for access to businesses and through traffic. They need to balance these along with safety.

Jones said that the business access, downtown district and Square are very important to the community. He sees the narrow corridor limiting options.

Grunig he can see the benefit of having a left turn lane allowing through traffic without becoming stacked as it is now. Loeffler said a dedicated turn lane is better than left turns out of two lanes.

Loeffler said she discussed with the Mayor and staff the next steps which will be the municipal consent process which is required by statute due to the striping and acquisition of right of way. They are thinking of a public hearing being scheduled for May-June, an open house in May and then resolution to the City Council in June. Wolff said the open house will be a good time for the public to discuss the project. Loeffler said if the municipal consent fails then MN DOT cannot purchase the needed right of way and the signals will be built with bump-outs and the re-striping is not done which could impact the planned 2032 reconstruction of the corridor.

Nelson said that people in town would probably accept the lane changes but there are issues with the speeds in town and vehicles running the red lights. Loeffler said that she concurs these are issues they heard too and that round-abouts will help with controlling speed. Highway 75 in Luverne has this three-lane concept which they really like and a reconstruction is being done in 2026.

7. <u>K-9 Funding Request:</u>
   Chief Peterson said that the K-9 and K-9 vehicle were sold to Mt. Lake when the handler moved to that department. The sale of these items was in excess of $13,000 and after expenses there was $9,925.81 put into the General Fund. He is requesting that these funds be set-aside for a future purchase of another K-9.

   Grunig asked what the goal is for a K-9 fund? Peterson said that a dog is $12,000 to $13,000 and the vehicle modifications are about another $10,000.

   **Motion by Nelson second by Grunig to approve setting aside $9,925.81 in a K-9 fund for future use. Motion carried 5 – 0.**

8. <u>Proclamation – National Library Week – April 7-13, 2024</u>
   **Council Member Esplan introduced the Resolution No. 2024-07, entitled "2024 NATIONAL LIBRARY WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Nelson, Grunig, Benson, Quade and Esplan. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

9. <u>Resolution Accepting Donation:</u>
   Ben Derickson, Fire Chief and Jordan Bussa, Assistant Chief, introduced themselves. Derickson said that the current boat is a mid-1980s model with a 20-hp motor and needed to be replaced. A committee of firefighters discussed the needs and with the river, lakes, streams and sloughs it was felt a mud boat would be the best type for the many uses. They toured a facility in Wisconsin and selected a boat from Gale Marine, who built the boat to our specs. The Windom Relief Association donated all the funds for the purchase totaling $37,725 which was from fund raisers and raffles.

   Jones thanked the Windom Relief Association for the donation and to the Chiefs for their work.

   Grunig asked if the Department had been training on the new equipment. Derickson answered that their first training will come up shortly.

   Benson asked if the old boat will be sold. Nasby and Derickson said that they are requesting that it be added to the surplus\disposition list later in the agenda and sold via bidding site.

   **Council Member Benson introduced the Resolution No. 2024-08, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM FIRE DEPARTMENT RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Esplan, Benson, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

10. Windom Fire Relief Association – Benefit Increase Request:
Derickson said that the Relief Association looks at its finances and liabilities and is in really good shape so they are asking to increase the annual benefit from $3,000 to $3,300 per year. A memo in the packet shows other community rates.

Nasby said that municipal approval is needed in case of a shortfall where the City would be responsible for the liability. He added that the Relief Association has been very good with managing the finances and benefits.

**Motion by Grunig second by Esplan to approve an increase in Windom Relief Association benefits from $3,000 to $3,300 per year as proposed. Motion carried 5 – 0.**

11. Second Reading Ordinance #198, 2nd Series – Rental Code Revisions:
Andy Spielman, Building Official, said that the rental housing inspection changes were reviewed at the last meeting with out any outstanding issues or questions. He handed out a final copy of the ordinance. The actions requested are to approve the second reading and to approve publication of the title and summary.

**Motion by Esplan second by Grunig to approve the 2nd Reading of Ordinance #198, 2nd Series – Rental Code Revisions. Motion carried 5 – 0.**

**Motion by Quade second by Benson to approve the publication of the Title & Summary for Ordinance #198, 2nd Series. Motion carried 5 – 0.**

12. Disposition of Surplus Equipment:
Nasby said the Street Department had a list of several items to be declared surplus and sold via bid site and that the Fire Department boat be added to the list for approval.

**Motion by Benson second by Nelson to add the Fire Department's old boat to the list of equipment as surplus and to approve the list as surplus and its disposition. Motion carried 5 – 0.**

13. Multi-Bank Securities, Inc. – Non-corporate Resolution:
Nasby said that Multi-Bank Securities is a financial institution the City uses for investments. The change in Finance Directors prompted them to ask for a new non-corporate resolution designating authorized parties.

**Motion by Benson second by Quade to approve the non-corporate resolution from MBS for the City of Windom. Motion carried 5 – 0.**

14. SEH Airport Services Agreement – 2024 Joint & Crack-Repair:
Nasby said that the 2024 project is a continuation of the pavement management from last year and the 2024 work will concentrate on the runway. This agreement is for engineering services and the Council will get the project cost estimates, bids and grant approvals in the near future. This will be funded with 90% FAA money and 10% local match.

**Motion by Grunig second by Nelson to approve the Professional Services Agreement with SEH, Inc. as presented. Motion carried 5 – 0.**

15. Personnel – Office Summer Hours:
Grunig said the Personnel Committee reviewed the Summer Hours and any related overtime from last year. They are recommending to the City Council that 2024 Office Summer hours be approved the same as 2023. Nasby said the hours starting on May 1st to September 1st would be 7:30 am to 4:00 pm.

**Motion by Grunig second by Benson to approve 2024 Summer Office hours. Motion carried 5 – 0.**

16. Contractor Payment and Change Order:
Jason Sykora, Electric General Manger, said that the generation plant building is coming along with steel erection and roofing. Work on the office and other staff areas was mostly done. The next step will be the placement of the generators in late April or early May. The change order for the truck garage and pay request have both been recommended for approval by the Utility Commission.

**Motion by Grunig second by Benson to approve Pay Request #5 in the amount of $818,756.17 for Wilcon Construction for the Electric Generation Building. Motion carried 5 – 0.**

**Motion by Nelson second by Benson to approve Change Order #3 in the amount of $2,819.00 for the Truck Garage. Motion carried 5 – 0.**

17. New Business:
None.

18. Old Business:
Nasby said that earlier this week he received notification from MN DOT that the Local Road Improvement Grant for the reconstruction of 10$^{th}$ Street was not funded.

19. Council Comments:
Benson said Spring is coming with a lot of wind so watch your garbage to keep it from flying around.

Quade encouraged citizens to check out the library and its many resources with National Library Week upcoming. She noted the Windom Fireman's Concert on April 27$^{th}$.

Jones said he missed a couple meetings and appreciates the Council continued work.

20. Adjournment:
**Mayor Jones adjourned the meeting by unanimous consent at 7:57 p.m.**

| | |
|---|---|
| ______________________________ | Attest: ______________________________ |
| Dominic Jones, Mayor | Steve Nasby, City Administrator |

**UTILITY COMMISSION MINUTES**
**Council Chambers**
**March 27, 2024**

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

**Members Present:** Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan
Member Absent: Glen Francis
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson, Water/Wastewater Superintendent; Steve Nasby, City Administrator; Jon Ketzenberg, Streets & Park Superintendent; Tiffany Lamb, EDA Director; Mary Hensen, Administrative Assistant and Leesa Arndt, Utility Billing/Analyst

**Others Present:** Dan Van Schepen, Project Engineer for DGR and Bob Braun, Developer/Property Owner of DVR Diversified, LLC

**APPROVE MINUTES**
**Motion by Riordan second by Schwalbach to approve February 28, 2024 Minutes. Motion carried 2 – 0.**

**SOUTH COTTONWOOD LAKE SUBDIVISION – REVIEW OF INFRASTRUCTURE PLANS**
Dan Van Schepen, Project Engineer for DGR, was present for the Utility Commission to ask questions on the plans for the Cottonwood Lake Subdivision Project. Commission members asked about spacing of water lines and required spacing between the lines and structures. Bob Braun, Developer/Property Owner of DVK Diversified, LLC, stated that they are looking at a 7' clearance for the project. Van Schepen stated that he would amend the plans to reflect this clearance.

Van Schepen said the road specification were modelled after the 2016 and 2020 city street projects. Plans include a 4" asphalt surface over a 12" base. The area allows for good usable material for road construction. Concerns about the street width of 28' and allowance of off-street parking were discussed. Ketzenberg is apprehensive about no curb and gutter. He stated the edges of pavement will deteriorate faster and having open ditches are not favored. City staff had previously met with Braun to discuss the road specification with the 28' street width being an improvement from the original development agreement.

DGR used specifications from the Rolling Green lift station for the needed one in this development. Anderson voiced concerns about having a generator at the lift station and the developer stated that the design was to add one after-the-fact. Nasby stated the TIF agreement includes the installation of a generator for the lift station. The Utility Commission would like a gas generator at this location for well-head protection. Braun stated that the lift station would be installed in accordance with the TIF agreement if previously listed in the agreement. The line will be also all force-main so the importance of maintaining power was addressed.

Braun asked about electrical installation processes and charges. Sykora answered that the developer must pay for the main service lines and property owners are responsible for their individual service lines. Sykora stated that lines will be bored and telecom services would need separate service lines bored.

Lamb voiced that Jeff Dahna, Telecom Manager, had not shared any concerns at this time.

The developer plans to start in April with concrete crushing. The infrastructure will be completed by the developer and returned to the City of Windom. The two outlying lots have been returned to the city and EDA, with plans of planting native vegetation on Outlot A and potential future development on Outlot B. The Commission mentioned the southwest corner having a steep drop and the need for a berm.

Van Schepen and the Commission discussed maintaining access to the lift station along with proper drainage and water flow. He will work with the developer and address the noted concerns.

**RESOLUTION ESTABLISHING RATES, CHARGES, AND FEES FOR AN ENTERPRISE FUND**

**Motion by Schwalbach second by Riordan to approve "RESOLUTION UT #2024-03-01 RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR AN ENTERPRISE FUND". Aye: Schwalbach and Riordan. Nay: None. Absent: Francis. Motion carried 2 – 0.**

**ELECTRIC ITEMS**

Generation Plant Project Update

Sykora said that the steel walls are up, along with the structural steel. The roofing material has not been placed due to poor weather. The windows have been cut in to look into the existing generation room. The contractor was core drilling through the generator pads for conduits that were overlooked. This expense is the responsibility of the contractor. Project engineers stressed that this must be done with no damage to the rebar in the cement, and was completed using an X-Ray machine.

Sykora said that the generator delivery has been delayed for 3 weeks. They are installing the needed current transformers on the new engines.

**Motion by Riordan second by Schwalbach to approve Pay Request #5 in the amount of $818,756.17 for the Generation Plant Project. Motion carried 2 – 0.**

Truck Shed Addition – Proposal Request #3 and Project Update

Sykora reviewed Change Order Request #3 with the Commission, noting that payment has been approved at the previous meeting. He discussed the concerns with the architect and said the over looked item is noted as a minor omittance. Being it was a minor omittance the Engineer and architect are not responsible, leaving the city to pick up the added cost. Sykora requested the project be deemed complete and a final payment request will be presented at the next meeting.

Grant Opportunities

Sykora mentioned at the last CMPAS meeting, a C-Site grant could be sought for clean energy projects, up to $3 million dollars. The grant could be written by the same entity as previously used due to having substantial information on the city's needs. The Commission discussed the placement of a potential solar field on ballasts in the Northeast corner of the well field property.

**Motion by Riordan second by Schwalbach recommending support to apply for the C-Site Clean Energy Grant opportunity. Motion carried 2 – 0.**

Ziegler – Customer Support Agreement
Sykora reviewed the customer support agreement for the existing generator engines at the power plant. This CSA will bring the city to the end of the warranty period of the engines. The contract includes one oil-change that is required in the 3-year period based on a biannual need. Sykora said the engines are run quarterly, unless needed for generation or necessary re-certification processes.

**Motion by Riordan second by Schwalbach to approve the Customer Service Agreement between Ziegler and the City of Windom. Motion carried 2 – 0.**

Wood Chipper Replacement
Sykora explained the issues that they are having with the wood chipper. The Street Department also utilizes the chipper for trimming trees in the parks and boulevards. The chipper will see significant use in the coming years due to the Emerald Ash bore. The chipper has saved the city money in hauling brush to the landfill. The departments have found issues with the chipper's radiator leaking, auto feed working improperly, and a bent drum. Repair costs would exceed the machinery value. The current chipper was purchased in 1996. Sykora explained that the Electric Department has a $40,000 budgeted for equipment. The Utility Commission agreed that a replacement would be beneficial to staff safety.

**Motion by Schwalbach second by Riordan to approve the use of equipment reserve funds to purchase a new wood chipper. Motion carried 2 – 0.**

Other Electric Items
Sykora stated that he has a staff member out with a shoulder injury. Staff has been working on generator controls, cabinet assembly, and will be wiring the cabinet next week. Other maintenance items are being completed.

Sykora mentioned that ITC had a feed pole catch fire recently and service was out for other providers, but the city still had power during the incident.

**WATER/WASTEWATER ITEMS**
RRRWS Extension Request/New Agreement Proposal – Continued
Anderson told the Commission that the City Attorney had filed a paper with RRRWS, assuming that it was a final offer from the Commission. Anderson drafted an email explaining the miscommunication and that further discussion was needed. Some concerns were wanting up to 25% of the city's daily capacity and the proposed rates to the commission did not include the rate increases that have been incurred since the draft of the last contract. Schwalbach will research past budget paperwork; staff will also review the monthly fixed fee, along with the basis of its original calculation. The item was tabled for further discussion. Anderson stated that the proposed extension was for two months, and the April billing will not include any monthly

charges until a new agreement can be drafted (March billing was for the February usage extension).

EPA Landfill 5-Year Review Notice
Anderson said the landfill location will be starting their review paperwork and procedures soon. Stantec will handle a majority of the paperwork and staff will assist with the onsite visits for their review of records, controls, and procedures. Anderson mentioned that our Wellhead Protection is in year 8 of the 10-year period. He is anticipating the process starting. He will be working with Minnesota Rural Water and the Department of Health. He added that their may be potential grant opportunities available for needed improvements; i.e., an additional sampling well that the EPA may be requiring.

Other Water/Wastewater Items
Anderson had two employees attend the Water Conference in St. Cloud. Chad Brand has passed his Class C licensure and Steve Willard passed his Class B (highest that he can receive). Schwalbach extended his congratulations to them.

Ketzenberg asked about the relocation of the dump station. Riordan replied that he has not heard back from MNDOT about placing it at their shop location. Ketzenberg added that a private party expressed interest in placing it at their business location. The Commission was receptive to the idea and agreed that the private party would have to pay the infrastructure expenses to add this amenity.

**REGULAR BILLS**
**Motion by Riordan second by Schwalbach to approve the Regular bills. Motion carried 2 – 0.**

**OLD BUSINESS**
The Commission further discussed the loaned monies with the hospital. Schwalbach added that he went to the Hospital Finance Committee meeting and voiced his knowledge about the situation. Their committee will discuss it further and respond to Schwalbach and/or the Utility Commission.

**NEW BUSINESS**

The next regular meeting was set for April 24 at 10:00 AM in the City Council Chambers.

**ADJOURN**
Schwalbach adjourned the meeting at 12:05 PM.

____________________________
Mike Schwalbach, Chairperson

Attest: ________________________
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JANUARY 8, 2024

1. Call to Order: The meeting was called to order by President McNamara at 12:03 p.m.

2. Roll Call & Guest Introductions:

   EDA Commissioners: Ryan McNamara, Nancy Wepplo, and Marv Grunig.
   Absent: James Nelson. (There is one vacancy on the Board.)

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

3. Election of Officers
   A. President – 1-Year Term: President McNamara called for nominations for the office of EDA President.

   **Motion by Commissioner Grunig, seconded by Commissioner McNamara, nominating Nancy Wepplo for EDA President. Motion carried 3-0.**

   B. Vice President – 1-Year Term: President McNamara called for nominations for the office of EDA Vice President.

   **Motion by Commissioner Grunig, seconded by Commissioner Wepplo, nominating Ryan McNamara for EDA Vice President. Motion carried 3-0.**

   C. Secretary-Treasurer – 1-Year Term: This office was left vacant pending appointment of a new At-Large Commissioner to the EDA Board.

   (The gavel was passed to the new EDA President Nancy Wepplo to continue the meeting.)

4. Approval of Minutes: December 11, 2023:

   **Motion by Commissioner Grunig, seconded by Commissioner McNamara, to approve the Minutes of the EDA Meeting held on December 11, 2023. Motion carried 3-0.**

5. Windom Apartments (North) – Update: Director Lamb reported that the two appraisals on the property have been received. Pursuant to the loan documents between the City and Windom Apartments LLC ("Developer"), there was to be an appraisal of the property to support the second piece of financing. The City selected an appraiser and the Developer also asked to select an appraiser. The costs for both appraisals will be paid by the Developer. Director Lamb reviewed the highlights of each appraisal and the differences. The appraisals have been sent to the City Attorney for review regarding the proposed inter-creditor agreement between the City and Bell Bank (first mortgage holder on the property). The appraisal is also being reviewed by an independent third party who is familiar with these types of appraisals. City Admin. Nasby stated that the Developer also had some questions regarding a couple differences in the appraisals such as the construction costs per square foot for each unit, etc. City Admin. Nasby also provided a brief overview of some other information EDA Staff has used for purposes of determining a potential median value that would be acceptable to both parties. In response to a question as to whether projected rental occupancy affects the appraisal valuations, City Admin. Nasby reviewed the methods used by the appraisers for calculation of their valuations for the property.

   Director Lamb recapped that the first tranche of financing to Windom Apartments LLC was to pay invoices for labor and materials on the project prior to June 5th. The second tranche of financing is to pay invoices for labor and materials on the project from June 5th to September 30th. There was no significant work on the project in October and November. A draw request of $1.4M was approved by DEED in December. These funds will bring the remaining suppliers and contractors up to date on payment of their invoices except for the recent asphalt installation on the property.

6. First Children's Finance

A. Rural Child Care Innovation Program: Director Lamb provided an overview of the Rural Child Care Innovation Program ("RCCIP") offered by First Children's Finance ("FCF") which is an organization that works with child care in Minnesota and surrounding states. FCF's data indicates that Windom is short 32 child care spots in addition to the lack of child care spots in the surrounding area (as Windom draws out-of-town workers). FCF utilizes a community engagement process to work with local individuals (core team) on child care solutions that best fit the community or area. FCF has worked with various communities in Greater Minnesota including Madelia and Nobles County in our area. Director Lamb reached out to EDAs and others in cities that have worked with FCF and the feedback has been positive. She advised that there is already a child care group in Windom that has been meeting for a couple years and could act as the core team. There has been some discussion concerning a pod-based child care program for the BARC building. Preliminary research has been done on this potential project and there are two high school students interested in participating in this type of program upon graduation.

To participate in this program, the EDA will need to submit an application to FCF. No fee is required to participate in the program. The RCCIP is funded by Minnesota Department of Human Services. The only expense to the City is for Staff time for the EDA Director's submission of the application and interaction as "core team lead" with representatives from FCF concerning the program steps. After further discussion, the following action was taken.

**Motion by Commissioner McNamara, seconded by Commissioner Grunig, authorizing the EDA to submit an application in the Rural Child Care Innovation Program through First Children's Finance and authorizing EDA Director Tiffany Lamb to act as core team lead for the Windom program. Motion carried 3-0.**

7. New Business:

Upcoming Meetings/Seminars: Director Lamb advised that the first Community Venture Network (CVN) Meeting is scheduled for Friday, January 12th, in Lakeville. Director Lamb also is scheduled to attend the annual Public Finance Seminar presented by Ehlers in Edina on February 1st and 2nd.

New Chamber Director: Director Lamb reported that the new Chamber Director Darci Jones will be starting work on January 22nd. City Admin. Nasby, EDA Vice President Wepplo, and Director Lamb met with members of the Chamber Board on January 5th concerning the steps forward for the Chamber.

Greenseam's Request: Director Lamb received a contact from Greenseam of Mankato, Minnesota, about their proposal to offer a presentation for food and ag businesses in the Windom and Jackson areas. A potential site for the presentation activities would be the Windom Community Center. Director Lamb will contact the new Chamber Director concerning Greenseam's proposal.

8. Unfinished Business

A. Staff Report: South Cottonwood Lake Subdivision: Director Lamb reported that the City Attorney determined that the restrictive covenants for the Subdivision and the PUD in the Subdivision need to also be signed by Cemstone as one of the property owners. Cemstone's attorney has requested an addition to the covenants to allow construction of insulated concrete form or masonry built homes on the lots. EDA Staff has prepared the requested amendments and forwarded them to DVK for review and signature and subsequent signature by Cemstone. After the amendments have been approved and signed, the Final PUD Plan will come before the City Council. Staff is hopeful that this Final Plan can come before the City Council for approval at its February 6th Meeting. Director Lamb has contacted the representative for Apollo Development to arrange a meeting to discuss steps forward for the new apartment building project which will be located in the new subdivision.

Windom Recreation Area: Director Lamb recapped that Scott Veenker had done some sloping work on the dirt piles near the soccer field and this project was funded by the Parks Department.

Safe Routes to School: Director Lamb advised that she is working with the group that is planning to submit an application for infrastructure improvements for the trail which runs through the School's Environmental Center property and beyond. Toro has installed lights along the trail in the Environmental Center. The group is seeking funding for additional infrastructure including rapid-flashing beacons near the trail's intersection with City streets. Based on data from a counter placed along the trail, there were 1,200 pedestrian trips on the trail in a month's time. If the grant is awarded, the funding would cover infrastructure but not engineering for the project. The group is planning to contact the County Engineer concerning engineering for the project and may seek financial assistance for the engineering costs from various foundations.

Marketing Materials: Director Lamb updated the Board regarding progress with marketing materials for grocery store attraction or expansion in Windom.

Software: Director Lamb reported that she had used a free trial of placer.ai and submitted a query regarding grocery store data. She said that the data reiterated much of the data reported in the grocery store study completed in the Spring of 2023. Director Lamb will bring the company's 5-minute video for review by the Board at February's meeting. She feels that the proposed annual cost for the software may not be cost-effective for the EDA or City.

Façade Improvement Loan: Director Lamb recapped the status of a potential façade improvement loan application by a local commercial property owner. The proposed project would also require additional outside funding from other organizations. More information will be provided at a subsequent meeting if an application is received.

Cultural Integration Collaborative ("CIC"): Director Lamb updated the Board concerning recent communications regarding this group that was previously formed and had been facilitated by Gabby Nelson from DHS. Ms. Nelson has recently left her position with DVHHS and there has been discussion concerning steps forward for the CIC. In the past, EDA Directors have attended CIC Meetings. However, that was mainly on their own. The Chamber is the fiscal host for the CIC. No interest was expressed by the EDA Board in having the EDA assume the responsibilities for facilitating the CIC.

9. Miscellaneous Information

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

B. Schedule of 2024 Regular EDA Meetings: A copy of the proposed Schedule of Regular Meetings for the EDA Board for the 2024 calendar year was included in the meeting packet. Staff advised that the date for the November 2024 Meeting will need to be changed as the regular date would be November 11th (Veterans' Day). After a brief discussion, the following action was taken.

**Motion by Commissioner Grunig, seconded by Commissioner McNamara, to move the regular November EDA Meeting date to Monday, November 4, 2024, at noon. Motion carried 3-0.**

10. Additional Comments: County Liaison Stevens advised that the Fall District 8 Conference (Association of Minnesota Counties) for 9 counties had been held at the Windom Community Center and he received compliments on the facility.

11. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:58 p.m.

Attest: ______________________________ ______________________________

Tiffany Lamb, EDA Director Nancy Wepplo, EDA President

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 8, 2024

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

2. Roll Call & Guest Introductions:

   EDA Commissioners: Nancy Wepplo, Ryan McNamara, Marv Grunig, and James Nelson.
   (There is one vacancy on the Board.)

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

3. Approval of Minutes: January 8, 2024 & March 11, 2024:

   **Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve the Minutes of the EDA Meetings held on January 8, 2024, and March 11, 2024. Motion carried 4-0.**

4. Public Hearing

   A. Public Hearing on Proposed Sale – 1407 Cottonwood Lake Drive: Director Lamb recapped that on March 5, 2024, DVK Diversified, LLC deeded Lot 5, Block 1 of South Cottonwood Lake Subdivision in the City of Windom, Cottonwood County, Minnesota, (the "Apartment Building Lot") to the EDA.

   The City of Windom entered into a Contract for Private Redevelopment ("Contract") with Apollo Development LLC ("Apollo") in the Spring of 2022. Pursuant to the Contract, the EDA was to sell a tract of land to Apollo for the purposes of construction and operation of a market-rate multi-family apartment building containing a minimum of 40 units. At the time of the execution of the Contract, the property had not been platted so the exact legal description was unknown. The platting and planned unit development processes for the new Subdivision have been completed and the EDA is now ready to sell the Apartment Building Lot to Apollo. The terms concerning the sale of this real estate to Apollo are as follows: Pursuant to the terms of the Contract, the purchase price for the property is $136,400. The purchase price is payable to the EDA at the time of final payment to Apollo under the TIF Note. The EDA is to invoice Apollo at that time.

   Director Lamb explained that up to 50 units in the apartment building were approved in the PUD process. However, the final number of units will be dependent upon meeting the requirements for green space and off-street parking for the units.

   The EDA is required to hold a public hearing prior to the sale of any EDA-owned property. EDA Staff published a Public Hearing Notice on March 27, 2024, scheduling a public hearing on the proposed sale of the property to Apollo for April 8th at the noon EDA Meeting.

   Director Lamb advised that if the sale is approved, EDA Staff will contact the City Attorney concerning the required title work and preparation of the Deed conveying the property. The EDA will be responsible for payment of the costs for either preparation of an abstract for the property or the title insurance commitment, the costs for preparation of the deed and other required documents, and the deed tax. Apollo would be responsible for the recording fee and the title insurance premium. The property taxes would be prorated pursuant to customary practice in property sales and any closing costs would be split between the parties.

   President Wepplo opened the public hearing at 12:05 p.m. and asked for any comments from the public concerning the proposed sale. There were no comments on the proposed sale from anyone present. EDA Staff confirmed that they had received no verbal or written comments from anyone concerning the proposed sale. President Wepplo closed the public hearing at 12:06 p.m.

In response to a question, Director Lamb clarified that the property had been sold to DVK for purposes of platting the new subdivision and the PUD process. This simplified the processes in that there were only two property owners as applicants--DVK and Cemstone. (Two lots in the property had been retained by Cemstone.) DVK then conveyed Lot 5, Block 1 back to the EDA pursuant to the Contract between the City of Windom, the EDA, and DVK. The sale of the property by the EDA to Apollo also coincides with the tax increment provisions in the Contract between the City of Windom and Apollo.

B. Resolution: After a brief discussion, the following action was taken.

**Resolution introduced and motion by Commissioner McNamara, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2024-01, entitled "Resolution Approving Sale of Property Described as Lot 5, Block 1 of South Cottonwood Lake Subdivision in the City of Windom, Cottonwood County, Minnesota".**

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

5. Apollo Development LLC
A. Project Update: Director Lamb reported that EDA Staff met with David Harchanko from Apollo Development LLC on Thursday, March 28th, and updated him concerning the completion of the platting and PUD for the Subdivision. The lot for the proposed apartment building has been conveyed to the EDA and the EDA is ready to sell the lot to Apollo. He was advised of the public hearing on the sale of the lot scheduled for April 8th. EDA Staff also talked with him concerning his plans and timeline for the project and reviewed terms of the contract concerning the sale of the property and dates from the original timeline. Mr. Harchanko advised that he is in the process of assembling his financing for the project which is in conjunction with another project in a neighboring city. EDA Staff also talked with him about revised dates and a proposed amendment to the Contract between the City of Windom and Apollo. (The amendment would come before the EDA Board for review probably in May.) Mr. Harchanko is positive about the project. He will be finalizing plans for the apartment building which will then be submitted to the Windom Building Official for review prior to the issuance of a building permit for the project.

6. South Cottonwood Lake Subdivision
A. Infrastructure – Plans & Specs: Director Lamb recapped that DGR Engineering worked with DVK on the preparation of the proposed infrastructure plans and specs for the new subdivision. The plans and specs were reviewed by Department Heads for the City Utilities and Street Department. Director Lamb provided a brief overview concerning the new street to be constructed in the subdivision. The plans and specs came before the Utility Commission for review at the Commission's Meeting on March 27th. DGR made the minor revisions to the plans as requested by the Utility Commission. The plans and specs will now come before the City Council for final approval at the Council Meeting on April 16th.

B. Amendment to Contract – Update: The EDA Board approved the proposed Amendment to the Contract for Private Redevelopment ("Amendment") between the City, EDA, and DVK at its meeting on March 11th. Director Lamb confirmed that DVK has agreed to the terms of the Amendment including the revised dates and installation of the backup generator for the lift station. The Amendment is now scheduled to come before the City Council on April 16th.

7. Commercial Rehab Loan Application – 915 Third Avenue: Director Lamb advised that the EDA has

received an application from Jessica R. Cowan and Scott J. Cowan for a commercial rehab loan to assist with the costs for the replacement of the flat roof on the building at 915 Third Avenue. Jessica operates a business in the building referred to as Healing Pathways. They have received an estimate from GSM of New Ulm in the amount of $14,250.00 for the materials and labor for reroofing and installation of a gutter and downspout, etc. Mrs. Cowan has contacted the contractor and verified that the previous estimate is still in effect. The Applicants are requesting a loan from the EDA in the amount of $9,500 ($4,750 is forgivable and $4,750 is repayable over a 5-year period and accrues 1 percent interest). The property owners will pay the balance of the costs. In the event that during the project other additional costs occur, EDA Staff is requesting that the EDA Board approve a loan up to $10,000. EDA Staff has reviewed the application and attachments and these documents comply with the EDA's program requirements. In response to a question, Director Lamb confirmed that there are funds available in the program for this project.

**Motion by Commissioner McNamara, seconded by Commissioner Nelson, to approve the loan of up to $10,000 from the EDA's Commercial Rehab Loan Program to Jessica R. Cowan and Scott J. Cowan for materials and labor for reroofing and installation of a gutter and downspout on the building at 915 Third Avenue. Motion carried 4-0.**

8. MnDOT Carbon Reduction Program

A. Application Authorization: Director Lamb updated the Board concerning the City's anticipated share for costs concerning MnDOT's 2025 project on the Highway 60 corridor. Representatives from MnDOT have appeared before the Windom City Council twice concerning this project. MnDOT's proposed 2025 project is to restripe Highway 60 from the Des Moines River bridge to John Caldwell Drive as one through lane on each side, a left turn lane, and right turn lanes where space is available. MnDOT is also proposing to replace all of the stoplights at the 10th Street and 6th Street intersections and comply with accessibility requirements at those intersections. As part of this project, MnDOT has requested the City share 50% of the cost of the stoplight at the intersection of 10th Street/Highway 60. The initial estimated cost to the City, according to MNDOT Staff, is likely to be $250,000-$300,000.

Director Lamb advised that she has been in contact with Chris Webb from the Southwest Regional Development Commission. He has indicated that because the streetlight and left turn lane will reduce traffic delays at the intersection, the Carbon Reduction Program is a potential opportunity to reduce the requested cost-share on behalf of the City for this project. This is a program that is federally-funded and administered by the State. This is the first year that this program extends statewide and is available for cities.

This program is intended to fund projects that reduce carbon emissions from transportation sources. Available for Fiscal Years 2025 and 2026, this program can fund up to 80% of eligible project costs. A total of $920,000 is available to fund projects in the South Central Minnesota ATP for FY 2025 and $940,000 in FY 2026. Projects must be outside the Mankato/North Mankato Area Planning Organization (MAPO) urbanized boundary which has separate funding for this program. Director Lamb indicated that she has also been in contact with MnDOT to obtain the additional required information for a grant application in this program.

Applications are competitive and will be awarded pursuant to MNDOT's criteria. All applications are due to MNDOT District 7 by April 26th. After a brief discussion, the following action was taken.

**Motion by Commissioner Nelson, seconded by Commissioner Grunig, authorizing EDA Director Lamb to submit an application in the MNDOT Carbon Reduction Program to assist with funding of the City's share of new stoplight costs at the 10th Street/Highway 60 Intersection. Motion carried 4-0.**

9. New Business
   A. Meeting Dates – May & August: President Wepplo advised that she has learned now that she will be available for the May 13th Meeting. However, she will be unavailable for the August 12th Meeting. After discussion, it was the consensus of the Board to change the August EDA Meeting date to August 19th.

10. Unfinished Business
    A. Staff Report: Director Lamb reported that the Prudence Lodge siding project is in progress. (The Board approved an EDA Commercial Rehab Loan for that project in March.)

    Director Lamb updated the Board concerning her activities in working with the Bankruptcy Trustee regarding HyLife's unpaid utility bills.

    Director Lamb advised that the EDA received a notice from MnDOT concerning EDA-owned property on which MnDOT is seeking to acquire a temporary easement. A meeting has been scheduled for this week to meet with a MnDOT representative concerning which property MnDOT is interested in for the easement and also the next steps forward.

    Director Lamb recapped that City Administrator Steve Nasby met with the President of Premium Iowa Pork ("PIP") on Tuesday, April 2nd. Director Lamb advised that PIP has inquired as to what needs to be done for them to access the job creation funds in the special appropriation. City Admin. Nasby advised that PIP will probably be doing a press release in the next couple weeks.

    B. GreenSeam Meetings – April 2, 2024: Director Lamb reported to the Board on the meetings held by GreenSeam with ag food businesses in the Windom and Mountain Lake areas. Director Lamb and Chamber Director Darci Jones met with GreenSeam reps. in the morning and participated in GreenSeam's site visits to Minntec, Ag Builders/GDF, and Fast Ag. She indicated that there was a positive feedback concerning continued growth and related some of the feedback.

    C. Windom Apartments – Status: Director Lamb updated the Board that the property owners are officially leasing units in two of the buildings and using the name "Windom Landing" for the apartment complex. The property manager has established a website and distributed flyers. Specific types of pets are permitted in the units with a pet deposit and a monthly pet charge included with the rent. Director Lamb advised that the last pay request on the loan to Windom Apartments has not yet been requested by the Developer.

11. Miscellaneous Information
    A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the February 2024 financial reports submitted by Van Binsbergen & Associates.

12. Adjourn: On consensus, President Wepplo adjourned the meeting at 1:03 p.m.

Attest: ______________________________ ______________________________

Tiffany Lamb, EDA Director — Nancy Wepplo, EDA President

Community Center Commission Minutes

Monday, April 8, 2024

1. Call to Order: President Linda Stuckenbroker called the meeting to order at 5:29 p.m.

2. Present:

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

3. Approval of Minutes: **Minutes from March meeting reviewed and approved. Motion made by Lenny Thiner; seconded by Jan Duscher.** Approved 4-0.

4. Director Report:

Personnel

a. Evan's last day was Saturday
b. Two applicants for part time position
c. 1 On Call application
d. Request for full time denied- revisit again in October

Financial

a. New updated budget information received today
b. March revenue slightly less than 2023 with good events in April

5. Old Business:

a. Liquor purchases now direct from vendors
b. Exterior lighting – cost of $3700.00 to update parking lot lights
c. Request plaque price from Windom Quick Print for Byers Donation

6. New Business:

a. Looking for options for gravel for overflow parking
b. Review Bids for HVAC
   i. Motion made by Al Baloun, seconded by Lenny Thiner to accept Schwalbach Hardware bid to replace two 5 ton condensers and one 4 ton

condenser for $ 22,023.52 and Ron's Electric quote of $365.00 per unit for electrical work

c. Floor Scrubber
    i. Working with Holts Repair to update current unit, also looking at 2020 used unit
d. Reviewed closure policy during inclement weather and will update rental agreement to reflect stated policy
e. Reviewed pricing to replace some tables, 20 round tables, 10 rectangle tables, and cart at $3581.00. Motion made by Al Baloun, seconded by Jan Duscher to purchase. Approved 4-0

7. Commissioners Comments:

None

**Motion by Al Baloun, seconded by Jan Duscher, to adjourn meeting at 6:25 p.m. Motion approved 4-0**

Next Meeting: May 13, 2024

Windom Library Board Meeting
April 9, 2024
5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 PM.

2. Roll Call: Present: John Duscher, Anita Winkel, Wade Pfeiffer and Fran Swenson
Members Absent: Christine Wolf, Steve Fresk, Kari Scheitel
Library Staff Present: Kari Hanson
City Council Member Present: Dennis Esplan Guest Present: Noah Kloss

3, Agenda and Minutes:

Agenda and minutes were approved on a motion made by W. Pfeiffer, second by A. Winkel. Motion carried.

4. Financial Report: Reviewed expenditures from January through March. Report approved on a motion made by W. Pfeiffer and second by F. Swenson

5. Librarian's Report:

- Saturday, March 16th we hosted our first "Saturday Shenanigans." Our theme was St. Patrick's Day and rainbows. We had almost 70 people come through to play and do the variety of projects at stations all throughout the library.

- We had Minnesota author, Mary Casanova, for a program on March 21st. She is a popular author with many children's books as well as several young adult books. Thank you to the Windom Friends of the Library for providing refreshments for this event. Those in attendance enjoyed the presentation!

- Story time is offered in the morning at 10:30 AM and 3:45 PM on Tuesdays. Nancy will present the same story time materials at each session.

- The 'Read a Latte' Winter Reading Program had 98 participants. It was a huge success!! The program ran from January 1st ~ March 31st. The patrons who participated read a total of 1,287 books.

- We handed out nearly 450 pair of eclipse glasses for the partial eclipse on April 8th.

- March circulation was a total of 2,888 items. 478 items were sent to other Plum Creek libraries, with 197 received.

Librarian's Report was approved on a motion by F. Swenson W. Pfeiffer and seconded by W. Pfeiffer.

6. Old Business: None noted

7. New Business:

Noah Kloss, a SMSU Senior, presented data from a report he is working on for a Capstone Project. He showed the board a great number of graphs that he has created related to the types of books being checked out, etc.

8. Book suggestions

9. Adjourn - Meeting adjourned at 5:25 p.m.

# Windom Park & Recreation Commission

Agenda for Wednesday, April 10th, 2024
City Hall Council Chambers

**Roll Call:**
**Present:** Paul Johnson, Jackie Jurgens, Joann Ray, Scott Benson, Jenny Quade, Darcy Jones
**City Staff**: Jon Ketzenberg, Tim Hogan
**Public**: None
**Absent:** Mitchell Chmielewski, Jess Smith, Pam Hogan

**Call the Meeting to Order at 5:30 p.m.** Meeting was called to order at 5:31pm

1. **Motion to Approve or amend agenda:** Motion to approve the agenda was made by Ray and second by Jurgens. Motion Carries.

2. **Approve Minutes from March 13th, 2024:** Motion to approve the minutes from March 13th was made by Jurgens and second by Ray. Motion carries.

3. **DNR Special Hunt:** Discussion was held by the commission about the previous DNR special hunt in Windom. The deadline for the next application is coming up and the commission has the opportunity to make a recommendation to the City Council with their thoughts. Benson said the main comment he was asked was why not out north along River Road? Discussion was held and a recommendation was made by Ray to continue with a new application with the previous locations as well as adding Ringo Park along River Road. Motion was seconded by Jurgens. Motion Carries.

4. **Recreation Director report:**
   a) Summer Rec and Pool: Tim Hogan gave the commission an update on summer programs. Registrations are coming available online. Hogan also said he is currently working on getting things ready for the upcoming pool season. Hogan mentioned that he has purchased new bathroom partitions that will be installed this spring.
   b) Pool Committee Members: Hogan said he is still needing Pool Committee members and welcomes any recommendation. Hogan said he would like potentially someone from the School/School Board and any business owners.

5. **Park Superintendent Report:**
   a) Parks Update: Ketzenberg said they have the bathrooms opened up in the parks and working on some plumbing issues to get them fixed. Discussion was held about the small cabin at Island Park. Ketzenberg talked to the Historical Society and they gave him some information from an article in 2000. They said they have no interest in because it has no tie to Cottonwood County and has no historic background. They did give him the name of a restoration company if the City would decide to put money into fixing it up. Commission discussed that they really have no interest in putting money into it since it does not have any connection to our area.
   b) Shelters Update: Ketzenberg said the building has been ordered for the Island Park shelter. They are still waiting on approval from the Department of Labor and Industry to start work.

c) Dump Station: Ketzenberg said they got approval from MN Dots lawyers to move the dump station up to the MN DOT Facility. Ketzenberg said he is just waiting for the supervisors at MN DOT to give him the OK to put it in.

6. **Old Business:** None

7. **New Business:** None

8. **Commission Comments:** Johnson told the Commission that the Horse Committee will be meeting on April 19th to discuss last years shows as well as the upcoming season.

   Jurgens updated the commission that Jacob Johnson did give her approval for the pool committee to participate in tailgate fundraisers to raise money for the pool. Jurgens also said that on the last day of school that students will be out cleaning up the community and their will be a group going to the pool to help clean up.

9. **Adjourn meeting.** Meeting was adjourned by unanimous consent at 6:34pm.

10. **Next Meeting May 8th @ 5:30 in the City Council Chambers**

Windom, MN

# Expense Approval Report
By Fund

Payment Dates 3/30/2024 - 4/12/2024

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Fund: 100 - GENERAL** | | | | | |
| **Activity: 41110 - Mayor & Council** | | | | | |
| COTTONWOOD CO RECORDE | P32981 | 04/08/2024 | A 298572/VET CLINIC ANNEXA | 100-41110-304 | 46.00 |
| | | | **Activity 41110 - Mayor & Council Total:** | | **46.00** |
| **Activity: 41310 - Administration** | | | | | |
| INDOFF, INC | 3718193 | 04/02/2024 | CITY/SUPPLIES | 100-41310-200 | 53.38 |
| WEX Health Inc | 0001931262-IN | 04/09/2024 | PARTICIPANT FEE | 100-41310-217 | 148.00 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 100-41310-217 | 112.15 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 100-41310-301 | 1,174.15 |
| FREEDOM SECURITY & SURVE | 1576 | 04/02/2024 | 11-30-2023 WORK | 100-41310-326 | 66.00 |
| STEVE NASBY | 4-3-2024 | 04/03/2024 | LMCIT-LOSS CONTROL | 100-41310-331 | 62.98 |
| | | | **Activity 41310 - Administration Total:** | | **1,616.66** |
| **Activity: 41910 - Building & Zoning** | | | | | |
| INDOFF, INC | 3716732 | 03/28/2024 | B&Z/SUPPLIES | 100-41910-200 | 5.39 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 100-41910-321 | 41.24 |
| | | | **Activity 41910 - Building & Zoning Total:** | | **46.63** |
| **Activity: 41940 - City Hall** | | | | | |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 100-41940-383 | 649.70 |
| KULSETH LAWN LANDSCAPE | 4485 | 03/26/2024 | CITY/SNOW REMOVAL | 100-41940-406 | 2,362.50 |
| MELISSA PENAS | MARCH 2024 | 04/02/2024 | CLEANING | 100-41940-406 | 390.00 |
| SANDRA HERDER | MARCH 2024 | 04/02/2024 | CLEANING | 100-41940-406 | 234.00 |
| | | | **Activity 41940 - City Hall Total:** | | **3,636.20** |
| **Activity: 42120 - Crime Control** | | | | | |
| INDOFF, INC | 3715561 | 03/22/2024 | POLICE/SUPPLIES | 100-42120-200 | 112.69 |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 100-42120-212 | 1,014.15 |
| PCM3, LLC | 2312 | 04/02/2024 | POLICE/DUES | 100-42120-304 | 996.71 |
| AT & T MOBILITY | 287293102788X04032024 | 04/09/2024 | POLICE/TELEPHONE | 100-42120-321 | 652.68 |
| ALPHA WIRELESS - MANKATO | 25014 | 04/04/2024 | POLICE/RADIO UNITS | 100-42120-323 | 108.00 |
| CRYSTAL CLEAN CAR WASH LL | 4054 | 03/18/2024 | POLICE/MAINTENANCE - VEHI | 100-42120-405 | 65.00 |
| SCB PUBLIC FINANCE | 04-14-2024 | 03/22/2024 | POLICE/LEASE PAYMENTS 400 | 100-42120-419 | 1,054.07 |
| SCB PUBLIC FINANCE | 05-14-2024 | 03/22/2024 | POLICE/LEASE PAYMENTS 400 | 100-42120-419 | 1,054.07 |
| FLEET SERVICES DIVISION | 2024050001 | 04/02/2024 | POLICE LEASE/11-01-23 - 11-3 | 100-42120-419 | 1,717.66 |
| ENTERPRISE FM TRUST | FBN5006707 | 04/10/2024 | POLICE/LEASE | 100-42120-419 | 827.55 |
| | | | **Activity 42120 - Crime Control Total:** | | **7,602.58** |
| **Activity: 42220 - Fire Fighting** | | | | | |
| INDOFF, INC | 3716118 | 03/28/2024 | FIRE/SUPPLIES | 100-42220-200 | 51.99 |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 100-42220-212 | 509.94 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 100-42220-217 | 65.40 |
| ALPHA WIRELESS - MANKATO | 24898 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 45.00 |
| ALPHA WIRELESS - MANKATO | 24899 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 205.00 |
| ALPHA WIRELESS - MANKATO | 24900 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 205.00 |
| ALPHA WIRELESS - MANKATO | 24901 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 205.00 |
| ALPHA WIRELESS - MANKATO | 24902 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 30.00 |
| ALPHA WIRELESS - MANKATO | 24903 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 30.00 |
| ALPHA WIRELESS - MANKATO | 24904 | 04/09/2024 | FIRE/RADIO UNITS | 100-42220-323 | 205.00 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 100-42220-383 | 679.04 |
| JNC ELECTRIC, LLC | 3016 | 01/01/2024 | FIRE/MAINTENANCE - OFFICE | 100-42220-404 | 238.51 |
| O'REILLY AUTOMOTIVE, INC | 4425-397668 | 03/28/2024 | FIRE/MAINTENANCE - OFFICE | 100-42220-404 | 34.98 |
| PAUL MARSH | 30743 | 03/22/2024 | FIRE/UNIT 21/MAINTENANCE | 100-42220-405 | 667.08 |
| O'REILLY AUTOMOTIVE, INC | 4425-399100 | 04/08/2024 | FIRE/UNIT 21/MAINTENANCE | 100-42220-405 | 16.99 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-42220-405 | -134.95 |
| | | | **Activity 42220 - Fire Fighting Total:** | | **3,053.98** |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Activity: 43100 - Streets** | | | | | |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 100-43100-212 | 1,781.19 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 100-43100-217 | 65.40 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 100-43100-321 | 42.07 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 100-43100-383 | 601.81 |
| WINDOM TOWING LLC | 11606 | 04/08/2024 | STREET/MAINTENANCE - OFFI | 100-43100-404 | 881.20 |
| WINDOM TOWING LLC | 11629 | 04/08/2024 | STREET/MAINTENANCE - OFFI | 100-43100-404 | 87.00 |
| JOHN INGEBRIGTSON | 6193 | 04/09/2024 | STREET/TREE CHIPPER | 100-43100-404 | 947.00 |
| ZIEGLER, INC. | IN001417769 | 04/01/2024 | STREET/MAINTENANCE - OFFI | 100-43100-404 | 634.88 |
| ZIEGLER, INC. | IN001417806 | 04/01/2024 | STREET/MAINTENANCE - OFFI | 100-43100-404 | 404.22 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-43100-404 | 27.98 |
| | | | | **Activity 43100 - Streets Total:** | **5,472.75** |
| **Activity: 45120 - Recreation** | | | | | |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 100-45120-217 | 14.02 |
| GLOBAL PAYMENTS INC. | 4100182115 | 04/02/2024 | ANNUAL SUBSCRIPTION | 100-45120-326 | 1,134.00 |
| | | | | **Activity 45120 - Recreation Total:** | **1,148.02** |
| **Activity: 45202 - Park Areas** | | | | | |
| FREEDOM SECURITY & SURVE | 1576 | 04/02/2024 | 11-30-2023 WORK | 100-45202-326 | 33.00 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-45202-404 | 13.57 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-45202-404 | 8.27 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-45202-404 | 6.61 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-45202-404 | 73.05 |
| WINDOM AUTO VALU | MARCH 2024 | 04/02/2024 | MAINTENANCE | 100-45202-405 | 497.20 |
| DICKS WELDING INC | 75623 | 04/01/2024 | STREET/MAINTENANCE - GRO | 100-45202-406 | 151.30 |
| DICKS WELDING INC | 75635 | 04/01/2024 | STREET/MAINTENANCE - GRO | 100-45202-406 | 11.40 |
| | | | | **Activity 45202 - Park Areas Total:** | **794.40** |
| | | | | **Fund 100 - GENERAL Total:** | **23,417.22** |
| **Fund: 211 - LIBRARY** | | | | | |
| **Activity: 45501 - Library** | | | | | |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 211-45501-217 | 65.40 |
| FREEDOM SECURITY & SURVE | 1576 | 04/02/2024 | 11-30-2023 WORK | 211-45501-326 | 66.00 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 211-45501-383 | 418.74 |
| ARAMARK | 2560237029 | 03/15/2024 | LIBRARY/MAINTENANCE - STR | 211-45501-402 | 44.65 |
| ARAMARK | 2560241811 | 03/28/2024 | LIBRARY/MAINTENANCE - STR | 211-45501-402 | 44.65 |
| SANDRA HERDER | MARCH 2024 | 04/02/2024 | CLEANING | 211-45501-402 | 234.00 |
| MELISSA PENAS | MARCH 2024 | 04/02/2024 | CLEANING | 211-45501-402 | 390.00 |
| KULSETH LAWN LANDSCAPE | 4485 | 03/26/2024 | LIBRARY/SNOW REMOVAL | 211-45501-406 | 787.50 |
| INGRAM INDUSTRIES | 04-01-2024 | 04/04/2024 | LIBRARY/BOOKS/PAMPHLETS | 211-45501-435 | 1,079.08 |
| MICROMARKETING, LLC | 949120 | 03/28/2024 | LIBRARY/BOOKS/PAMPHLETS | 211-45501-435 | 68.00 |
| | | | | **Activity 45501 - Library Total:** | **3,198.02** |
| | | | | **Fund 211 - LIBRARY Total:** | **3,198.02** |
| **Fund: 225 - AIRPORT** | | | | | |
| **Activity: 45127 - Airport** | | | | | |
| RED ROCK RURAL WATER | 4-1-2024 READING | 04/01/2024 | AIRPORT/SERVICE | 225-45127-200 | 29.50 |
| RED ROCK RURAL WATER | 4-1-2024 READING | 04/01/2024 | AIRPORT/SERVICE | 225-45127-200 | 2.00 |
| SOUTH CENTRAL ELECTRIC | 02-01-24 - 02-29-24 | 04/02/2024 | ELECTRIC | 225-45127-381 | 460.00 |
| SOUTH CENTRAL ELECTRIC | 02-01-24 - 02-29-24 | 04/02/2024 | ELECTRIC | 225-45127-381 | 306.45 |
| WINDOM TOWING LLC | 11607 | 04/08/2024 | AIRPORT/MAINTENANCE - OF | 225-45127-404 | 87.14 |
| WESTMOR INDUSTRIES, LLC | 1940137 RI | 02/06/2024 | AIRPORT/MAINTENANCE - OF | 225-45127-404 | 190.81 |
| | | | | **Activity 45127 - Airport Total:** | **1,075.90** |
| | | | | **Fund 225 - AIRPORT Total:** | **1,075.90** |
| **Fund: 230 - POOL** | | | | | |
| **Activity: 45124 - Pool** | | | | | |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 230-45124-217 | 14.02 |
| FREEDOM SECURITY & SURVE | 1576 | 04/02/2024 | 11-30-2023 WORK | 230-45124-326 | 33.00 |
| GLOBAL PAYMENTS INC. | 4100182115 | 04/02/2024 | ANNUAL SUBSCRIPTION | 230-45124-326 | 1,134.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 230-45124-383 | 59.09 |
| | | | | **Activity 45124 - Pool Total:** | **1,240.11** |
| | | | | **Fund 230 - POOL Total:** | **1,240.11** |
| **Fund: 235 - AMBULANCE** | | | | | |
| **Activity: 42153 - Ambulance** | | | | | |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 235-42153-212 | 2,827.16 |
| ESPENSON GROUP LLC | 1579 | 04/05/2024 | AMBO/OPERATING SUPPLIES | 235-42153-217 | 240.00 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 235-42153-217 | 65.40 |
| NAM DESIGN | 41786 | 04/09/2024 | AMBO/UNIFORMS | 235-42153-218 | 170.00 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 235-42153-301 | 102.10 |
| WINDOM AREA HEALTH | 734-0024-03-2024-01 | 04/05/2024 | AMBO/NURSING | 235-42153-312 | 2,953.81 |
| AT & T MOBILITY | 287304392280X04032024 | 04/09/2024 | AMBO/TELEPHONE | 235-42153-321 | 331.91 |
| MEGAN BRAMSTEDT | 3-18-24 - 3-20-24 | 04/02/2024 | AMBO/MEALS | 235-42153-334 | 81.54 |
| JIM AXFORD | 3-21-24 | 04/02/2024 | AMBO/MEALS | 235-42153-334 | 37.73 |
| KRISTEN PORATH | 3-21-24 - 3-26-24 | 04/02/2024 | AMBO/MEALS | 235-42153-334 | 56.04 |
| ROB VISKER | 3-22-24 - 3-26-24 | 04/02/2024 | AMBO/MEALS | 235-42153-334 | 114.25 |
| JENNA VACHUSKA | 3-28-24 - 3-30-24 | 04/02/2024 | AMBO/MEALS | 235-42153-334 | 114.45 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 235-42153-383 | 452.68 |
| ALPHA WIRELESS - MANKATO | 25015 | 04/05/2024 | AMBO/MAINTENANCE - OFFI | 235-42153-404 | 1,089.00 |
| PAUL MARSH | 30747 | 04/02/2024 | AMBO/MAINTENANCE - VEHI | 235-42153-405 | 30.42 |
| PAUL MARSH | 30803 | 04/02/2024 | AMBO/MAINTENANCE - VEHI | 235-42153-405 | 153.44 |
| SIRIUS XM RADIO INC | X8-1177937755 | 04/02/2024 | AMBO/MAINTENANCE - VEHI | 235-42153-405 | 20.29 |
| SIRIUS XM RADIO INC | X8-1195690681 | 04/02/2024 | AMBO/MAINTENANCE - VEHI | 235-42153-405 | 15.09 |
| MN REVENUE | 1ST QUARTER 2024 | 04/09/2024 | MN CARE TAX | 235-42153-460 | 1,800.00 |
| | | | | **Activity 42153 - Ambulance Total:** | **10,655.31** |
| | | | | **Fund 235 - AMBULANCE Total:** | **10,655.31** |
| **Fund: 250 - EDA GENERAL** | | | | | |
| **Activity: 46520 - EDA** | | | | | |
| INDOFF, INC | 3716732 | 03/28/2024 | EDA/SUPPLIES | 250-46520-200 | 5.38 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 250-46520-321 | 41.24 |
| FEDERATED RURAL ELECTRIC | 112843 03-31-24 | 04/09/2024 | EDA | 250-46520-381 | 32.00 |
| | | | | **Activity 46520 - EDA Total:** | **78.62** |
| | | | | **Fund 250 - EDA GENERAL Total:** | **78.62** |
| **Fund: 254 - NORTH IND PARK** | | | | | |
| **Activity: 46520 - EDA** | | | | | |
| SOUTH CENTRAL ELECTRIC | 02-01-24 - 02-29-24 | 04/02/2024 | ELECTRIC | 254-46520-381 | 126.29 |
| | | | | **Activity 46520 - EDA Total:** | **126.29** |
| | | | | **Fund 254 - NORTH IND PARK Total:** | **126.29** |
| **Fund: 401 - GENERAL CAPITAL PROJECTS** | | | | | |
| **Activity: 49950 - Capital Outlay** | | | | | |
| DELL MARKETING L.P. | 10738420243 | 04/08/2024 | ADMIN/COMPUTER | 401-49950-500 | 954.58 |
| INTOXIMETERS | 756855 | 04/02/2024 | POLICE/CAPITAL | 401-49950-501 | 2,975.00 |
| MUNICIPAL EMERGENCY SER | IN1984297 | 04/02/2024 | DNR GRANT/RELIE/FIRE HOSE | 401-49950-502 | 2,596.22 |
| MUNICIPAL EMERGENCY SER | IN1984297 | 04/02/2024 | DNR GRANT/RELIE/FIRE HOSE | 401-49950-502 | 2,596.22 |
| | | | | **Activity 49950 - Capital Outlay Total:** | **9,122.02** |
| | | | | **Fund 401 - GENERAL CAPITAL PROJECTS Total:** | **9,122.02** |
| **Fund: 601 - WATER** | | | | | |
| **Activity: 49400 - Water** | | | | | |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 601-49400-212 | 385.21 |
| RED ROCK RURAL WATER | 04-01-24 READING | 04/01/2024 | WATER/104328 JOHNSON | 601-49400-217 | 37.30 |
| SHARE CORP. | 263155 | 04/02/2024 | WATER/OPERATING SUPPLIES | 601-49400-217 | 73.45 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 601-49400-217 | 65.40 |
| SHARE CORP. | 263682 | 04/10/2024 | WATER/SMALL TOOLS | 601-49400-241 | 196.53 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 601-49400-301 | 765.75 |
| MN VALLEY TESTING | 1244538 | 03/22/2024 | WATER/LAB TESTING | 601-49400-310 | 141.60 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 601-49400-321 | 91.25 |
| FEDERATED RURAL ELECTRIC | 112843 03-31-24 | 04/09/2024 | WATER | 601-49400-381 | 53.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 601-49400-383 | 635.25 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 601-49400-383 | 30.43 |
| CORE & MAIN LP | U436859 | 04/04/2024 | WATER/MAINTENANCE - DIST | 601-49400-408 | 633.60 |
| CORE & MAIN LP | U524530 | 04/10/2024 | WATER/MAINTENANCE - DIST | 601-49400-408 | 201.12 |
| MN DEPT OF HEALTH | 03-31-2024 | 04/09/2024 | WATER SURGARGE 2024 Q1 | 601-49400-443 | 5,057.00 |
| | | | | **Activity 49400 - Water Total:** | **8,366.89** |
| | | | | **Fund 601 - WATER Total:** | **8,366.89** |
| **Fund: 602 - SEWER** | | | | | |
| **Activity: 49450 - Sewer** | | | | | |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 602-49450-212 | 211.14 |
| SHARE CORP. | 263155 | 04/02/2024 | SEWER/OPERATING SUPPLIES | 602-49450-217 | 73.45 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 602-49450-217 | 65.40 |
| SHARE CORP. | 263682 | 04/10/2024 | SEWER/SMALL TOOLS | 602-49450-241 | 196.53 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 602-49450-301 | 765.75 |
| MN VALLEY TESTING | 1243258 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 171.20 |
| MN VALLEY TESTING | 1243288 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 251.20 |
| MN VALLEY TESTING | 1243430 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 91.20 |
| MN VALLEY TESTING | 1243767 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 171.20 |
| MN VALLEY TESTING | 1243974 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 15.20 |
| MN VALLEY TESTING | 1244357 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 134.00 |
| MN VALLEY TESTING | 1244361 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 146.80 |
| MN VALLEY TESTING | 1244519 | 03/22/2024 | SEWER/LAB TESTING | 602-49450-310 | 251.20 |
| MN VALLEY TESTING | 1244779 | 03/26/2024 | SEWER/LAB TESTING | 602-49450-310 | 171.20 |
| MN VALLEY TESTING | 1245410 | 04/04/2024 | SEWER/LAB TESTING | 602-49450-310 | 91.20 |
| MN VALLEY TESTING | 1245575 | 04/04/2024 | SEWER/LAB TESTING | 602-49450-310 | 251.20 |
| CORE & MAIN LP | INV0006451 | 04/10/2024 | SEWER/LAB TESTING | 602-49450-310 | 741.00 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 602-49450-321 | 121.26 |
| SOUTH CENTRAL ELECTRIC | 02-01-24 - 02-29-24 | 04/02/2024 | ELECTRIC | 602-49450-381 | 200.71 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 602-49450-383 | 85.42 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 602-49450-383 | 3,069.07 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 602-49450-383 | 23.02 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 602-49450-383 | 25.91 |
| | | | | **Activity 49450 - Sewer Total:** | **7,324.26** |
| | | | | **Fund 602 - SEWER Total:** | **7,324.26** |
| **Fund: 604 - ELECTRIC** | | | | | |
| ELECTRIC FUND | # 536 RETURN | 04/09/2024 | EL/INVENTORY | 604-14200 | 1,812.50 |
| ELECTRIC FUND | # 537 RETURN | 04/09/2024 | EL/INVENTORY | 604-14200 | 31.08 |
| BORDER STATES | 928002906 | 03/18/2024 | EL/INVENTORY | 604-14200 | 122.70 |
| J. H. LARSON | S103121229.001 | 03/18/2024 | EL/INVENTORY | 604-14200 | 76.63 |
| J. H. LARSON | S103140033.001 | 04/09/2024 | EL/INVENTORY | 604-14200 | 68.73 |
| J. H. LARSON | S103140033.003 | 04/09/2024 | EL/INVENTORY | 604-14200 | 46.76 |
| DAKOTA SUPPLY GROUP | S103545558.001 | 03/28/2024 | EL/INVENTORY | 604-14200 | 1,675.53 |
| SCOTT VEENKER | 30457 | 03/22/2024 | EL/ROCK FOR TRANSMISSION | 604-16480 | 1,617.73 |
| AMERICAN ENGINEERING TES | INV-183333 | 03/18/2024 | EL/GENERATION BLDG | 604-16480 | 5,166.00 |
| WILCON CONSTRUCTION SER | PAYMENT # 5 | 04/03/2024 | EL/GENERATION PLANT | 604-16480 | 818,756.17 |
| | | | | | **829,373.83** |
| **Activity: 49550 - Electric** | | | | | |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 604-49550-212 | 784.38 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 604-49550-217 | 65.40 |
| TRISTAN JOEL | 4-1-24 | 04/02/2024 | SAFTEY GLASSES | 604-49550-218 | 300.00 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 604-49550-301 | 765.75 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 604-49550-321 | 80.02 |
| OZ GROUP INC | 5073176-040124 | 04/02/2024 | EL/DISPATCHING | 604-49550-325 | 62.92 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 604-49550-383 | 424.58 |
| COTTONWOOD CO SOLID WA | 6885 | 04/08/2024 | EL/REFUSE DISPOSAL | 604-49550-384 | 15.00 |
| WINDOM FIRE & SAFETY, LLC | 0008545 | 04/02/2024 | EL/MAINTENANCE - GROUND | 604-49550-406 | 45.00 |
| ELECTRIC FUND | # 883 | 04/05/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 159.22 |
| ELECTRIC FUND | # 884 | 04/08/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 54.64 |
| ELECTRIC FUND | # 885 | 04/08/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 1.15 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| ELECTRIC FUND | # 887 | 04/09/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 847.07 |
| ELECTRIC FUND | # 888 | 04/09/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 2.70 |
| ELECTRIC FUND | # 889 | 04/09/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 206.23 |
| BORDER STATES | 928082661 | 03/28/2024 | EL/MAINTENANCE - GENERAT | 604-49550-408 | 169.30 |
| BORDER STATES | 928121804 | 04/05/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 286.25 |
| WESCO DISTRIBUTION, INC | 372553 | 03/28/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 318.99 |
| WESCO DISTRIBUTION, INC | 374855 | 04/05/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 1,080.00 |
| WESCO DISTRIBUTION, INC | 375417 | 04/05/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 242.38 |
| WESCO DISTRIBUTION, INC | 376924 | 04/04/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 5,931.56 |
| DICKS WELDING INC | 75597 | 04/02/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 1,980.82 |
| DICKS WELDING INC | 75628 | 04/02/2024 | EL/MAINTENANCE - GENERAT | 604-49550-410 | 35.00 |
| ADVANTAGE COLLECTION PR | 8531115 | 04/05/2024 | EL/UNCOLLECTIBLE | 604-49550-432 | 13.16 |
| mPOWER TECHNOLOGIES, IN | 5646 | 04/04/2024 | EL/DUES | 604-49550-433 | 5,600.00 |
| WINDOM COMMUNITY CENT | 4-4-24 | 04/05/2024 | EL/CONSERVATION - ENERGY | 604-49550-450 | 513.00 |
| ELECTRIC FUND | # 886 | 04/08/2024 | EL/OBSOLETE INVENTORY | 604-49550-463 | 90.82 |
| WINDOM AREA DEVELOPME | APRIL 2024 | 03/28/2024 | INDUSTRIAL DEVELOPMENT | 604-49550-491 | 1,200.00 |
| | | | | **Activity 49550 - Electric Total:** | **21,275.34** |
| | | | | **Fund 604 - ELECTRIC Total:** | **850,649.17** |

**Fund: 609 - LIQUOR STORE**

**Activity: 49751 - Liquor Store**

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| ARAMARK | 2560237035 | 03/22/2024 | LIQUOR S/CLEANING/SUPPLIE | 609-49751-211 | 69.07 |
| ARAMARK | 2560241814 | 04/01/2024 | LIQUOR S/CLEANING/SUPPLIE | 609-49751-211 | 69.07 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 609-49751-217 | 93.43 |
| DOLL DISTRIBUTING, LLC | 1461206 | 03/21/2024 | LIQUOR S/LIQUOR/BEER/WIN | 609-49751-251 | 297.50 |
| DOLL DISTRIBUTING, LLC | 1465811 | 03/25/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-251 | -39.80 |
| DOLL DISTRIBUTING, LLC | 1465813 | 03/22/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-251 | -31.84 |
| DOLL DISTRIBUTING, LLC | 1465814 | 03/22/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-251 | 10.02 |
| DOLL DISTRIBUTING, LLC | 1471644 | 04/01/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-251 | -20.10 |
| DOLL DISTRIBUTING, LLC | 1471645 | 04/01/2024 | LIQUOR S/LIQUOR | 609-49751-251 | 60.00 |
| DOLL DISTRIBUTING, LLC | 1471646 | 04/01/2024 | LIQUOR S/MERCHANDISE | 609-49751-251 | 238.00 |
| JOHNSON BROS. | 2500682 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 6.08 |
| JOHNSON BROS. | 2501824 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 774.00 |
| JOHNSON BROS. | 2504938 | 03/25/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 1,070.68 |
| JOHNSON BROS. | 2509268 | 04/01/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 1,873.74 |
| JOHNSON BROS. | 288515 | 03/21/2024 | LIQUOR S/LIQUOR/WINE | 609-49751-251 | -23.50 |
| PHILLIPS WINE & SPIRITS | 519445 | 03/21/2024 | LIQUOR S/LIQUOR | 609-49751-251 | -9.76 |
| PHILLIPS WINE & SPIRITS | 6751964 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 1,341.65 |
| PHILLIPS WINE & SPIRITS | 6755446 | 03/25/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 1,896.44 |
| PHILLIPS WINE & SPIRITS | 6758802 | 04/01/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 4,990.41 |
| DOLL DISTRIBUTING, LLC | 1461206 | 03/21/2024 | LIQUOR S/LIQUOR/BEER/WIN | 609-49751-252 | 5,244.20 |
| DOLL DISTRIBUTING, LLC | 1465811 | 03/25/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-252 | 2,878.12 |
| DOLL DISTRIBUTING, LLC | 1465812 | 03/22/2024 | LIQUOR S/BEER | 609-49751-252 | -29.45 |
| DOLL DISTRIBUTING, LLC | 1465813 | 03/22/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-252 | -8.28 |
| DOLL DISTRIBUTING, LLC | 1465814 | 03/22/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-252 | 8.94 |
| DOLL DISTRIBUTING, LLC | 1471644 | 04/01/2024 | LIQUOR S/LIQUOR/BEER | 609-49751-252 | -190.47 |
| DOLL DISTRIBUTING, LLC | 1471646 | 04/01/2024 | LIQUOR S/MERCHANDISE | 609-49751-252 | 12,536.45 |
| DOLL DISTRIBUTING, LLC | 1473978 | 04/01/2024 | LIQUOR S/BEER | 609-49751-252 | 84.90 |
| BRAU BROTHERS BREWING C | 2331819 | 03/22/2024 | LIQUOR S/BEER | 609-49751-252 | 212.00 |
| ARTISAN BEER COMPANY | 3668260 | 03/22/2024 | LIQUOR S/BEER | 609-49751-252 | 315.15 |
| ARTISAN BEER COMPANY | 3669760 | 04/01/2024 | LIQUOR S/BEER | 609-49751-252 | 85.80 |
| DOLL DISTRIBUTING, LLC | 1461206 | 03/21/2024 | LIQUOR S/LIQUOR/BEER/WIN | 609-49751-253 | 60.00 |
| DOLL DISTRIBUTING, LLC | 1471646 | 04/01/2024 | LIQUOR S/MERCHANDISE | 609-49751-253 | 63.60 |
| JOHNSON BROS. | 2500683 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | 352.00 |
| JOHNSON BROS. | 2501825 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | 164.00 |
| JOHNSON BROS. | 2504939 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-253 | 892.65 |
| JOHNSON BROS. | 2509269 | 04/01/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | 220.00 |
| JOHNSON BROS. | 288515 | 03/21/2024 | LIQUOR S/LIQUOR/WINE | 609-49751-253 | -184.00 |
| JOHNSON BROS. | 288516 | 03/21/2024 | LIQUOR S/BEER | 609-49751-253 | -14.67 |
| PHILLIPS WINE & SPIRITS | 6751965 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | 253.00 |
| PHILLIPS WINE & SPIRITS | 6755447 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-253 | 135.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| PHILLIPS WINE & SPIRITS | 6758803 | 04/01/2024 | LIQUOR S/WINE/FREIGHT/SO | 609-49751-253 | 78.50 |
| JOHNSON BROS. | 2504939 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-254 | 44.00 |
| ATLANTIC COCA-COLA | 4466113 | 03/25/2024 | LIQUOR S/SOFT DRINKS & MI | 609-49751-254 | 233.00 |
| PHILLIPS WINE & SPIRITS | 6755447 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-254 | 56.10 |
| PHILLIPS WINE & SPIRITS | 6758803 | 04/01/2024 | LIQUOR S/WINE/FREIGHT/SO | 609-49751-254 | 29.50 |
| DOLL DISTRIBUTING, LLC | 1465811 | 03/25/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-259 | 97.80 |
| DOLL DISTRIBUTING, LLC | 1471646 | 04/01/2024 | LIQUOR S/MERCHANDISE | 609-49751-259 | 186.45 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 609-49751-301 | 765.75 |
| FREEDOM SECURITY & SURVE | 1576 | 04/02/2024 | 11-30-2023 WORK | 609-49751-326 | 132.00 |
| JOHNSON BROS. | 2500682 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 0.09 |
| JOHNSON BROS. | 2500683 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | 12.18 |
| JOHNSON BROS. | 2501824 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 16.92 |
| JOHNSON BROS. | 2501825 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | 6.09 |
| JOHNSON BROS. | 2504938 | 03/25/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 26.39 |
| JOHNSON BROS. | 2504939 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-333 | 26.39 |
| JOHNSON BROS. | 2509268 | 04/01/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 22.68 |
| JOHNSON BROS. | 2509269 | 04/01/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | 6.09 |
| PHILLIPS WINE & SPIRITS | 6751964 | 03/21/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 30.45 |
| PHILLIPS WINE & SPIRITS | 6751965 | 03/21/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | 12.18 |
| PHILLIPS WINE & SPIRITS | 6755446 | 03/25/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 24.87 |
| PHILLIPS WINE & SPIRITS | 6755447 | 03/25/2024 | LIQUOR S/WINE/MERCH/FREI | 609-49751-333 | 6.09 |
| PHILLIPS WINE & SPIRITS | 6758802 | 04/01/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 114.19 |
| PHILLIPS WINE & SPIRITS | 6758803 | 04/01/2024 | LIQUOR S/WINE/FREIGHT/SO | 609-49751-333 | 6.09 |
| WINDOM COMMUNITY CENT | R202445 | 04/08/2024 | LIQUOR S/DUCKS UNLIMITED/ | 609-49751-340 | 250.00 |
| BRENT JAMES HOGEN | M24062 | 03/28/2024 | LIQUOR S/PRINTING | 609-49751-350 | 87.50 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 609-49751-383 | 335.22 |
| | | | | **Activity 49751 - Liquor Store Total:** | **38,350.55** |
| | | | | **Fund 609 - LIQUOR STORE Total:** | **38,350.55** |
| **Fund: 614 - TELECOM** | | | | | |
| TRIPLE PLAY TELECOM, LLC | 15522 | 04/01/2024 | TELECOM/MIGRATION | 614-16400 | 3,122.83 |
| INTERNAL REVENUE SERVICE | APR-24 | 04/10/2024 | EXCISE TAX | 614-20201 | 500.00 |
| INTERNAL REVENUE SERVICE | MAR-24 FINAL | 04/10/2024 | EXCISE TAX | 614-20201 | 270.78 |
| MN 9-1-1 PROGRAM | MARCH 2024 | 04/09/2024 | MARCH 911 SERVICES | 614-20206 | 890.88 |
| | | | | | **4,784.49** |
| **Activity: 49870 - Telecom** | | | | | |
| CITY LAUNDERING CO. | 1989904 | 03/18/2024 | TELECOM/CLEANING/SUPPLIE | 614-49870-211 | 21.91 |
| CITY LAUNDERING CO. | 1994348 | 04/01/2024 | TELECOM/CLEANING/SUPPLIE | 614-49870-211 | 21.91 |
| WEX BANK | 96137459 | 04/04/2024 | MOTOR FUEL | 614-49870-212 | 287.72 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 614-49870-217 | 112.12 |
| THOMTEK LLC | 122857 | 04/01/2024 | TELECOM/UTILITY SYSTEM | 614-49870-227 | 169.36 |
| ABDO LLP | 486738 | 04/08/2024 | CONSULTING & AUDITING | 614-49870-301 | 765.75 |
| FINLEY ENGINEERING | 07-18490 1 | 04/01/2024 | TELECOM/ENG/SURVEYING F | 614-49870-303 | 802.90 |
| INTERSTATE TRS FUND | 82580760076-0424 | 04/09/2024 | 514B Obligation Interstate/Int | 614-49870-304 | 2.05 |
| INTERSTATE TRS FUND | 82580760076-0424 | 04/09/2024 | 514a TOTAL499 REVENUES | 614-49870-304 | 597.44 |
| NECA | NECA112831 | 04/01/2024 | TELECOM/LEGAL FEES | 614-49870-304 | 165.00 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 614-49870-321 | 246.20 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 614-49870-383 | 141.23 |
| ENTERPRISE FM TRUST | FBN5006707 | 04/10/2024 | TELECOM/LEASE | 614-49870-419 | 552.05 |
| NATIONAL CABLE TV COOP | 24030450 | 04/01/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 48,152.02 |
| ARVIG ENTERPRISES, INC | 342416 | 04/01/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 318.75 |
| MLB NETWORK | 560385 | 03/15/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 366.96 |
| SHOWTIME NETWORKS INC | 77521 | 03/15/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 156.20 |
| DISPLAY SYSTEMS INTERNATI | 85015 | 04/01/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 198.44 |
| UNIVERSAL SERVICE ADMIN C | UBDI0001435571 | 04/09/2024 | 499A CONTRIBUTION/MARC | 614-49870-443 | 2,036.42 |
| WOODSTOCK COMMUNICATI | 10285569 | 04/01/2024 | TELECOM/SWITCH FEES | 614-49870-445 | 205.10 |
| MANKATO NETWORKS, LLC | 390137 | 04/10/2024 | TELECOM/INTERNET EXPENSE | 614-49870-447 | 1,242.46 |
| HURRICANE ELECTRIC LLC | 98497513-IN | 04/01/2024 | TELECOM/INTERNET EXPENSE | 614-49870-447 | 4,100.00 |
| GOLDEN WEST TECH & INT SO | 240300133 | 04/04/2024 | TELECOM/ON CALL SUPPORT | 614-49870-448 | 92.89 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| SWWC - SOUTHWEST WEST C | 75016 | 03/18/2024 | TELECOM/ON CALL SUPPORT | 614-49870-448 | 950.00 |
| | | | | Activity 49870 - Telecom Total: | 61,704.88 |
| | | | | Fund 614 - TELECOM Total: | 66,489.37 |
| **Fund: 615 - ARENA** | | | | | |
| **Activity: 49850 - Arena** | | | | | |
| ARAMARK | 2560234671 | 03/19/2024 | ARENA/CLEANING/SUPPLIES | 615-49850-211 | 63.47 |
| COUNTRY PRIDE SERVICE | 9031200 | 04/02/2024 | ARENA/MOTOR FUELS | 615-49850-212 | 160.00 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 615-49850-217 | 65.40 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 615-49850-321 | 127.20 |
| GLOBAL PAYMENTS INC. | 4100182115 | 04/02/2024 | ANNUAL SUBSCRIPTION | 615-49850-326 | 1,134.00 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 615-49850-383 | 2,173.95 |
| ELECTRIC FUND | # 881 | 04/02/2024 | ARENA/MAINTENANCE - STR | 615-49850-402 | 10.66 |
| WINDOM FIRE & SAFETY, LLC | 0008552 | 04/02/2024 | ARENA/MAINTENANCE - STR | 615-49850-402 | 271.90 |
| | | | | Activity 49850 - Arena Total: | 4,006.58 |
| | | | | Fund 615 - ARENA Total: | 4,006.58 |
| **Fund: 617 - M/P CENTER** | | | | | |
| WAYNE FISK | 04-19-24 | 04/09/2024 | REFUND FOR KEG #R2023214 | 617-38521 | 300.00 |
| | | | | | 300.00 |
| **Activity: 49860 - M/P Center** | | | | | |
| ARAMARK | 256004807 | 03/18/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 327.50 |
| ARAMARK | 256004855 | 03/25/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 32.19 |
| ARAMARK | 2560234656 | 03/15/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 48.10 |
| ARAMARK | 2560237027 | 03/18/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 48.10 |
| ARAMARK | 2560239427 | 03/25/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 18.34 |
| STEVE NASBY | 3-28-24 | 04/01/2024 | WCC/PURCHASE USED CASH | 617-49860-217 | 180.08 |
| A & B BUSINESS | IN1144961 | 04/08/2024 | MAINTENANCE | 617-49860-217 | 65.40 |
| DOLL DISTRIBUTING, LLC | 1465823 | 03/25/2024 | WCC/BEER | 617-49860-252 | 349.90 |
| DOLL DISTRIBUTING, LLC | 1465822 | 03/25/2024 | WCC/WINE | 617-49860-253 | 24.90 |
| VERIZON WIRELESS | 9959956550 | 04/03/2024 | TELEPHONE | 617-49860-321 | 41.24 |
| BRENT JAMES HOGEN | M24074 | 03/28/2024 | WCC/PRINTING | 617-49860-350 | 372.50 |
| MN ENERGY RESOURCES | 4960797084 | 04/01/2024 | GAS | 617-49860-383 | 987.09 |
| J. H. LARSON | S103122236.001 | 03/15/2024 | WCC/MAINTENANCE - STRUC | 617-49860-402 | 3,080.00 |
| | | | | Activity 49860 - M/P Center Total: | 5,575.34 |
| | | | | Fund 617 - M/P CENTER Total: | 5,875.34 |
| **Fund: 700 - PAYROLL** | | | | | |
| Internal Revenue Service-Payr | INV0002421 | 04/05/2024 | Federal Tax Withholding | 700-21701 | 12,093.99 |
| MN Department of Revenue - | INV0002422 | 04/05/2024 | State Withholding | 700-21702 | 5,981.22 |
| Internal Revenue Service-Payr | INV0002421 | 04/05/2024 | Social Security | 700-21703 | 13,986.98 |
| MN Pera | INV0002419 | 04/05/2024 | PERA | 700-21704 | 959.88 |
| MN Pera | INV0002419 | 04/05/2024 | PERA | 700-21704 | 10,326.07 |
| MN Pera | INV0002419 | 04/05/2024 | PERA | 700-21704 | 15,638.58 |
| MN State Deferred | INV0002420 | 04/05/2024 | Deferred Compensation | 700-21705 | 5,715.00 |
| MN State Deferred | INV0002420 | 04/05/2024 | Deferred Roth | 700-21705 | 1,603.77 |
| NECA IBEW FAMILY MEDICAL | MAY 2024 | 04/03/2024 | HEALTH INSURANCE | 700-21706 | 44,856.00 |
| LOCAL UNION #949 | APRIL 2024 | 04/09/2024 | UNION DUES | 700-21707 | 1,838.16 |
| LAW ENFORCEMENT LABOR S | APRIL 2024 | 04/09/2024 | POLICE UNION DUES | 700-21708 | 423.00 |
| Internal Revenue Service-Payr | INV0002421 | 04/05/2024 | Medicare Withholding | 700-21711 | 4,237.48 |
| WEX Health Inc | 04-3-2024 | 04/03/2024 | FLEX SPENDING | 700-21712 | 259.20 |
| WEX Health Inc | 3-29-2024 | 03/31/2024 | FLEX SPENDING | 700-21712 | 54.57 |
| WEX Health Inc | 3-29-24 | 03/31/2024 | FLEX SPENDING | 700-21712 | 2,502.74 |
| WEX Health Inc | 3-4-2024 | 03/31/2024 | FLEX SPENDING | 700-21712 | 50.00 |
| WEX Health Inc | 4-3-2024 | 04/03/2024 | FLEX SPENDING | 700-21712 | 1,150.00 |
| WEX Health Inc | 4-5-2024 | 04/05/2024 | FLEX SPENDING | 700-21712 | 1,722.04 |
| WEX Health Inc | INV0002418 | 04/05/2024 | HSA Employee Contribution | 700-21723 | 446.32 |
| | | | | | 123,845.00 |
| | | | | Fund 700 - PAYROLL Total: | 123,845.00 |
| | | | | Grand Total: | 1,153,820.65 |

# Report Summary

## Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - GENERAL | 23,417.22 |
| 211 - LIBRARY | 3,198.02 |
| 225 - AIRPORT | 1,075.90 |
| 230 - POOL | 1,240.11 |
| 235 - AMBULANCE | 10,655.31 |
| 250 - EDA GENERAL | 78.62 |
| 254 - NORTH IND PARK | 126.29 |
| 401 - GENERAL CAPITAL PROJECTS | 9,122.02 |
| 601 - WATER | 8,366.89 |
| 602 - SEWER | 7,324.26 |
| 604 - ELECTRIC | 850,649.17 |
| 609 - LIQUOR STORE | 38,350.55 |
| 614 - TELECOM | 66,489.37 |
| 615 - ARENA | 4,006.58 |
| 617 - M/P CENTER | 5,875.34 |
| 700 - PAYROLL | 123,845.00 |
| **Grand Total:** | **1,153,820.65** |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-41110-304 | Legal Fees | 46.00 |
| 100-41310-200 | Office Supplies | 53.38 |
| 100-41310-217 | Other Operating Supplie | 260.15 |
| 100-41310-301 | Auditing & Consulting Se | 1,174.15 |
| 100-41310-326 | Data Processing | 66.00 |
| 100-41310-331 | Travel Expense | 62.98 |
| 100-41910-200 | Office Supplies | 5.39 |
| 100-41910-321 | Telephone | 41.24 |
| 100-41940-383 | Gas Utility | 649.70 |
| 100-41940-406 | Repairs & Maint - Groun | 2,986.50 |
| 100-42120-200 | Office Supplies | 112.69 |
| 100-42120-212 | Motor Fuels | 1,014.15 |
| 100-42120-304 | Legal Fees | 996.71 |
| 100-42120-321 | Telephone | 652.68 |
| 100-42120-323 | Radio Units | 108.00 |
| 100-42120-405 | Repairs & Maint - Vehicl | 65.00 |
| 100-42120-419 | Vehicle Lease | 4,653.35 |
| 100-42220-200 | Office Supplies | 51.99 |
| 100-42220-212 | Motor Fuels | 509.94 |
| 100-42220-217 | Other Operating Supplie | 65.40 |
| 100-42220-323 | Radio Units | 925.00 |
| 100-42220-383 | Gas Utility | 679.04 |
| 100-42220-404 | Repairs & Maint - M&E | 273.49 |
| 100-42220-405 | Repairs & Maint - Vehicl | 549.12 |
| 100-43100-212 | Motor Fuels | 1,781.19 |
| 100-43100-217 | Other Operating Supplie | 65.40 |
| 100-43100-321 | Telephone | 42.07 |
| 100-43100-383 | Gas Utility | 601.81 |
| 100-43100-404 | Repairs & Maint - M&E | 2,982.28 |
| 100-45120-217 | Other Operating Supplie | 14.02 |
| 100-45120-326 | Data Processing | 1,134.00 |
| 100-45202-326 | Data Processing | 33.00 |
| 100-45202-404 | Repairs & Maint - M&E | 101.50 |
| 100-45202-405 | Repairs & Maint - Vehicl | 497.20 |
| 100-45202-406 | Repairs & Maint - Groun | 162.70 |
| 211-45501-217 | Other Operating Supplie | 65.40 |
| 211-45501-326 | Data Processing | 66.00 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 211-45501-383 | Gas Utility | 418.74 |
| 211-45501-402 | Repairs & Maint - Struct | 713.30 |
| 211-45501-406 | Repairs & Maint - Groun | 787.50 |
| 211-45501-435 | Books and Pamphlets | 1,147.08 |
| 225-45127-200 | Office Supplies | 31.50 |
| 225-45127-381 | Electric Utility | 766.45 |
| 225-45127-404 | Repairs & Maint - M&E | 277.95 |
| 230-45124-217 | Other Operating Supplie | 14.02 |
| 230-45124-326 | Data Processing | 1,167.00 |
| 230-45124-383 | Gas Utility | 59.09 |
| 235-42153-212 | Motor Fuels | 2,827.16 |
| 235-42153-217 | Other Operating Supplie | 305.40 |
| 235-42153-218 | Uniforms | 170.00 |
| 235-42153-301 | Auditing & Consulting Se | 102.10 |
| 235-42153-312 | Nursing | 2,953.81 |
| 235-42153-321 | Telephone | 331.91 |
| 235-42153-334 | Meals/Lodging | 404.01 |
| 235-42153-383 | Gas Utility | 452.68 |
| 235-42153-404 | Repairs & Maint - M&E | 1,089.00 |
| 235-42153-405 | Repairs & Maint - Vehicl | 219.24 |
| 235-42153-460 | Miscellaneous Taxes | 1,800.00 |
| 250-46520-200 | Office Supplies | 5.38 |
| 250-46520-321 | Telephone | 41.24 |
| 250-46520-381 | Electric Utility | 32.00 |
| 254-46520-381 | Electric Utility | 126.29 |
| 401-49950-500 | Capital Outlay - Office | 954.58 |
| 401-49950-501 | Capital Outlay - Police | 2,975.00 |
| 401-49950-502 | Capital Outlay - Fire | 5,192.44 |
| 601-49400-212 | Motor Fuels | 385.21 |
| 601-49400-217 | Other Operating Supplie | 176.15 |
| 601-49400-241 | Small Tools | 196.53 |
| 601-49400-301 | Auditing & Consulting Se | 765.75 |
| 601-49400-310 | Lab Testing | 141.60 |
| 601-49400-321 | Telephone | 91.25 |
| 601-49400-381 | Electric Utility | 53.00 |
| 601-49400-383 | Gas Utility | 665.68 |
| 601-49400-408 | Repairs & Maint - Distrib | 834.72 |
| 601-49400-443 | Intergovernmental Fees | 5,057.00 |
| 602-49450-212 | Motor Fuels | 211.14 |
| 602-49450-217 | Other Operating Supplie | 138.85 |
| 602-49450-241 | Small Tools | 196.53 |
| 602-49450-301 | Auditing & Consulting Se | 765.75 |
| 602-49450-310 | Lab Testing | 2,486.60 |
| 602-49450-321 | Telephone | 121.26 |
| 602-49450-381 | Electric Utility | 200.71 |
| 602-49450-383 | Gas Utility | 3,203.42 |
| 604-14200 | Inventory | 3,833.93 |
| 604-16480 | CIP-Const in Progress | 825,539.90 |
| 604-49550-212 | Motor Fuels | 784.38 |
| 604-49550-217 | Other Operating Supplie | 65.40 |
| 604-49550-218 | Uniforms | 300.00 |
| 604-49550-301 | Auditing & Consulting Se | 765.75 |
| 604-49550-321 | Telephone | 80.02 |
| 604-49550-325 | Dispatching | 62.92 |
| 604-49550-383 | Gas Utility | 424.58 |
| 604-49550-384 | Refuse Disposal | 15.00 |
| 604-49550-406 | Repairs & Maint - Groun | 45.00 |
| 604-49550-408 | Repairs & Maint - Distrib | 1,726.56 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 604-49550-410 | Repairs & Maint - Gener | 9,588.75 |
| 604-49550-432 | Uncollectible | 13.16 |
| 604-49550-433 | Dues & Subscriptions | 5,600.00 |
| 604-49550-450 | Conservation | 513.00 |
| 604-49550-463 | Obsolete Inventory | 90.82 |
| 604-49550-491 | Payments to Other Orga | 1,200.00 |
| 609-49751-211 | Cleaning Supplies | 138.14 |
| 609-49751-217 | Other Operating Supplie | 93.43 |
| 609-49751-251 | Liquor | 12,433.52 |
| 609-49751-252 | Beer | 21,137.36 |
| 609-49751-253 | Wine | 2,020.08 |
| 609-49751-254 | Soft Drinks & Mix | 362.60 |
| 609-49751-259 | Non- Alcholic | 284.25 |
| 609-49751-301 | Auditing & Consulting Se | 765.75 |
| 609-49751-326 | Data Processing | 132.00 |
| 609-49751-333 | Freight and Express | 310.70 |
| 609-49751-340 | Advertising & Promotion | 250.00 |
| 609-49751-350 | Printing & Design | 87.50 |
| 609-49751-383 | Gas Utility | 335.22 |
| 614-16400 | Machinery & Equipment | 3,122.83 |
| 614-20201 | Excise Tax Payable | 770.78 |
| 614-20206 | 911 TAP & TACIP Fees Cl | 890.88 |
| 614-49870-211 | Cleaning Supplies | 43.82 |
| 614-49870-212 | Motor Fuels | 287.72 |
| 614-49870-217 | Other Operating Supplie | 112.12 |
| 614-49870-227 | Utility System Maint Sup | 169.36 |
| 614-49870-301 | Auditing & Consulting Se | 765.75 |
| 614-49870-303 | Engineering and Surveyi | 802.90 |
| 614-49870-304 | Legal Fees | 764.49 |
| 614-49870-321 | Telephone | 246.20 |
| 614-49870-383 | Gas Utility | 141.23 |
| 614-49870-419 | Vehicle Lease | 552.05 |
| 614-49870-442 | Subscriber Fees | 49,192.37 |
| 614-49870-443 | Intergovernmental Fees | 2,036.42 |
| 614-49870-445 | Switch Fees | 205.10 |
| 614-49870-447 | Internet Expense | 5,342.46 |
| 614-49870-448 | On-Call Support | 1,042.89 |
| 615-49850-211 | Cleaning Supplies | 63.47 |
| 615-49850-212 | Motor Fuels | 160.00 |
| 615-49850-217 | Other Operating Supplie | 65.40 |
| 615-49850-321 | Telephone | 127.20 |
| 615-49850-326 | Data Processing | 1,134.00 |
| 615-49850-383 | Gas Utility | 2,173.95 |
| 615-49850-402 | Repairs & Maint - Struct | 282.56 |
| 617-38521 | M/P Beer Sales | 300.00 |
| 617-49860-211 | Cleaning Supplies | 474.23 |
| 617-49860-217 | Other Operating Supplie | 245.48 |
| 617-49860-252 | Beer | 349.90 |
| 617-49860-253 | Wine | 24.90 |
| 617-49860-321 | Telephone | 41.24 |
| 617-49860-350 | Printing & Design | 372.50 |
| 617-49860-383 | Gas Utility | 987.09 |
| 617-49860-402 | Repairs & Maint - Struct | 3,080.00 |
| 700-21701 | Federal Withholding | 12,093.99 |
| 700-21702 | State Withholding | 5,981.22 |
| 700-21703 | FICA Tax Withholding | 13,986.98 |
| 700-21704 | PERA Contributions | 26,924.53 |
| 700-21705 | Retirement | 7,318.77 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 700-21706 | Medical Insurance | 44,856.00 |
| 700-21707 | Union Dues | 1,838.16 |
| 700-21708 | PD Union Dues | 423.00 |
| 700-21711 | Medicare Tax Withholdi | 4,237.48 |
| 700-21712 | Flex Account | 5,738.55 |
| 700-21723 | HSA Employee Contribu | 446.32 |
| | **Grand Total:** | **1,153,820.65** |

## Project Account Summary

| Project Account Key | | Payment Amount |
|---|---|---|
| **None** | | 1,153,820.65 |
| | **Grand Total:** | **1,153,820.65** |

Donna Lebon
4/11/2024

# RESOLUTION #2024-

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

## 2024 DRINKING WATER WEEK PROCLAMATION

---

**WHEREAS,** water is our most valuable natural resource; and

**WHEREAS**, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

**WHEREAS**, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

**WHEREAS**, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

**WHEREAS**, we are all stewards of the water infrastructure upon which current and future generations depend; and

**WHEREAS**, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water service by familiarizing themselves with it.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA,** that the week of May 5-11, 2024, is proclaimed as Drinking Water Week. All residents are encouraged to help protect our source waters, practice water conservation, and to thank your local Water Operators for ensuring clean safe drinking water for our community.

Adopted by the Council this 16th day of April, 2024.

____________________________
Dominic Jones, Mayor

Attest:____________________________
Steve Nasby, City Administrator

**WINDOM AREA HEALTH**
**INCOME STATEMENT**
**FY 2025 BUDGET**

| | 4/30/2022 | 4/30/2023 | Projected 4/30/2024 | 2025 Budget |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Total Patient Revenue | 46,079,710 | 49,493,384 | 54,945,678 | 61,400,000 |
| Deductions From Revenue | (19,758,195) | (23,320,900) | (26,510,048) | (29,550,000) |
| Other Income | 273,701 | 239,858 | 285,667 | 300,000 |
| **Net Revenue from Operations** | 26,595,216 | 26,412,342 | 28,721,297 | 32,150,000 |
| **EXPENSES** | | | | |
| Employee Salaries | 8,525,710 | 8,881,803 | 10,408,541 | 12,850,000 |
| Employee Benefits | 2,139,657 | 3,512,107 | 3,196,506 | 3,775,000 |
| Pharmaceuticals | 1,085,518 | 1,076,860 | 1,295,707 | 1,350,000 |
| Supplies | 1,725,422 | 1,597,254 | 2,206,001 | 2,550,000 |
| Rents/Utilities | 339,431 | 363,577 | 399,224 | 425,000 |
| Purchased Services | 4,812,091 | 6,448,529 | 6,922,464 | 6,500,000 |
| Other Direct Expenses | 1,375,932 | 1,142,844 | 1,607,495 | 1,900,000 |
| Provision for Bad Debt | 524,617 | 637,761 | 648,205 | 650,000 |
| Depreciation | 1,448,321 | 1,849,271 | 1,547,053 | 1,800,000 |
| Interest Expense | 161,395 | 153,848 | 158,412 | 350,000 |
| **Total Expense** | 22,138,094 | 25,663,854 | 28,389,608 | 32,150,000 |
| **Net Income from Operations** | 4,457,122 | 748,488 | 331,689 | - |
| Non-Operating Income | 3,396,955 | 460,844 | 936,442 | 475,000 |
| **Net Income (Loss)** | 7,854,077 | 1,209,332 | 1,268,131 | 475,000 |

# Windom 2023 Drinking Water Report

This report contains important information about your drinking water. Have someone translate it for you, or speak with someone who understands it.

Información importante. Si no la entiende, haga que alguien se la traduzca ahora.

## Making Safe Drinking Water

Your drinking water comes from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quaternary Buried Unconfined, Quaternary Buried Artesian and Quaternary Water Table aquifers.

Windom works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Ryan Anderson, Water/Wastewater Superintendent, at 507-831-6138 or ryan.anderson@windommn.com if you have questions about Windom's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

## Windom Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2023.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage Basics of Monitoring and testing of Drinking Water in Minnesota (https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html).

## How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

## Definitions

- **AL (Action Level)**: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level)**: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal)**: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal)**: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable)**: Does not apply.
- **ppt (parts per trillion)**: One part per trillion is like one drop in one trillion drops of water, or about one drop in an Olympic sized swimming pool. ppt is the same as nanograms per liter (ng/l).
- **ppb (parts per billion)**: One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter (μg/l).
- **ppm (parts per million)**: One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID**: Public water system identification.

## Monitoring Results – Regulated Substances

**LEAD AND COPPER – Tested at customer taps.**

| **Contaminant** (Date, if sampled in previous year) | **EPA's Ideal Goal** (MCLG) | **EPA's Action Level** | **90% of Results Were Less Than** | **Number of Homes with High Levels** | **Violation** | **Typical Sources** |
|---|---|---|---|---|---|---|
| **Lead (08/31/21)** | 0 ppb | 90% of homes less than 15 ppb | 2.6 ppb | 0 out of 20 | NO | Corrosion of household plumbing. |
| **Copper (08/31/21)** | 0 ppm | 90% of homes less than 1.3 ppm | 1.17 ppm | 0 out of 20 | NO | Corrosion of household plumbing. |

**INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.**

| **Contaminant** (Date, if sampled in previous year) | **EPA's Ideal Goal** (MCLG) | **EPA's Limit** (MCL) | **Highest Average or Highest Single Test Result** | **Range of Detected Test Results** | **Violation** | **Typical Sources** |
|---|---|---|---|---|---|---|
| **Nitrate** | 10 ppm | 10.4 ppm | 2 ppm | N/A | NO | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits. |
| **Barium (05/23/22)** | 2 ppm | 2 ppm | 0.32 ppm | N/A | NO | Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit. |

| CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water. | | | | | | |
|---|---|---|---|---|---|---|
| **Substance** (Date, if sampled in previous year) | **EPA's Ideal Goal** (MCLG or MRDLG) | **EPA's Limit** (MCL or MRDL) | **Highest Average or Highest Single Test Result** | **Range of Detected Test Results** | **Violation** | **Typical Sources** |
| **Total Trihalomethanes (TTHMs)** | N/A | 80 ppb | 21.8 ppb | 19.30 - 107.50 ppb | NO | By-product of drinking water disinfection. |
| **Total Haloacetic Acids (HAA)** | N/A | 60 ppb | 8.5 ppb | 6.10 - 24.70 ppb | NO | By-product of drinking water disinfection. |
| **Total Chlorine** | 4.0 ppm | 4.0 ppm | 1.32 ppm | 0.87 - 1.68 ppm | NO | Water additive used to control microbes. |

Total HAA refers to HAA5

**Potential Health Effects and Corrective Actions (If Applicable)**

Total Trihalomethanes (TTHMs): During the year our system had a TTHM result that was greater than the MCL. Since there is variability in sampling results, and this is not an acute contaminant, four quarterly sample results are used to determine compliance for this contaminant. TTHMs will continue to be monitored quarterly on our system into 2024.

Total Trihalomethanes (TTHMs): Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

| OTHER SUBSTANCES – Tested in drinking water. | | | | | | |
|---|---|---|---|---|---|---|
| **Substance** (Date, if sampled in previous year) | **EPA's Ideal Goal** (MCLG) | **EPA's Limit** (MCL) | **Highest Average or Highest Single Test Result** | **Range of Detected Test Results** | **Violation** | **Typical Sources** |
| **Fluoride** | 4.0 ppm | 4.0 ppm | 0.83 ppm | 0.60 - 0.84 ppm | NO | Erosion of natural deposits; Water additive to promote strong teeth. |

**Potential Health Effects and Corrective Actions (If Applicable)**

Fluoride: Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

### Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

## Learn More about Your Drinking Water

### Drinking Water Sources

Groundwater supplies 75 percent of Minnesota's drinking water, and found in aquifers beneath the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water, and is the water in lakes, rivers, and streams above the surface of the land.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants,** such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.

- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Windom is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at Source Water Assessments (https://www.health.state.mn.us/communities/environment/water/swp/swa) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

## Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Windom is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
   - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home
   - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
   - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
     Environmental Laboratory Accreditation Program
     (https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
     The Minnesota Department of Health can help you understand your test results.

4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
    - Read about water treatment units: Point-of-Use Water Treatment Units for Lead Reduction (https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)

Learn more:

- Visit Lead in Drinking Water (https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
- Visit Basic Information about Lead in Drinking Water (http://www.epa.gov/safewater/lead)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791.To learn about how to reduce your contact with lead from sources other than your drinking water, visit Lead Poisoning Prevention: Common Sources (https://www.health.state.mn.us/communities/environment/lead/sources.html).

# Service Line Material Inventory

Our system will be working to complete an inventory of the service line materials before October 16, 2024. The service line consists of the pipes that connect the water main to your home. Older homes may have materials such as lead in their service lines and this inventory will help us prioritize replacement of lead service lines in the future. We hope that customers will actively cooperate as we work to complete our inventory and we will make the information available once complete. For questions, please contact us.

Water systems have ongoing infrastructure, operations and maintenance costs in supplying safe drinking water, and many are implementing additional efforts to help insure health equity and manageable water bills with:

- Turn the faucet off while brushing teeth.
- Shower instead of bathing to reduce water use.
- Fix running toilets by replacing flapper valves.
- Run full loads of laundry and use a minimal water use setting.

- Our water system partners with others to help consumers with limited resources make payments to their water bills.
- Contact us to learn more.

# ACTION ITEM

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

**TO:** City Council
**FROM:** Tim Snyder, Community Center Director
**DATE:** 4/09/24
**RE:** Replacement of 2-5t A/C units; 1-4t Condenser
**DEPT:** Community Center
**CONTACT:** Tim.Snyder@windommn.com

**Recommendations/Options/Action Requested**

The Community Center Commission recommends that Schwalbach's Hardware replace 3-condensers and 3- indoor evaporator coils at a cost of $23,118.52 to replace these units damaged by hail in 2023.

**Issue Summary/Background**

This insurance claim was submitted in May of 2023 and was awarded a settlement of $23,125.00 in November of 2023 by the League of Mn.Cities Insurance carrier. The hail damage was severe enough to restrict air flow and keep the units constantly working to maintain building temperature; all efficiency was lost due to the damage. These are the original units since the building first opened in 1999. Three companies were contacted to give quotes and the Commission chose Schwalbach Hardware.

**Fiscal Impact**

The insurance claim will cover the replacement of these units. Any additional unforeseen costs will come from the Building Reserve Fund at the Community Center established by the City Council.

**Attachments**

1. Schwalbach Hardware Quote
2. League of Mn Cities Settlement Award- $23,125.00

(3)

# ESTIMATE


## SCHWALBACH HARDWARE, INC.

**HEATING - VENTILATING - AIR CONDITIONING**
**SHEET METAL - PLUMBING**

**1131 Oxford Street Worthington, MN 56187**
**Phone 372-2792 Fax 376-4556**

**193 9th Street Windom, MN 56101**
**Phone 831-1817 Fax 831-5343**

**www.schwalbachphvac.com**


Windom Community Center
Windom, MN

March 13, 2024

We hereby submit the estimate for the replacement of three condensers and three indoor evaporator coils.

| | |
|---|---|
| • **ML14XC1-060 208/230 3PH 5ton Condenser(x2)** | **$4536.66/each** |
| • **ML14XC1-048 208/230 3PH 4ton Condenser** | **$3888.33** |
| • **CX35-60C Evaporator Coils(x3)** | **$1060/each** |
| • **Plastic A/C pads (x3)** | **$96/each** |
| • **Flush kits (x3)** | **$111.29/each** |
| • **Labor** | **$3680 total** |
| • **Miscellaneous Material** | **$680** |
| • **GDF Enterprises crane work** | **$900** |
| | **Total $22,023.52** |
| • **Electrical** | |
| Option 1) Rons Electric | **$365/per unit** |
| Option 2) Duerksen Electric | **$1039** |

**Estimate includes the following.**

- Provide equipment above.
- Remove old existing condensers and coils.
- Flushing of line sets to clean piping of old refrigerant.
- Installation of three new condensers and three new evaporator coils.
- Crane work to get new units onto building, old units down.
- Electrical work for new systems.

# ESTIMATE

# SCHWALBACH HARDWARE, INC.

**HEATING - VENTILATING - AIR CONDITIONING**
**SHEET METAL - PLUMBING**

**1131 Oxford Street Worthington, MN 56187**
**Phone 372-2792 Fax 376-4556**

**193 9th Street Windom, MN 56101**
**Phone 831-1817 Fax 831-5343**

**www.schwalbachphvac.com**

**Also Includes**
1. All miscellaneous material required installing the above listed equipment.
2. All Labor necessary to perform the above listed work.
3. One-year Labor Warranty, Factory warranty on all equipment.

**Does Not Include**
1. Carpentry Work.
2. Painting, Coverings or Finishes.
3. Sales Tax.

Warranty: All the material and work supplied by Schwalbach Hardware (The Contractor) shall be fully guaranteed parts and labor for one year from the date of substantial completion. All manufacturers' warranties will be in full effect. The contractor has the full responsibility to guarantee all material and work supplied by him and shall assume full responsibility to repair any material at his cost.

***Payment to be made as follows:**
**50 percent down payment with the order, the remaining 50 percent the day of commissioning the equipment.**

All material is guaranteed to be as specified. All work to be complete in a workman like manner according to standard practices and conforming to all federal, state, and local codes. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's Compensation Insurance.

AUTHORIZED SIGNATURE ____________________________________________

**NOTE: we may withdraw this proposal if not accepted within 30 days**

ACCEPTANCE OF PROPOSAL
The above prices, specifications, and conditions are satisfactory and are hereby accepted. You're authorized to do the work as specified. Payment net due upon completion.

Signature ______________________________

Date of Acceptance: ________________________

League of Minnesota Cities P&C
145 University Avenue West
St. Paul, MN 55103

LMC
LEAGUE of MINNESOTA CITIES

10/16/23 1:22 AM 3 0004158 20231116 UK7KB102 1 oz DOM UK7KB10000* 156666 CH

WINDOM CITY OF
444 9TH STREET
PO BOX 38
WINDOM MN 56101-0038

*Internal ID:* *xE5903BCF* *Payee ID:* *REGCCPRD:14938449* *EPC Draft #:* *314489290* *Payment Date:* *11/15/2023* *Page 1 of 3*

**Payor:** League of Minnesota Cities P&C **Check Number:** 6123439351

**Payor ID:** 10040

**Payee ID:** REGCCPRD:14938449

**Bill Detail**

| | | | |
|---|---|---|---|
| Claimant Name: | Windom, City Of | Amount: | 23,125.00 |
| Claim Number: | LMC CP 000000284590 | Invoice Date: | 11/14/2023 |
| Policy Number: | 1000281 | Invoice Number: | IREGCCPRD:24847222 |
| Employer/Insured: | Windom, City Of | Incident Date: | 05/10/2023 |
| | | Payment type: | VEND |
| From-To: | 1/1/00-1/1/00 | Vendor Number: | REGCCPRD:14938449 |
| Remarks: | See NOTE-001 | | |

| Statement Summary | Charged | Reductions | Net Payment Amount |
|---|---|---|---|
| | 23,125.00 | 0.00 | 23,125.00 |



**Comments:**

NOTE-001 Payment for hail repairs to ac unit at Community Center less $1000.00 deductible.

# ACTION ITEM

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

| | |
|---|---|
| **TO:** | CITY COUNCIL |
| **FROM:** | TIFFANY LAMB, EDA DIRECTOR |
| **CC MEETING DATE:** | APRIL 16, 2024 |
| **RE:** | Approval of Infrastructure Plans & Specs for South Cottonwood Lake Subdivision |
| **DEPT:** | EDA |
| **CONTACT:** | Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com |

## Recommendations/Options/Action Requested

Staff recommends that the City Council review and approve the proposed infrastructure plans for South Cottonwood Lake Subdivision.

## Issue Summary/Background

Background: In March 2022, the City Council and EDA approved a Contract for Private Redevelopment and Attachment ("the Contract") between the City of Windom, EDA, and DVK Diversified, LLC ("the Developer") which covered the former Cemstone property. The property was subsequently platted as the "South Cottonwood Lake Subdivision". Pursuant to the Contract, the Developer is to install utility and street infrastructure in the new subdivision and comply with other requirements of the Contract.

DGR Engineering worked with DVK and prepared plans and specs for the installation of utilities and a new street in the South Cottonwood Lake Subdivision.

These plans have been reviewed by the Department Heads for the Electric Department, Water/Wastewater Department, Street Department, and Telecom Department. These plans also came before the Utility Commission for review on March 27, 2024. DGR made the minor revisions to the plans as requested by the Utility Commission. Pursuant to the Contract, the plans and specs are to come before the City Council for final approval.

## Fiscal Impact

The new street and drainage and utility easements established in the Plat of South Cottonwood Lake Subdivision were dedicated to the City. DVK is responsible for the costs of installation of the new street and utilities in the subdivision. DVK will be responsible for the costs of the special inspections on the project. There may be fees for other inspections to ensure the utility-street installation is in compliance with the plans and the City's specs. After the installation has been completed, the street and utilities will be turned over to the City as part of the City's infrastructure. The City will then be responsible for maintenance of the street and utilities in this new subdivision similar to all other areas of the city.

## Attachments

1. Plans
2. Specs – DGR is using the specs from the 2020 Street Project for this project as they are applicable.

There are separate links to the infrastructure Plans and Specs that were included in the e-mails of the City Council packet.

TL:mah

# ACTION ITEM

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

| | |
|---|---|
| **TO:** | CITY COUNCIL |
| **FROM:** | TIFFANY LAMB, EDA DIRECTOR |
| **CC MEETING DATE:** | APRIL 16, 2024 |
| **RE:** | Approval of Amendment of Contract for Private Redevelopment - DVK |
| **DEPT:** | EDA |
| **CONTACT:** | Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com |

---

**Recommendations/Options/Action Requested**

Staff recommends that the City Council review and approve the "Amendment of Contract for Private Redevelopment" between the City of Windom, the Economic Development Authority of Windom ("EDA"), and DVK Diversified, LLC.

---

**Issue Summary/Background**

Background: In March 2022, the City Council and EDA approved a Contract for Private Redevelopment and Attachment ("the Contract") between the City of Windom, EDA, and DVK Diversified, LLC ("the Developer") which covered the former Cemstone property. This property was subsequently sold by the EDA to the Developer in September 2022. The property was subsequently platted as the "South Cottonwood Lake Subdivision". Pursuant to the Contract, the Developer is to install utility and street infrastructure in the new subdivision and comply with other requirements of the Contract in exchange for the receipt of tax increment in the amount of $400,000.

Following execution of these documents, there were circumstances that delayed the demolition of the former Cemstone concrete plant on the property, delayed the platting of the new subdivision, and delayed the start of installation of the infrastructure. Thus the dates for completion of the various stages in the development are no longer applicable. The EDA has also received information that would necessitate acceleration of the time schedule for the installation of infrastructure. To effect these updates, it is necessary that the Contract be amended to clarify the terms and update the time schedule. A proposed Amendment has been prepared, reviewed by the TIF Attorney, and approved by the EDA Board. The Developer has also reviewed the proposed Amendment and approved the revisions to the Contract. A copy of the Amendment was included in the packet for your review.

**Fiscal Impact**

There should be no fiscal impact for the City to approve the Amendment of the Contract for Private Redevelopment and Attachment.

**Attachments**

1. Amendment of Contract for Private Redevelopment and Attachment to Contract for Private Redevelopment….

TL:mah

AMENDMENT
OF
CONTRACT FOR PRIVATE REDEVELOPMENT
AND
ATTACHMENT TO CONTRACT FOR PRIVATE REDEVELOPMENT
"PROPERTY PURCHASE, PLATTING & DEVELOPMENT"

WHEREAS, the CITY OF WINDOM, MINNESOTA, (the "CITY"), a municipal corporation and political subdivision, and DVK DIVERSIFIED, LLC ("DEVELOPER"), a Minnesota limited liability company, entered into a CONTRACT FOR PRIVATE REDEVELOPMENT dated March 15, 2022, and executed by all parties as of June 15, 2022, (the "CONTRACT"); and

WHEREAS, the CITY OF WINDOM, MINNESOTA, a municipal corporation under the laws of the State of Minnesota, (the "CITY"), the ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM, a municipal corporation under the laws of the State of Minnesota, (the "EDA"), and DVK DIVERSIFIED, LLC, a Minnesota limited liability company, ("DVK") entered into an ATTACHMENT TO CONTRACT FOR PRIVATE REDEVELOPMENT "PROPERTY PURCHASE, PLATTING & DEVELOPMENT" dated March 14, 2022, and executed by all parties as of June 15, 2022, (the "ATTACHMENT"); and

WHEREAS, the real property which is the subject of the CONTRACT and the ATTACHMENT is briefly described as Government Lot 2 of Section 25, Township 105 North, Range 36 West of the 5th P.M., EXCEPT tracts, and also a tract in Government Lot 1 of Section 25, Township 105 North, Range 36 West of the 5th P.M., all in the City of Windom, Cottonwood County, Minnesota, (the "PROPERTY"); and

WHEREAS, subsequent to the dates of the CONTRACT and ATTACHMENT, the PROPERTY has been platted as a new residential subdivision known as "SOUTH COTTONWOOD LAKE SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA", (hereinafter also referred to as the "PROPERTY"); and

WHEREAS, subsequent to the execution of the CONTRACT and the ATTACHMENT by all parties, circumstances have occurred which delayed the demolition of the former Cemstone concrete plant on the PROPERTY, delayed the platting of the new subdivision, and delayed the start of installation of infrastructure; and

WHEREAS, additional information requiring the acceleration of the time schedule for the installation of infrastructure has become apparent; and

WHEREAS, it is necessary that certain terms and sections in the CONTRACT and the ATTACHMENT be amended to clarify the terms and update the time schedule.

NOW, THEREFORE, the parties agree as follows:

1. <u>CONTRACT – SECTION 1.1</u>: The definition of "Completion Date" is amended to read as follows:

"*Completion Date*" means the date when the Developer receives a certificate of completion from the City for the Project, which shall occur on or before August 1, 2025."

2. CONTRACT – SECTION 12: This section is amended to add a new Subsection E. as follows:

"E. Lift Station Specifications: DVK agrees to install a lift station including a backup generator in the Subdivision to serve the entire Subdivision pursuant to the plans and specifications prepared by the City Engineer and approved by the Windom Utility Commission."

3. CONTRACT – SECTION 14: This paragraph is amended and Subsection A. is added to read as follows :

**"14. Installation of Sewer for Apartment Project:** DVK agrees to install a sewer main for the planned apartment project, which is planned for at least 45 units, by June 30, 2024. The specifications for the sewer will be approved by the City Engineer and the Windom Utility Commission."

"A. **Installation of Lift Station in Subdivision:** DVK agrees to install a lift station including a backup generator in the new Subdivision by October 1, 2024, pursuant to plans and specifications prepared by the City Engineer and approved by the Windom Utility Commission."

4. CONTRACT – SECTION 15: This paragraph is amended to read as follows:

**"15. Access Road for Apartment Project:** DVK agrees to install a temporary road to access the east side of the planned apartment project by June 30, 2024. Materials used for the construction of the temporary access road may include crushed concrete or gravel. The permanent access to the east side of the planned apartment project will be the new paved City street in the Subdivision, known as Cottonwood Lake Boulevard."

5. CONTRACT – SECTIONS 17.A. and 17.B.: These Sections are amended to read as follows:

"A. The sewer main and a temporary access road for the proposed apartment project shall be completed by June 30, 2024."

"B. The installation of the street and utility infrastructure to serve the South Cottonwood Lake Subdivision shall be completed by August 1, 2025."

6. CONTRACT – SECTION 19.: This Section is amended to read as follows:

"A. If DVK does not complete the sewer main and temporary access for the planned apartment project by June 30, 2024, a payment of $155,000 shall be due to the EDA by August 1, 2024."

"B. If the installation of utility and street infrastructure has not been completed by August 1, 2025, DVK shall pay the EDA the sum of $500,000. Said payment shall be made on or before October 1, 2025."

7. The remainder of the terms and conditions in the CONTRACT and ATTACHMENT shall continue in full force and effect.

DATED as set forth below.

CITY OF WINDOM, MINNESOTA

By________________________________________
Dominic Jones, Mayor

By________________________________________
Steven Nasby, City Administrator

**STATE OF MINNESOTA** )
) ss.
**COUNTY OF COTTONWOOD** )

This instrument was acknowledged before me on _____________2024, by Dominic Jones in his capacity as Mayor of the City of Windom, Minnesota, a municipal corporation under the laws of the State of Minnesota.

________________________________
Notary Public

**STATE OF MINNESOTA** )
) ss.
**COUNTY OF COTTONWOOD** )

This instrument was acknowledged before me on ____________ 2024, by Steven Nasby in his capacity as City Administrator of the City of Windom, Minnesota, a municipal corporation under the laws of the State of Minnesota.

______________________________
Notary Public

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

By:______________________________
Nancy Wepplo, EDA President

**STATE OF MINNESOTA** )
) ss.
**COUNTY OF COTTONWOOD** )

This instrument was acknowledged before me on ____________ 2024, by Nancy Wepplo in her capacity as President of the Economic Development Authority of Windom, a municipal corporation under the laws of the State of Minnesota.

______________________________
Notary Public

DVK DIVERSIFIED, LLC

By: ___________________________________________
Name: ___________________________________________
Its: ___________________________________________

**STATE OF MINNESOTA** )
) ss.
**COUNTY OF ______________** )

This instrument was acknowledged before me on _____________ 2024, by _________________ in his capacity as ________________________________ of DVK DIVERSIFIED, LLC, a Minnesota limited liability company.

___________________________________
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Fryberger, Buchanan, Smith & Frederick, P.A.
302 West Superior Street, Suite 700
Duluth, Minnesota 55802

# MEMORANDUM

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

| | |
|---|---|
| **TO:** | CITY COUNCIL |
| **FROM:** | TIFFANY LAMB, EDA DIRECTOR |
| **DATE:** | APRIL 16, 2024 |
| **RE:** | MnDOT Carbon Reduction Program – Grant Application – Resolution |
| **DEPT:** | EDA |
| **CONTACT:** | Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com |

**Recommendations/Options/Action Requested**

Staff recommends that the City Council adopt the Resolution approving submission of a MnDOT Carbon Reduction Program Grant Application to assist with subsidizing anticipated cost-sharing on traffic lights at the 10th Street/Highway 60 intersection.

**Issue Summary/Background**

Related to their 2025 project, MnDOT has requested the City share 50% of the cost of the replacement of stoplights at the intersection of 10th Street and Highway 60. The cost to the City, according to MnDOT staff, is currently estimated at $177,000. Because the streetlights and the proposed left turn lanes will reduce traffic delays at the intersection, the Carbon Reduction Program is a potential opportunity to reduce the requested cost-share on behalf of the City for this project. This is the first year that this program extends statewide and is available.

This program is intended to fund projects that reduce carbon emissions from transportation sources. Available for Fiscal Years 2025 and 2026, this program can fund up to 80% of eligible project costs. There is $920,000 available to fund projects in the South Central Minnesota ATP for FY 2025 and $940,000 in FY 2026. Projects must be outside the Mankato/North Mankato Area Planning Organization (MAPO) urbanized boundary, which has separate funding for this program. Applications are due to MnDOT District 7 by April 26th.

On April 8th, the EDA Board approved an authorization for the EDA Director to submit an application in this grant program.

**Fiscal Impact**

Currently, MnDOT requests the City provide an estimated $177,000 towards the traffic light cost-sharing in 2025. If awarded, the CRP Grant could reduce this amount by 80%. The anticipated City contribution would be reduced to $35,400.

**Attachment**

1. Resolution Authorizing Submission of MnDOT Carbon Reduction Program Grant Application.

# RESOLUTION #2024-

**INTRODUCED:**

**SECONDED:**

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

## RESOLUTION AUTHORIZING SUBMISSION OF MnDOT CARBON REDUCTION PROGRAM GRANT APPLICATION

---

WHEREAS, the Minnesota Department of Transportation ("MnDOT") is proposing a 2025 Project for the Highway 60 corridor through Windom. This project includes restriping Highway 60 from the Des Moines River bridge to John Caldwell Drive to add a left turn lane and replacing the traffic signals at the 6th and 10th Street intersections; and

WHEREAS, as part of this project, MnDOT has requested that the City pay 50 percent of the cost of the proposed traffic signals at the 10th Street/Highway 60 intersection for an estimated cost to the City of $177,000; and

WHEREAS, EDA Director Tiffany Lamb has been in contact with the Southwest Regional Development Commission concerning a MnDOT Carbon Reduction Program. This program is federally-funded and administered through MnDOT and is intended to fund projects that reduce carbon emissions from transportation sources; and

WHEREAS, because the traffic signals and left turn lane will reduce traffic delays at the intersection, the Carbon Reduction Program is a potential opportunity to reduce the City's proposed cost-share for this project; and

WHEREAS, if awarded, this program could fund up to 80 percent of eligible project costs; and

WHEREAS, applications are competitive and will be awarded pursuant to MnDOT's criteria. All applications are due to MnDOT District 7 by April 26th; and

WHEREAS, on April 8, 2024, the Board of Commissioners of the Economic Development Authority of Windom approved an authorization for the EDA Director to submit an application in this grant program; and

WHEREAS, the City of Windom is a community of less than 5,000 in population which requires that Cottonwood County act as the sponsoring agency for this application to be submitted to MnDOT; and

WHEREAS, the City of Windom understands that there is a 20 percent match requirement if this grant is awarded, that the City of Windom will be responsible for providing this match, and a match is available.

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

1. The City of Windom requests that Cottonwood County act as the sponsoring agency for the MnDOT Carbon Reduction Program application requesting a grant to assist with the City's share of costs for the replacement of traffic signals at the 10th Street/Highway 60 intersection.

2. EDA/City Staff are hereby authorized to submit said application to MnDOT on or before April 26, 2024, under the sponsorship of Cottonwood County.

3. The Mayor and/or City Administrator are hereby authorized, on behalf of the City of Windom, to execute the grant application for submission to MnDOT for funding to assist with the City's cost-share for this project.

4. The City of Windom shall be responsible for the required matching funds and has sources available for said funds.

5. The City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration.

6. The sources and amounts of the local match identified in the application are committed to the project identified.

7. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

8. Upon approval of its grant application by the State, the City of Windom is authorized to enter into agreements with the State of Minnesota for the above-referenced project; and the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

9. The Mayor and/or the City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements as are necessary to implement the project on behalf of the City of Windom, Minnesota.

Adopted this 16th day of April, 2024.

_______________________________
Dominic Jones, Mayor

ATTEST:_______________________________
Steven Nasby, City Administrator

-------------------------------------------

STATE OF MINNESOTA :
SS
COUNTY OF COTTONWOOD:

The undersigned, being the duly qualified and acting City Administrator of the City of Windom, Cottonwood County, Minnesota, hereby certifies that I have carefully reviewed the foregoing Resolution with the original thereof on file and of record in my office, and find the same to be a full, true and complete transcript of the Resolution adopted by the Windom City Council at its meeting on April 16, 2024.

DATED this ______ day of April, 2024.

_______________________________
Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of April, 2024, by the said Steven Nasby.

_______________________________
Notary Public in and for the State of Minnesota

**RESOLUTION # 2024-**

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

## RESOLUTION CALLING FOR A PUBLIC HEARING FOR MUNICIPAL CONSENT TRUNK HIGHWAY 60 LAYOUT

**WHEREAS,** on April 8, 2024, the Windom City Administrator received notification that the Minnesota Department of Transportation (MnDOT) is proceeding with plans to complete construction on Trunk Highway 60 in Construction Year 2025; and

**WHEREAS,** the project will replace the traffic signals at TH60/10$^{th}$ Street and TH 60/6$^{th}$ Street and a seal coat with restriping from the Des Moines River Bridge to John Caldwell Drive; and

**WHEREAS,** in accordance with MN Statute 161.16, MnDOT is submitting for City approval the Final Layout TH 60 Municipal Consent Layout; and

**WHEREAS,** the City Council must Call for a Public Hearing within 15 days after receiving the final layout; and

**WHEREAS,** the Council must conduct a required public hearing before June 7, 2024.

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

1. A public hearing shall be held on Tuesday, June 4, 2024, in the Council Chambers at the Windom City Hall, 444 Ninth Street, Windom, Minnesota, during the regular City Council Meeting which begins at 6:30 p.m. The purposes of this public hearing are to present the Final Layout for SP 1703-64 on Trunk Highway 60 to the City Council and to receive any public comments on the project.

2. The City Administrator is authorized and directed to cause notice of the public hearing to be published once in the official newspaper of the City of Windom at least 10 days, but not more than 30 days, prior to June 4, 2024.

Adopted this 16th day of April, 2024.

______________________________
Dominic Jones, Mayor

ATTEST:______________________________
Steven Nasby, City Administrator

DEPARTMENT OF TRANSPORTATION

District 7
South Central Minnesota
2151 Bassett Dr.
Mankato, MN 56001

April 8, 2024

City Administrator
City of Windom
444 9th St PO Box 38
Windom, MN 56101

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 1703-94

Dear Steve,

The Minnesota Department of Transportation (MnDOT) is proceeding with plans to complete State Project (SP) 1703-94 on Trunk Highway (TH) 60 in construction year 2025. The project includes the replacement of signals at the intersections of TH 60/10th St and TH 60/6th St, and a seal coat with restriping from the Des Moines River Bridge to approximately 2500' northeast of John Caldwell Dr.

The project's primary purpose is to replace the traffic signals at TH60/10th St and TH60/6th St. The secondary purposes are to improve the pavement surface and restripe a new lane configuration. The project will also provide construction of ADA compliant sidewalk and curb ramps at the intersections of TH60/10th St and Th60/6th St.

In accordance with Minnesota Statute 161.164, I am submitting for City approval of SP 1703-94 (TH 60) Final Layout, identified as SP1703-94 (TH60) Municipal Consent Layout – April 8, 2024. Approval or disapproval of the final layout is by resolution of the City Council (a sample resolution is attached); however, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved per MN Statute 161.164.

The deadlines per MN Statute 161.164 for the City's responsibilities regarding municipal consent of the attached layout are as follows:

- Within 15 days of receiving the final layout schedule a public hearing, by April 23rd, 2024.
- Within 60 days of receiving the final layout conduct the public hearing, by June 7th, 2024.
    - Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution.

MnDOT will attend the public hearing to present the final layout and answer questions, as required by State Statute. MnDOT will also host a public open house a few weeks prior to the public hearing to inform the public of the project and answer questions.

## Project Purpose

During a Corridor Study from 2019-2021, MnDOT gathered public input on issues and opportunities for TH60 and TH71. In reviewing feedback from the community, coordinating with the City and County, analyzing engineering and environmental data, the following community priorities for TH60 and TH71 were identified:

- Improve Traffic Flow
- Improve Safety for All Users (motorists, pedestrians, bicyclists, etc.)
- Retain Business Access

The Corridor Study identified that signals continue to be warranted at the intersections of TH60/10$^{th}$ St and TH60/6$^{th}$ St, and a preferred alternative to address the community priorities identified above was chosen as one through lane in each direction with a center left turn lane and right turn lanes where feasible.

With the priorities and needs identified in the Corridor Study, the following 2025 project needs were developed:

**Traffic Signals**

A primary need of this project is to address the deteriorating traffic signals at the intersections of TH60/10$^{th}$ St and TH60/6$^{th}$ St. The traffic signals were installed in 1984 and are not anticipated to last until the planned TH60 major reconstruction in 2032.

**Pavement**

A secondary need of this project is to seal the existing pavement surface and restripe a new lane configuration that was identified as the preferred alternative in the 2019-2021 Corridor Study. The preferred alternative that will be restriped consists of one through lane in each direction with a center left turn lane and right turn lanes where feasible.

**Summary of Purpose**

The purpose of this project is to address the above needs by installing new signal systems, sealing the pavement surface, and demonstrating a new lane configuration.

## Project Description

Replace the traffic signal systems at the intersections of TH 60/10th St and TH 60/6th St. At the intersection of TH 60/10th St, reconstruct the sidewalk, boulevard, and curb lines approximately 100' east on 10th St and west on 10th St to 1st Ave to provide sufficient space for the signal system, pedestrian push buttons, and meet current ADA standards. At the intersection of TH60/6th St, reconstruct the sidewalk and curb ramps to meet current ADA standards. A sealcoat will be applied to the existing pavement on TH 60 from the Des Moines River Bridge to approximately 2500' northeast of John Caldwell Dr. The new surface on TH 60 from the Des Moines River Bridge to approximately 2500' northeast of John Caldwell Dr will be restriped with one through lane in each direction, a center left turn lane, and right turn lanes where feasible.

Refer to the attached SP 1703-94 (TH60) Municipal Consent Layout – April 8, 2024, for project details.

## Planned Project Schedule

The planned schedule for this project is as follows:

| | |
|---|---|
| Final Plans Completed | November 2024 |
| Project Letting | March 2025 |
| Construction Start | Summer 2025 |
| Construction End | Fall 2025 |

MnDOT will coordinate with the City during the final design on construction staging details and impacts to traffic.

## City's Estimated Project Costs

Some project costs are the City's responsibility, as detailed in MnDOT's cost participation policy. (See the policy at MnDOT's website: http://www.dot.state.mn.us/policy/financial/fm011.html).

**The City of Windom will participate in sharing costs for this project in the following ways:**

| Item | Cost Participation (City / MnDOT) (%) | City Cost |
|---|---|---|
| Mobilization (5% of City's portion of TH60/10th St Traffic Signal Cost) | 100/0 | $7,500 |
| Traffic Control (3% of City's portion of TH60/10th St Traffic Signal Cost) | 100/0 | $4,500 |
| TH60/10th St Traffic Signal (pro-rata)** | 50/50 | $150,000 |
| Contingency (10% of City Total) | 100 / 0 | $15,000 |

**This cost estimate is based on the current cost for the traffic signal system. A new traffic signal foundation design is being implemented at MnDOT for all traffic signals, which will likely result in an increase in cost for traffic signal systems. MnDOT will share a new cost estimate as soon as it is available.

The table above only includes items that have a City cost. Additional MnDOT costs exist for the project. The total project costs are summarized below.

**Total Construction Cost Summary**

| | MnDOT Total | City Total | County Total |
|---|---|---|---|
| Total Construction Cost Est. | $1,200,000 | $177,000 | $88,500 |

All costs and pro-rata values are preliminary and are associated with the most current information as of the date of this submittal. The actual amounts will be based upon the engineer's estimate corresponding to the final construction documents.

If the City chooses to install battery backups and emergency vehicle preemption (EVP) lights on the new signal systems, the City would also have 100% cost for the equipment.

## City's Maintenance Responsibilities

**Roadways**

- MnDOT will continue to be responsible for the removal of snow from the mainline highway pavement surface.

**Traffic Signals**

- The City will continue to be responsible for regular relamping and power costs. If the City chooses to install battery backups, the City will be responsible for battery replacements.
- MnDOT will continue to be responsible for all other maintenance and operations.

**Lighting**

- The City will continue to be responsible for power costs and all maintenance of lighting on signal poles and light poles along TH 60.

**Sidewalk**

- The City will continue to be responsible for routine sidewalk maintenance. Routine maintenance includes, but is not limited to patching, snow and ice control/removal, sweeping, debris removal, vegetation control, cross street pedestrian crosswalk markings, and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.

**Drainage**

- The City will continue to be responsible for routine storm sewer system maintenance which includes, but is not limited to removal of sediment, debris, vegetation, and ice from grates and catch basins. This also includes informing the MnDOT District Maintenance Engineer of any needed repairs identified in conducting routine drainage maintenance.

Please feel free to contact me if you have any questions about this submittal.

Sincerely,

Mary Loeffler 4-8-2024

Mary Loeffler
Project Manager
2151 Bassett Drive
Mankato, MN 56001-6888

Attachments:

Project Layout: SP 1703-94 (TH60) Municipal Consent Layout – April 8, 2024
Sample City Resolution
cc: Windom City Engineer
Windom Mayor

# ACTION ITEM

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

**TO:** Steve Nasby and the City Council
**FROM:** Jon Ketzenberg, Street and Parks Superintendent
**DATE:** **April 1, 2024**
**RE:** Street Closure on 4th Ave between 9th Street & 10th street
**DEPT:** Street & Parks Department
**CONTACT:** Jon.ketzenberg@windommn.com

---

**Recommendations/Options/Action Requested:**
The Windom Chamber has requested that the city close 4th Ave between 9th Street & 10th street for a Pedal Pull on June 6th 2024 from 5pm to 8pm. The Street Superintendent and Police Chief both approve of the street closure.

---

**Issue Summary/Background:**
The Chamber will have food trucks on 4th Ave for the event. The Street Department will bring barricades up for them and pick them up.

---

**Fiscal Impact:**
None.

---

**Attachments**

# MEMORANDUM

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

**TO:** City Council
**FROM:** City Administrator & Devin Kopperud, Special Urban Deer Hunt Director
**DATE:** April 3, 2024
**RE:** 2024 Urban Deer Hunt

In 2023 the City Council approved submission of a request to the MN DNR for a Special Urban Deer hunt, which was granted by the MN DNR. The 2023 hunt had 8permits issued to hunters with 5 deer harvested, which was below our MN DNR approved harvest quota of 30. The MN DNR application process for the 2024 Special Urban Deer hunt is now open with a deadline of April 24, 2024. Staff is requesting City Council action on whether to apply for 2024 and if any modifications to last year's hunt be made to the rules.

1. Last year the City approved two locations (former landfill site and Mayflower Park) with some discussions on including Ringle Park in the future. Should Ringle Park be added to hunt locations?

2. Minimum age of hunter. The MN DNR does not have a minimum age, the use of proficiency testing is encouraged. In 2023 the City of Windom had an age 18 minimum age restriction, should this be continued or changed?

3. Date for Special Urban Deer Hunt? The City may request specific dates but the MN DNR prefers the Special Urban Deer Hunt season mirror the bow season which runs from September 14 – December 31.

4. Use of Hunting Blinds on City Property. Last year our rules required the removal of blinds each day which is consistent with other public hunting areas; however, the City could amend this to permit temporary blinds during the Special Urban Deer Hunt to remain in place. Pros are that hunters would not have to carry-in\out blinds on a daily basis which may encourage more participants, but leaving temporary blinds in place for the season would require a lottery to assign specific hunting spaces.

5. Mayflower Park was closed during the Special Urban Deer hunt. Should this continue or does this need to be changed\amended?

# 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, Jon Ketzenberg, Parks Superintendent |
| **DATE:** | April 16th, 2024 |
| **RE:** | DNR Special Hunt |
| **DEPT:** | Parks and Recreation |
| **CONTACT:** | Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com) |

**Recommendations/Options/Action Requested**

Recommendation from the Parks and Recreation Commission to continue with the 2024 DNR special hunt application for Windom in Mayflower Park and at the old dump site as well as including Ringo Park along River Road.

**Fiscal Impact**

None

# 2023 Special Deer Hunt Recommendation Form - Archery

**This form is to be used for city, park, and SNA archery hunts. This form should be sent to non-DNR hunt coordinators to fill out and return to Area Managers. Area Managers must input the information on this form into the WDRIS system by April 24, 2023.**

**2023 Archery deer season: September 16-December 31**

---

**Hunt Area Name**

City of Windom Urban Archery Special Hunt

**Hunt Administrator/Contact**

Devin Koppenrud

**Address**

444 9th Street

**Phone**

507-831-6134

**E-mail**

Devin.Koppenrud@windompdmn.com

**Website address with hunt information (if applicable)**

*www.windommn.com (Information will be posted closer to the hunt dates)*

**Dates of Hunt (From/to; e.g. Oct. 7-8)**

September 16, 2023 to December 31, 2023

**GPS coordinates of hunt location (lat, long)**

43.86942 -95.10229 and 43.857338 -95.106533

**Additional Hunt Dates (from/to...only if part of the same hunt)**

N\A

**Application Deadline** *Note: Applications and permitting for most archery special hunts are processed by the hunt administrator. Application dates and methods vary by special hunt.*

August 1, 2023

**Application Fee (if applicable)**

$20 per hunter to cover archery proficiency testing costs.

**Number of Permits (the number of hunters participating in the hunt)**

10 - 15 estimated

**With rare exception, hunters participating in a special hunt will be allowed to use any combination of licenses/permits to take deer in a special hunt regardless of bag limit. Legal bucks must be tagged with a license but bonus permits may be used to take any antlerless deer. If an exception is needed, please contact Barb Keller, barbara.keller@state.mn.us**

**Bag Limit (Select from drop-down menu)** *Note: this is specific to this hunt and may be different from the surrounding permit areas. For example, if a special hunt falls within a permit area that is under lottery management and "2 deer" is selected, an individual hunter can tag both deer during the special hunt with bonus permits and use his/her license in the deer permit area.*

2 deer

**Special Management Strategy**

- (●) Antlerless only
- ( ) Antler Point Restriction
- ( ) Earn-a-buck
- ( ) Either sex
- ( ) Other

**Reason for Special Permit Hunt (check all that apply)**

- [ ] Deer are causing substantial damage to Ag or Forest Crops
- [x] Unacceptable level of deer vehicle accidents are occurring adjacent or in the unit
- [ ] Deer are causing a significant negative impact to native plant communities and/or forest regen. in the unit
- [x] Deer are causing significant negative impact to adjacent landowner's vegetation
- [ ] Other

**Additional comments (e.g., are facilities are available for disabled hunters?)**

The 2023 hunt will be held on public property within the City of Windom. Mayflower Park, former Landfill site and possibly Ringle Park.

---

Any questions regarding this form should be directed to Barb Keller, Big Game Program Leader, 651-259-5198 or barbara.keller@state.mn.us

Approvals by Area Manager, Regional Manager, and Big Game Program Leader will occur via the WDRIS application.

- [ ] Hunt Administrator Approval

# 2023 Windom CITY DEER HUNT

Thank you for your interest in the 2023 City of Windom Deer Control Program. With the assistance of the local Department of Natural Resources (DNR) office, Windom has developed a controlled archery hunt to be conducted in designated areas. A general description of the 2023 program follows:

- Hunting will be by Special Permit only and a total of 15 permits will be issued.
- The program will be conducted between September 16th and December 31st.
- Portable tree stands supplied by the hunter will be required, and specific hunting sites determined by the City will be assigned.
- Participants must purchase a Regular Archery License. The Windom hunt is under a Special Deer Hunt regulation. Two antlerless deer maybe harvested. See 2023 Minnesota Hunting and Trapping Regulations.

All Minnesota hunting regulations will be enforced. The City of Windom and DNR will also provide hunters with a list of program regulations that will be in effect. Applicants that have received any Big Game or Fish violations in the prior three years are ineligible to participate in the Windom Special Deer Hunt. Any violation prior to July 1, 2018 will not be cause for ineligibility. Windom Police Department reserves the right to deny applicants as necessary.

If you are interested in this Special Permit hunting opportunity, and are at least 18 years of age, you must attend a hunter archery skills proficiency test session that the City will be conducting, date to be determined. You are required to submit the registration below, along with a $20 administrative fee, prior to the archery skills proficiency test. No walk-ins will be accepted. Permits will be offered to eligible hunters based on proficiency test score ranking. The 15 successful permit holders will be required to pay a $20 fee to participate in the hunt and take up to two deer. Payment must be received prior to site assignment.

Please provide the information requested below **Return the completed form and $20 fee (checks payable to City of Windom) to the address noted no later than Monday, September 3rd. Any forms postmarked after August 30th will not be accepted.** You do not need an archery license to take the proficiency test (3D targets at 15, 20 and 25 yards). You will need your bow and five (5) arrows with field points - no broadheads. You must qualify with the bow/accessories that you are going to hunt with. Cross bows may use the railing or a single stick, whatever is used in stand (no tri-pods unless you use it in your tree stand). Applicants must load their own weapon during qualification. **The screening sessions will be held at a yet to be determined area.**

Devin Kopperud, Archery Hunt Coordinator

✂ ------------------------------------------------------------------------

**Return by September 3rd to:** Windom City Deer Hunt, City Hall
**(include $20 administrative fee)** 444 9th St. PO Box 38, Windom, MN 56101

Name (please print) ______________________ Phone (          )

Address ____________________________________________________________

City/State/Zip Code _________________________________________________

➔ Are you at least 18 years old? ☐Yes ☐No
➔ Will you be using a cross bow? ☐Yes ☐No
➔ $20 payment enclosed: ☐Cash ☐Check Payable to City of Windom

**Signature**_______________________________________**Date**__________________________

# WINDOM DEER HUNT REGULATIONS

- Discharge of bows is limited to designated hunting sites and is only allowed from elevated stands five feet or from the ground, while in a ground blind. A person is required to travel to and from hunting sites with bows/cross bow unloaded, no arrow/bolt knocked.

- Portable tree stands that are bolted, clamped or tied are allowed. A person may NOT use screw-in type tree steps.

- All stands must be removed daily.

- Trimming of trees is prohibited unless approved by Hunt Coordinator.

- Trail cameras are prohibited.

- Driving or stalking deer on the ground is prohibited.

- In the event a hunter wounds a deer and the deer travels into private property or outside designated hunting area. The following procedure shall be used:

  In the case of a fatally wounded deer that is still alive, the hunter will be required to contact the Windom Police Department (507)831-6134 before proceeding further. The hunter will provide the authorities with the last known location and make arrangements to meet with law enforcement. The hunter will lead the officials to the injured animal and a decision will be made on appropriate recovery methods. In no event shall a hunter discharge a bow from anywhere other than a designated tree stand without authorization.

- Entrail ("gut") piles must be removed from the hunter's area.

- All park regulations are in force unless specifically exempted.

**ALL DEER HARVESTED IN WINDOM CITY DEER HUNT**
**MUST BE REGISTERED**

# PROTOCOL
# WINDOM DEER HUNT (2023)

The following is the protocol to use for instructing an archery hunter to get authorization to follow and kill a wounded deer in Windom. A hunter may not discharge a bow within the City from any area other than a designated tree stand or ground blind without authorization. However, deer that are hit and killed may be dispatched and removed from the area (e.g. using a knife, etc.) without this authorization.

Steps in order:

1. The hunter verifies that the deer has been wounded, is in on private property or in a public area, and the wounds are such that further authorization will be needed.

2. The hunter contacts Archery Hunt Coordinator Devin Kopperud (507)831-6134 for authorization to follow and dispatch the deer.

3. When following a wounded deer and while accompanied by the above named authorized personnel, the hunter may carry his bow uncased and strung. When the deer is located, additional shots to dispatch the animal will be authorized by the person accompanying the hunter who will determine that a killing shot may be made safely.

4. When the deer has been killed, it is the responsibility solely of the hunter to remove the animal from the park. Motor vehicles may not be driven off the roadway.

5. It is not the responsibility of the authorized personnel accompanying the hunter to determine the severity of wounds, the likelihood of the animal recovering or to provide assistance in tracking, locating, killing and removing the animal.

## RULES

1. MUST have a valid 2023 Minnesota Archery Deer License
2. MUST abide by the Minnesota Archery Hunting Rules (times, etc.).
3. MUST check-in at the Windom Police Department before and after hunting (daily).
4. MUST hunt at assigned site.
5. MUST park vehicle as near site as practical.
6. MUST have permit card on dash of vehicle, visible from the outside.
7. MUST register deer at check station.
8. MUST obtain permission to pursue a wounded deer on property other than site.
9. MUST use portable tree stands that are bolted, clamped or tied. No "screw in" type tree steps.
10. MUST legally retrieve, tag and secure up to two antlerless deer.
11. **MUST REGISTER DEER UNDER HUNT AREA #970.**
12. MUST hunt. **Thank you for participating in the program and congratulations on obtaining a permit for this special hunt. The City expects that a permit holder will actively pursue filling their permit. Hunting activity will be monitored. If a permit holder does not actively pursue filling their permit, the permit will be pulled and awarded to another qualified hunter.**

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN THE TERMINATION OF THE PERMIT.

I have read and understand the above rules:

______________________________ (signature) ____________________ (date)


## RULES

1. MUST have a valid 2023 Minnesota Archery Deer License
2. MUST abide by the Minnesota Archery Hunting Rules (times, etc.).
3. MUST check-in at the Windom Police Department before and after hunting (daily).
4. MUST hunt at assigned site.
5. MUST park vehicle as near site as practical.
6. MUST have permit card on dash of vehicle, visible from the outside.
7. MUST register deer at check station.
8. MUST obtain permission to pursue a wounded deer on property other than site.
9. MUST use portable tree stands that are bolted, clamped or tied. No "screw in" type tree steps.
10. MUST legally retrieve, tag and secure up to two antlerless deer.
11. **MUST REGISTER DEER UNDER HUNT AREA #970.**
12. MUST hunt. **Thank you for participating in the program and congratulations on obtaining a permit for this special hunt. The City expects that a permit holder will actively pursue filling their permit. Hunting activity will be monitored. If a permit holder does not actively pursue filling their permit, the permit will be pulled and awarded to another qualified hunter.**

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN THE TERMINATION OF THE PERMIT.

I have read and understand the above rules:

______________________________ (signature) ____________________ (date)

## DEER MANAGEMENT PROGRAM - ARCHERY SKILLS TEST

Welcome to the 2023 Archery Skills Test for the City of Windom deer management program. Devin Kopperud will be the contact for this hunt. This is the 1st year of the hunt and again our main goal is to have a safe and successful hunt for everyone.

There are a couple rules to be aware of:

1. The Windom hunt is under a Special Deer Hunt regulation. Up to two antlerless deer may be harvested. Deer must be legally retrieved, tagged and secured.

2. There are 15 permits available.

3. The 15 successful permit holders will be required to pay a $20 fee to participate in the hunt and take up to two deer. Payment must be received prior to site assignment.

Testing will involve shooting a total of 15 arrows from three different distances as follows:

Station #1 Five arrows from 25 yards
Station #2 Five arrows from 20 yards
Station #3 Five arrows from 15 yards

- The scoring will be explained to you by the scorer, prior to shooting.
- Cross bows may use the railing or a single stick, whatever is used in the stand. No tri-pods unless you use it in your tree stand.
- Applicants get one time at each station (3 total) to walk to target to inspect arrow placement.
- Applicants must load their own weapon during qualification.

If you have any questions, please feel free to ask.

***Please complete a survey after taking the proficiency test. Thank you.***

| | **Score** | **"X"s** | **Initials** |
|---|---|---|---|
| **Station #1** | | | |
| **Station #2** | | | |
| **Station #3** | | | |
| **TOTAL** | | | |

Shooter's Name **(PLEASE PRINT)** ________________________________

Shooter's Signature________________________________

Date________________________________

Scorer's Signature________________________________

**PERMIT #________**

PERMIT HOLDER: ____________________________________________
(PRINT FULL NAME)

SIGNATURE: ____________________________________________

SITE #: City Of Windom____________________________________________

LOCATION: Old Land Fill or Mayflower Park____________________________________________

*******SEE RULES ON BACK*******

**ALL DEER HARVESTED IN WINDOM CITY DEER HUNT MUST BE REGISTERED UNDER HUNT AREA #970.**

______________________________ ______________________________
(ISSUED BY) (DATE)

**PERMIT #________**

PERMIT HOLDER: ____________________________________________
(PRINT FULL NAME)

SIGNATURE: ____________________________________________

SITE #: City Of Windom____________________________________________

LOCATION: Old Land Fill or Mayflower Park ____________________________________________

*******SEE RULES ON BACK*******

**ALL DEER HARVESTED IN WINDOM CITY DEER HUNT MUST BE REGISTERED UNDER HUNT AREA #970.**

______________________________ ______________________________
(ISSUED BY) (DATE)

# WINDOM CITY HUNT SIGN IN SHEET

| NAME | DATE | SIGN IN TIME | LOCATION | SIGN OUT TIME | FILLED TAG? |
|---|---|---|---|---|---|
| Example | Current date | Current time | Mayflower or landfill | Sign out time | Yes or no |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

# 2024 Special Deer Hunt Recommendation Form - Archery

**This form is to be used for city, park, and SNA archery hunts. This form should be sent to non-DNR hunt coordinators to fill out and return to Area Managers. Area Managers must input the information on this form into the WDRIS system by April 24, 2023.**

**2024 Archery deer season: September 14-December 31**

---

**Hunt Area Name**

**Hunt Administrator/Contact**

**Address**

**Phone**

**E-mail**

**Website address with hunt information (if applicable)**

**Dates of Hunt (From/to; e.g. Oct. 7-8)**

**GPS coordinates of hunt location (lat, long)**

**Additional Hunt Dates (from/to...only if part of the same hunt)**

**Application Deadline** *Note: Applications and permitting for most archery special hunts are processed by the hunt administrator. Application dates and methods vary by special hunt.*

**Application Fee (if applicable)**

**Number of Permits (the number of hunters participating in the hunt)**

**With rare exception, hunters participating in a special hunt will be allowed to use any combination of licenses/permits to take deer in a special hunt regardless of bag limit. Legal bucks must be tagged with a license but bonus permits may be used to take any antlerless deer. If an exception is needed, please contact Barb Keller, barbara.keller@state.mn.us**

**Bag Limit (Select from drop-down menu)** *Note: this is specific to this hunt and may be different from the surrounding permit areas. For example, if a special hunt falls within a permit area that is under lottery management and "2 deer" is selected, an individual hunter can tag both deer during the special hunt with bonus permits and use his/her license in the deer permit area.*

1 deer

**Special Management Strategy**

- ○ Antlerless only
- ○ Antler Point Restriction
- ○ Earn-a-buck
- ◉ Either sex
- ○ Other

**Reason for Special Permit Hunt (check all that apply)**

- ☐ Deer are causing substantial damage to Ag or Forest Crops
- ☐ Unacceptable level of deer vehicle accidents are occurring adjacent or in the unit
- ☐ Deer are causing a significant negative impact to native plant communities and/or forest regen. in the unit
- ☐ Deer are causing significant negative impact to adjacent landowner's vegetation
- ☐ Other

**Additional comments (e.g., are facilities are available for disabled hunters?)**

Any questions regarding this form should be directed to Barb Keller, Big Game Program Leader, 651-259-5198 or barbara.keller@state.mn.us

Approvals by Area Manager, Regional Manager, and Big Game Program Leader will occur via the WDRIS application.

☐ Hunt Administrator Approval

# ACTION ITEM

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

**TO:** City Council
**FROM:** Personnel Committee
**DATE:** April 8, 2024
**RE:** Proposal for Sergeant\Investigator Position – Memorandum of Agreement with LELS
**DEPT:**
**CONTACT:** Chief Scott Peterson: Scott.Peterson@windompdmn.com

## Recommendations/Options/Action Requested

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

1. Conditionally approve a Memorandum of Agreement with Law Enforcement Labor Services (LELS) for the creation of a combination Sergeant\Investigator position.

## Issue Summary/Background

Assistant Police Chief Cory Hillesheim resigned in mid-March. The Police Chief requested that the City consider leaving that position vacant at this time. To assist with administrative duties and have a second in command he has proposed the creation of a Sergeant\Investigator position. There is currently a night Sergeant, which is needed to provide supervision and support and this new position would be primarily daytime work.

A draft Memorandum of Agreement has been forwarded to LELS for their review. The approval process for them will include a membership vote, etc. To help move the process forward staff is asking for the City Council's conditional approval of the Memorandum of Agreement subject to LELS approval and authority for staff to make technical (non-material) changes to the MOA if needed.

## Fiscal Impact

The additional five percent wage increase for the Sergeant\Investigator position will be covered by the savings from not filling the Assistant Police Chief position. Due to the vacancy, there will be additional payroll cost reductions from not paying for other benefits such as health insurance, etc.

## Attachments

1. DRAFT Memorandum of Agreement for Sergeant\Investigator position.

## MEMORANDUM OF AGREEMENT (MOA)

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

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

**WHEREAS,** as of April 16, 2024, The City of Windom wishes to establish the position of Sergeant\Investigator with this MOA to be included in the labor agreement as Appendix G.

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

**Sergeant/Investigator Position**

1. Position will be an assignment by the City of Windom within its managerial rights to establish an organizational structure, the officer to be selected for the Sergeant\Investigator position will be by the City at its sole discretion.

2. There shall be a six (6) month evaluation period for the City to determine the benefits and\or success of this newly created position. Upon conclusion of the six-month period the City may eliminate this position. An officer serving as Sergeant\Investigator will then return to patrol or another position within the labor agreement upon agreement between the City and union.

3. Additional duties of the Sergeant\Investigator position, in addition to the Investigator only position, will include such administrative tasks as responsibilities for forfeitures, bullet proof vests, daytime supervision of patrol officers, supervision of the SRO officer and act as Chief when the Police Chief is not available.

4. The compensation for the Officer assigned to this Sergeant/Investigator position will be ten percent (10%) above the Officer's current pay at whatever step the assigned Officer is at on the LELS pay scale shown within the applicable labor agreement. This accounts for the 5% investigator pay as noted in Appendix C of this labor agreement and an additional 5% for the combined Sergeant\Investigator duties. If for some reason the individual appointed to the sergeant\investigator position is not at top officer pay the city will consult and negotiate wages with the union.

5. If the Officer assigned to this Sergeant\Investigator position chooses to rotate out of the position at any time the Officer shall notify the Police Chief in writing. Said Officer shall be returned to a Patrol Officer classification. If a change is made, either by the Officer or Police Chief to switch back to patrol, the Officer holding the Sergeant\Investigator position will fill the shift of the Officer they are changing positions with until the next bidding process for shifts occurs.

6. Covering Patrol Shifts - The Sergeant\Investigator shall be required to cover patrol shifts as directed by the Police Chief or Assistant Chief. A Sergeant\Investigator shall receive compensation as defined in #3 if covering a patrol officer shift.

7. Absence of Sergeant\Investigator (vacation, sick leave, etc.) - If the City assigns another Officer to fill in for the Sergeant\Investigator in excess of 5 (five) shift rotations the assigned Officer shall receive compensation as shown in #3 above for only the time they fill the Sergeant\Investigator position.

8. Schedule to be determined by Police Chief with consultation of Officer assigned to Sergeant position, the City retains all managerial rights to schedule.

9. The Sergeant\Investigator position will be subject to call-out. Off-duty call out for Supervisory assistance will be directed to the Chief, Assistant Chief or directed to the Sergeant\Investigator at management's discretion. The city and union agree that the Sergeant\Investigator is a non-exempt position.

This Memorandum of Understanding represents the complete agreement between the parties relative to this matter.

Dated this ________ day of ____________, 2024.

| | |
|---|---|
| **City of Windom** | **Law Enforcement Labor Services, Inc.** |
| ______________________________ | ______________________________ |
| Mayor, City of Windom | Business Agent |
| ______________________________ | ______________________________ |
| City Administrator, City of Windom | Union Steward |

# ACTION ITEM

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

**TO:** Steve Nasby and the City Council
**FROM:** Jon Ketzenberg, Street and Parks Superintendent
**DATE:** April 8th, 2024
**RE:** 2024 Seasonal Hire
**DEPT:** Street & Parks Department
**CONTACT:** Jon.Ketzenberg@windommn.com

---

**Recommendations/Options/Action Requested**
Staff recommends that the Council take the following actions:

> Hire Ken Derickson, Camryn Elness and Henry Erickson as seasonal workers for this spring and summer. Ken will start the beginning of May. Camryn and Henry's starting date will be mid-May 2024.

Part-time Seasonal Pay Rates
Henry Erickson- $13.75
Camryn Elness- $13.75
Ken Derickson- $14.75

---

**Issue Summary/Background**
Ken has worked for the Street and Parks Department for seven years now. This will be Camryn and Henry's secord 'year.

---

**Fiscal Impact**
The Street and Parks Department has three seasonal workers budgeted for 2024.

---

**Attachments**
None

# AIA® Document G702™ – 1992

## Application and Certificate for Payment

**TO OWNER:**
City of Windom
1105 First Avenue
Windom MN 56101

**PROJECT:**
River Bend Liquor
575 2nd Ave
Windom MN 56101

**APPLICATION NO:** 5
**PERIOD TO:** 3/31/2024
**CONTRACT FOR:**
**CONTRACT DATE:** 9/7/2023
**PROJECT NOS:** / /

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

**FROM CONTRACTOR:**
Sussner Construction, Inc.
305 Legion Field Road
Marshall MN 56258

**VIA ARCHITECT:**
TSP Architects
1112 N West Ave
Sioux Falls SD 57104

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ........ $ 745,885.00
2. NET CHANGE BY CHANGE ORDERS ........ $ 27,603.00
3. CONTRACT SUM TO DATE *(Line 1 ± 2)* ........ $ 773,488.00
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)* ........ $ 672,055.50
5. RETAINAGE:
   a. 5.0% of Completed Work *(Columns D + E on G703)* $ 33,602.80
   b. 0.0% of Stored Material *(Column F on G703)* $ 0.00

   Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)* ........ $ 33,602.80
6. TOTAL EARNED LESS RETAINAGE ........ $ 638,452.70
   *(Line 4 minus Line 5 Total)*
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ........ $ 565,735.43
   *(Line 6 from prior Certificate)*
8. CURRENT PAYMENT DUE ........ $ 72,717.27
9. BALANCE TO FINISH, INCLUDING RETAINAGE
   *(Line 3 minus Line 6)* $ 135,035.30

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

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

**CONTRACTOR:** Sussner Construction, Inc.

By: Date: 04/10/24

State of: Minnesota

County of: Lyon

Subscribed and sworn to before me this 10th day of April, 2024

Notary Public: Crystal Jennings

My commission expires: January 31, 2028

CRYSTAL D JENNIGES
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2028

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

**AMOUNT CERTIFIED** ........ $ 72,717.27

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

**ARCHITECT:**

By: Date: 4/12/2024

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

# AIA® Document G703™ – 1992

## Continuation Sheet

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

**APPLICATION NO:** 5
**APPLICATION DATE:** 3/31/2024
**PERIOD TO:** 3/31/2024
**ARCHITECT'S PROJECT NO:**

| A | B | C | D | E | F | G | | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | | | WORK COMPLETED | | | | | | |
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | MATERIALS PRESENTLY STORED (Not in D or E) | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C – G) | RETAINAGE (If variable rate) |
| 001 | Misc Demo | 19,500.00 | 15,600.00 | 3,900.00 | 0.00 | 19,500.00 | 100.00 | 0.00 | 975.00 |
| 002 | Excavation / Fill | 65,700.00 | 65,700.00 | 0.00 | 0.00 | 65,700.00 | 100.00 | 0.00 | 3,285.00 |
| 003 | Rebar | 12,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 100.00 | 0.00 | 600.00 |
| 004 | Footings / Foundations | 32,000.00 | 32,000.00 | 0.00 | 0.00 | 32,000.00 | 100.00 | 0.00 | 1,600.00 |
| 005 | Interior Flatwork | 19,800.00 | 19,800.00 | 0.00 | 0.00 | 19,800.00 | 100.00 | 0.00 | 990.00 |
| 006 | Exterior Coverage | 12,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 100.00 | 0.00 | 600.00 |
| 007 | Metals / Handrails | 6,450.00 | 6,450.00 | 0.00 | 0.00 | 6,450.00 | 100.00 | 0.00 | 322.50 |
| 008 | Rough Carpentry | 62,000.00 | 49,600.00 | 12,400.00 | 0.00 | 62,000.00 | 100.00 | 0.00 | 3,100.00 |
| 009 | Trusses | 28,800.00 | 28,800.00 | 0.00 | 0.00 | 28,800.00 | 100.00 | 0.00 | 1,440.00 |
| 010 | Thermal Insulation | 20,600.00 | 15,450.00 | 5,150.00 | 0.00 | 20,600.00 | 100.00 | 0.00 | 1,030.00 |
| 011 | Wall / Roof Panels, Trim & Accessories | 76,750.00 | 72,912.50 | 3,837.50 | 0.00 | 76,750.00 | 100.00 | 0.00 | 3,837.51 |
| 012 | Joint Sealants | 1,600.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 75.00 | 400.00 | 60.00 |
| 013 | Hollow Metal, Wood Doors & Hardware | 12,500.00 | 11,250.00 | 0.00 | 0.00 | 11,250.00 | 90.00 | 1,250.00 | 562.50 |
| 014 | Aluminum / Glazing | 8,350.00 | 8,350.00 | 0.00 | 0.00 | 8,350.00 | 100.00 | 0.00 | 417.50 |
| 015 | Sheetrock Hang / Tape | 18,250.00 | 14,600.00 | 3,650.00 | 0.00 | 18,250.00 | 100.00 | 0.00 | 912.50 |
| 016 | Acoustical Ceilings | 11,700.00 | 0.00 | 11,700.00 | 0.00 | 11,700.00 | 100.00 | 0.00 | 585.00 |
| | | 408,000.00 | | | | | | | |
| | GRAND TOTAL | | | | | | | | |

![AIA] 

# AIA Document G703™ – 1992

## Continuation Sheet

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

**APPLICATION NO:**
**APPLICATION DATE:** 5
**PERIOD TO:** 3/31/2024
**ARCHITECT'S PROJECT NO:** 3/31/2024

| A | B | C | D | E | F | G | | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | | | WORK COMPLETED | | | | | | |
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | FROM PREVIOUS APPLICATION *(D + E)* | THIS PERIOD | MATERIALS PRESENTLY STORED *(Not in D or E)* | TOTAL COMPLETED AND STORED TO DATE *(D+E+F)* | % *(G ÷ C)* | BALANCE TO FINISH *(C – G)* | RETAINAGE *(If variable rate)* |
| 017 | Resilient Base / Carpet | 7,850.00 | 0.00 | 3,925.00 | 0.00 | 3,925.00 | 50.00 | 3,925.00 | 196.25 |
| 018 | Resinous Flooring | 31,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31,500.00 | 0.00 |
| 019 | Painting | 18,200.00 | 0.00 | 16,380.00 | 0.00 | 16,380.00 | 90.00 | 1,820.00 | 819.00 |
| 020 | P-Lam Cabinets / C-tops | 6,100.00 | 6,100.00 | 0.00 | 0.00 | 6,100.00 | 100.00 | 0.00 | 305.00 |
| 021 | Plumbing / HVAC | 106,950.00 | 80,212.50 | 0.00 | 0.00 | 80,212.50 | 75.00 | 26,737.50 | 4,010.63 |
| 022 | Electrical | 80,750.00 | 48,450.00 | 0.00 | 0.00 | 48,450.00 | 60.00 | 32,300.00 | 2,422.50 |
| 023 | Hydro Seeding | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 024 | Temp Jobsite Fencing | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 100.00 | 0.00 | 100.00 |
| 025 | Equipment | 10,000.00 | 7,500.00 | 2,500.00 | 0.00 | 10,000.00 | 100.00 | 0.00 | 500.00 |
| 026 | General Requirements | 35,135.00 | 28,108.00 | 7,027.00 | 0.00 | 35,135.00 | 100.00 | 0.00 | 1,756.76 |
| 027 | Bond | 7,600.00 | 7,600.00 | 0.00 | 0.00 | 7,600.00 | 100.00 | 0.00 | 380.00 |
| 028 | Mobe | 20,000.00 | 16,000.00 | 4,000.00 | 0.00 | 20,000.00 | 100.00 | 0.00 | 1,000.00 |
| 029 | Dumpsters | 8,300.00 | 6,225.00 | 2,075.00 | 0.00 | 8,300.00 | 100.00 | 0.00 | 415.00 |
| 30 | Change Order 1 | 27,603.00 | 27,603.00 | 0.00 | 0.00 | 27,603.00 | 100.00 | 0.00 | 1,380.15 |
| | GRAND TOTAL | 773,488.00 | 595,511.00 | 76,544.50 | 0.00 | 672,055.50 | 86.89 | 101,432.50 | 33,602.80 |

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

SUSSNER CONSTRUCTION
GENERAL CONTRACTOR

306 LEGION FIELD ROAD
MARSHALL, MN 56258
TEL / 507.537.9779
FAX / 507.537.9473
sussner@sussnerconstruction.com
www.sussnerconstruction.com

# CHANGE ORDER REQUEST

**DATE:** 04/05/2024

**PROJECT:** River Bend Liquor Store Addition/Renovations
City of Windom, MN
575 2nd Avenue
Windom, MN 56101

**ARCHITECT:** TSP Architects
1112 N. West Ave.
Sioux Falls, SD 57104

**RE:** Painting Deduct

**DISCRIPTION:**

Delete painting of warehouse walls and part of the ramp walls in the existing building.

Sub Deduct: ($1,605.00)

Change Order: 4669 - 1 / Date: 4/2/2024
Project Number: 2301075

Colorful Concepts Painting
38922 County Road 1
Sartell, MN
56377, US
+13203600262

Prepared By:
Allie Newberger
320-360-0262
allie@colorfulconceptspainting.com

---

Project: **City of Windom - River Bend Liquor Store Renovation**

**Scope of Work**

Retraction for not painting the walls in the warehouse room and 2/3 part of the ramp hallway walls

**Notes**

---

**Summary**

| | |
|---|---|
| Subtotal | -$1,604.87 |

**-$1,604.87**

Accepted By ____________________ Date ____________