



CITY COUNCIL MEETING
December 17, 2024
City Council Chamber
6:30 p.m.

CITY OF WINDOM, MN
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AGENDA

Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – December 3, 2024
 - Community Center Commission – December 9, 2024
 - EDA – December 9, 2024
 - Library Board – December 10, 2024
 - Parks & Recreation – November 13, 2024
 - Planning & Zoning – December 10, 2024
 - Telecom Commission – November 18, 2024
 - Utility Commission – November 27, 2024
- License/Permit Applications
 - Annual Cigarette License Renewal – Family Dollar
 - Exempt Gambling Permit – BARC
 - Exempt Gambling Permit – Windom Fire Relief Association
- Regular Bills

2. Department Heads

3. Public Hearing – Residential Tax Abatement – 1946 Bud Road

4. City Budget

- 2025 Levy Resolution
- Approve 2025 City of Windom Budget
- 2024 Budget Amendments

5. S.M.A.R.T. Goals

- 2024 Dashboard Report
- 2025 S.M.A.R.T. Goals

6. Mayor Appointment – Hospital Board

7. Street Closure Request – Windom Chamber – Light Parade/Christmas by Candlelight

8. Personnel

- Police Department – Records Management – Letter to County Commissioners

9. Resolutions of Appreciation

- Marv Grunig
- Dominic Jones

10. New Business

11. Old Business

12. Council Comments

13. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
December 3, 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; Jason Sykora, Electric Utility Manager; Tiffany Lamb, EDA Director; Jon Ketzenberg, Streets & Parks Superintendent; Donna Torkelson, Finance Director; Tim Snyder, Community Center Director and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – November 19, 2024
 - Community Center Commission – November 18, 2024
 - Parks & Recreation Commission – November 13, 2024
 - Utility Commission – November 27, 2024
- License\Permits
 - Annual Cigarette License Renewals
 - Annual Game of Skill Renewals
 - Annual Theater License Renewal
 - Exempt Gambling Permit – Ducks Unlimited
- Regular Bills

Jones said the County had asked the Council to consider a municipal consent resolution for their project on CSAH 17 to do some pavement replacement, which is partly in City limits.

Motion by Quade seconded by Benson approving the Consent Agenda and adding an item under New Business for Cottonwood County related to work on CSAH 17. Motion carried 5 – 0.

5. Public Comment:

Wayne Mau said that he is the Service Officer for the American Legion Post and there are no US flags flown on the Square during the holidays. He said the Boy Scouts formerly did this but they have disbanded. He would like the City to pick this up. He has talked to the Boy Scouts and located the flags. Ava Van Norman is going to do an Eagle Achievement project to replace the flags in poor condition. Mau said he feels it is the City's responsibility to put flags up for Memorial Day, July 4th, Labor Day and Veteran's Day.

Jones said the Council would take this request under advisement.

Grunig thanked Mau for finding the flags and agrees the flags should be displayed; however, he would rather not designate the City as the responsible party and feels it should be done by a private group. The City can help replace the flag holder brackets.

Jones said that maybe the Department Heads can discuss or hopefully a private group steps up.

Nelson asked if the Legion will have flags or has a supplier. Mau replied that the student doing the Eagle project will do fundraising to replace the flags initially. Nelson said that usually the VFW has provided new flags and handled disposal of old ones. Mau said that Schwalbach Hardware has given them a good price on flag purchases.

6. Department Heads:

None.

7. 2025 City Budget:

Jones said that there would be review of the budget by staff and then opportunity for public comment.

Nasby presented the 2025 proposed budget and highlighted the following:

- Telecom Fund shows a negative cash flow (\$59,298) based on low revenue projections as there are a number of unknowns with television conversion to streaming. Video conversion still planned for 2025.
- Water overall positive cash flow which includes a 4% service increase for 2025 to keep up with inflationary costs of goods, services and labor.
- Wastewater Funds have a positive cash flow, but the Utility Commission has approved an 4% increase in rates to keep up with inflationary costs of goods, services and labor.
- Electric Fund has a balanced budget. There is an approved use of reserve funds for capital projects including new meters and replacement of trucks. The new generation plant is completed and on-line. The budget includes a General Fund transfer of \$200,000 as usual for payment in lieu of taxes. To pay for the debt on the capital improvements and to keep up with inflationary costs of goods, services and labor, a rate increase of 5% will effective for 2025. This increase is approximately equal to \$4.40\month for an average household.
- Liquor Fund shows a balanced budget with a yearend surplus. Their expenses for goods and labor, General Fund transfer of \$100,000 for payment in lieu of taxes and new debt service on the store expansion are included in the expenses.
- General Fund is comprised of non-Enterprise funds with a \$3.46 million proposed budget, which is an increase of 3.2% from the previous year with the increases due to inflation for goods, services and labor costs. Capital Improvements for the General Fund departments equaled about \$412,000. Debt Service on bonds for prior street projects, the Emergency Services Facility and Arena total \$586,000 for 2025.
- Special Revenue Funds include the Arena, Community Center, Airport, Pool, EDA, Ambulance and Library where these funds generate income but are also tax supported. The Ambulance Fund is self-supporting. Capital for these funds is about \$417,000 including \$375,000 of reserve funds used for a new Ambulance and radio equipment. Overall, the Special Revenue Funds are supported by \$1.065 million of property taxes.

- The proposed tax levy for 2025 is \$2,682,501 which is an 4.71% increase over last year and just under the preliminary tax levy set in September. Windom's Average Tax levy Change in the past 15 years is 3.66% increase.
- There is a Council Policy is to maintain 35-60% General Fund Reserve balance, currently the reserve is estimated at 44.43% based on the 2023 audited reserve and factored against the 2025 budget less the General Fund commitments.
- Windom's City tax rate, Overall tax rate, net tax capacity and LGA distribution is shown on the Comparison City table and the data does indicate that Windom is right on the averages for 13 peer communities.

Jones asked if there were any members of the public wanting to address the Council regarding the proposed 2025 budget.

Wayne Mau asked about streets as many are in bad shape. Quade said that the street committee has been discussing the priorities and making plans for the next street project which may be in 2025. She noted that two priorities are 1st Avenue and 10th Streets but the costs for both these are very high. The City did apply for a grant for 10th Street but it was not funded. Nasby noted the cost for these two streets is likely \$11-12 million.

Jones said that debt would need to be issued and that adds to the debt the City pays through property taxes and assessments. Jones added that the budget is on the City website and that the Council will formally adopt the budget and property tax levy at the next meeting on December 17.

Ben Derickson, Fire Chief, said that the Council had partially funded a new fire tanker truck last year and is including \$120,000 for 2025. He said the availability of chassis and build schedule is pushing a decision on moving ahead sooner than January. To avoid any more price increases and to make sure Windom gets in the building que he is requesting the City Council to approve the ordering of this unit. The cost has already gone up from \$283,688 to \$293,968. The funds for the chassis are available in the 2024 budget and the rest is due upon delivery in late 2025. The cost exceeds the budgeted amount but they saved money on other projects the Council has approved and want to move those excess funds to the fire tanker truck to cover the costs.

Motion by Esplan second by Grunig to approve the Fire Department to order the new tanker truck and to use excess funds from other previously approved Fire Department projects as needed to cover the tanker costs. Motion carried 5 – 0.

Nelson asked if there were going to be any other surprises on this unit. Derickson said they just need to confirm the specs and send in the accepted quote so he did not foresee anything else coming up.

8. Call for a Public Hearing – Residential Tax Abatement – 1946 Bud Road:

Tiffany Lamb, EDA Director, said a request for the property tax abatement program had been received for a new home on Bud Road. The estimated value is \$210,000 and would have an estimated \$1,210 tax abatement annually for five years totaling \$6,050. This action is to set a public hearing for December 17, 2024. She noted there are still seven open lots in the Gove Acres subdivision.

Council Member Grunig introduced the Resolution No. 2024-52, entitled “RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT” and moved its adoption. The Resolution was seconded by Nelson

and on roll call vote: Aye: Grunig, Esplan, Benson, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

9. Street Closure Request – American Lutheran Church – Living Nativity:

Jon Ketzenberg, Streets and Parks Superintendent, said that the church has requested a street closure for their event on December 11th for Prospect Avenue between 9th and 10th Streets from 5 – 7:30 pm. Both he and the Police Chief are recommending approval.

Motion by Quade second by Benson to approve the temporary street closure on December 11, 2024 for Prospect Avenue between 9th and 10th Streets from 5 – 7:30 pm. Motion carried 5 – 0.

10. Highway 60/71 – Highway Safety Improvement Grant:

Nasby said that the Council had agreed to submit a grant for a round-about in partnership with MN DOT District 7 for the intersection with South Highway 71. Included in the packet is the grant submission and he noted the City's out-of-pocket cost is shown to be \$5,000 with another \$50,000 coming through Federal/State resources. The total project cost is shown as \$4.25 million. No action is needed, but he wanted the Council to see the information and know that the letter of support was provided by Mayor Jones as required.

Benson asked when the four-lane is coming back. Esplan said the diagram shows four lanes coming into the proposed round-about and four-lanes coming out. Quade said that MN DOT does not want to make any changes until the round-about is built.

Jones thanked the local newspaper and radio station for getting out information on the MN DOT discussion from the last Council meeting.

Nelson inquired where the detour will go when the round-about is constructed.

Benson thanked MN DOT for coming to the last Council meeting and being productive.

Nelson said he is not a fan of round-about but we need to slow traffic down coming into town.

11. Burbach Aquatics – Pool Inspection Proposal:

Nasby said the swimming pool inspection proposal has been revised by Burbach Aquatics as they concurred after a site visit that there were items that could be cut out of the proposal and thus a greatly reduced cost. This will be needed to pursue additional FEMA funds for potential re-location. A FEMA representative was in town today and said that FEMA would cover the cost if flood damage is discovered.

Motion by Benson second by Quade to approve the revised Burbach Aquatics pool inspection proposal. Motion carried 5 – 0.

12. Personnel:

Tim Snyder, Community Center Director, said he is requesting Council's approval for hiring an on-call person for the Community Center for event turnover and other intermittent work.

Motion by Benson second by Nelson to approve the hiring of Kerri Oltmans for on-call help at the Windom Community Center. Motion carried 5 – 0.

13. Contractor Payment – Wilcon Construction – Electric Generation Building – Pay Request #13:

Jason Sykora, Electric General Manager, said that the Utility Commission had recommended approval of this change order for \$397.00 and the payment to Wilcon Construction for \$28,500. The engineers

have also signed off on these actions. Sykora said nearly everything is done and a final payment with retainage will be coming soon.

Motion by Benson second by Grunig to approve Pay Request #13 to Wilcon Construction for \$28,500.00 for the Electric Generation Building. Motion carried 5 – 0.

Motion by Benson second by Grunig to approve the change order for \$397.00 as presented. Motion carried 5 – 0.

14. New Business:

Nasby said the County had asked that the Council consider approval of a municipal consent resolution for their work on CSAH 17. Part of the project is in City limits and needs the Council's approval. Items were handed out to the Council and media showing the project location and the scope of work to include pavement replacement and three feet of additional paving on the shoulder. There is no cost to the City for this project.

Council Member Grunig introduced the Resolution No. 2024-53, entitled "STATE AID FOR LOCAL TRANSPORTATION RESOLUTION – APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Esplan, Benson, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

15. Old Business:

None.

16. Council Comments:

Benson said it is cold and flu season so check up on your neighbors and help out if you can.

Quade said that on December 7th there is a craft show at BARC and one at the Community Center on December 14th. KDOM is doing story time with the Windom Library. Reindeer races are starting at KDOM and she encouraged people to participate as the winner gets their electric bill paid for a month. She was at the Coalition of Greater MN Cities conference and heard about legislative issues.

Grunig thanked Tim Hogan on getting the Burbach Aquatics proposal down in cost.

Jones said the new Council set up works well for Council and the School Board. He hoped everyone had a good Thanksgiving,

17. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:53 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes

Monday, December 9th, 2024

1. Call to Order: President Linda Stuckenbroker called the meeting to order at 5:32 p.m.

2. Present:

President: Linda Stuckenbroker
CC Director: Tim Snyder
Commission Members: Mitch Voehl
Lenny Thiner – Absent
Jan Duscher
Al Baloun – Absent

Commission Liaisons: Scott Benson
Jim Nelson

City Administrator: Steve Nasby – Absent

3. Approval of Minutes: **Minutes from November 18th, 2024, Meeting reviewed and approved. Motion made by Jan Duscher; seconded by Mitch Voehl. Approved 3-0.**

4. Director Report:

Personnel

Fully Staffed

- Hired two on-call staff

Reviewed Schedule

- Multiple sports bookings this winter

Financial Report

5. Old Business:

- A. Review of discussions and motions from November 18th Meeting concerning capital improvements.

6. New Business:

- A. 12/20 5:00-7:00 Holiday R&R/7:00-10:00 Bar Trivia

- B. Discussed putting flag up on holidays

- i. City Council needs to make a policy. Community Center puts flag up for 5 dates already. Will add Flag Day for 6 dates per year and as needed.

- C. Motion: Jan Duscher; Seconded by Mitch Voehl. Approved 3-0.

7. Commissioners Comments:

- A. Request to upgrade toilets to a higher profile/elevated in women's restroom.

**Motion by Mitch Voehl, seconded by Jan Duscher, to adjourn meeting at 6:08 p.m.
Motion approved 3-0.**

Next Meeting: Monday, January 13th, 2024

ATTEST:

Linda Stuckenbroker

Mitch Voehl, Secretary

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 9, 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, Stacie Sanow, Marv Grunig, and James Nelson

Also Present: EDA Staff – Tiffany Lamb, EDA Director, and Admin. Asst. Mary Hensen; Mayor Dominic Jones; and Steve Nasby, City Administrator.

3. Approval of Minutes: November 4, 2024:

Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve the Minutes of the EDA Meeting held on November 4, 2024. Motion carried 5-0.

4. NWIP – Phase II

A. Extension of Farm Lease: NWIP Phase II includes the property owned by the EDA lying south of Opportunity Drive. This property is currently leased as agricultural crop land and includes 32.11 tillable acres. The EDA has leased this property to Steven Muller since 2018. Director Lamb reported that EDA Staff contacted Mr. Muller and he is willing to lease this property again for the 2025 crop year on the same terms as the current crop year. Director Lamb displayed a copy of the proposed Extension of Farm Lease on the screen. (The Commissioners also received a copy of the proposed Extension in their packets.) The proposed rental for the 2025 crop year is \$6,743.10 which is payable in halves by April 25th and December 2nd. Director Lamb advised that Mr. Muller has paid the lease payments on time, mows the area around the farmland, and keeps the property looking good.

Motion by Commissioner Grunig, seconded by Commissioner McNamara, to approve the extension of the farm lease between the EDA and Steven Muller for the 2025 crop year. Motion carried 5-0.

5. Community Venture Network – Membership Renewal: Director Lamb recapped that the EDA has been a member of the Community Venture Network (CVN) for a number of years. In conjunction with The Brookshire Company, CVN hosts 3 meetings per year in Lakeville. These meetings are attended by city administrators, EDA directors, and developers. CVN focuses on developers who are interested in Greater Minnesota and rural areas. The developers provide information concerning their businesses, plans for expansion or relocation, specifics concerning requirements for a new site, and any requests for financial assistance. Director Lamb advised that these meetings are a good way to network with other cities and connect with potential business prospects for Windom. She related stories of beneficial contacts made in the past through CVN and its Director Justin Erickson.

Pursuant to a prior agreement between the CVN and the EDA, the EDA's annual membership fee had been discounted from \$4,250 to \$3,500 because of a joint membership with another city. The EDA has not received the renewal materials for 2025, but we are anticipating receiving these documents either before the end of December or in early January. We will again request a discount. However, we are not certain that a joint membership will be available. In response to a question, Director Lamb confirmed that there are funds in the EDA's budget to cover this membership fee.

Motion by Commissioner McNamara, seconded by Commissioner Sanow, to approve the renewal of the EDA’s CVN Membership for 2025 for an annual fee not to exceed \$4,250. Motion carried 5-0.

6. New Business: None.

7. Unfinished Business

A. Staff Report: Director Lamb reported that she has been working on floodplain management related to this year’s flooding. She had assembled a damage assessment and the County provided post-flood assessed values. The City is continuing to communicate with the DNR to make sure that efforts are in compliance with DNR’s requirements.

Windom Landing: Director Lamb reported that all of the siding is now installed on the last apartment building. This building has not received a certificate of occupancy yet as there may be other interior items still on the punch list. Director Lamb updated the Board on the remaining requirements for release of the final payment of the appropriation funds to the Developer. She has also been in discussion with the Developer concerning possible uses for the former EDA Spec Building as it is now in an R-3 Zoning District.

President Wepplo reported briefly on her meeting with the Business Development Director from Windom Area Health.

Director Lamb advised that Premium Iowa Pork (“PIP”) plans to open the Windom facility in January 2025. She reported that PIP has received a substantial number of applications.

Director Lamb reported that three new businesses have opened in Windom in the last 2 months: Windom Liquidation (by Subway) which is a business that purchases pallets of goods and resells those items, BARC Indoor Golf (golf simulator), and Nyble Technologies (computer techs) in the Downtown Square.

Director Lamb updated the Board concerning her discussions with Windom Area Development Corporation (“WADC”) on potential uses for some of their loan funds.

Director Lamb reported that the new street (Cottonwood Lake Boulevard) is finished in the South Cottonwood Lake Subdivision. The contractor has now put backfill on the sides of the street. DGR (City Engineer for inspection of this project) noted some small areas for minor surface repairs. DGR and Street Superintendent Jon Ketzenberg will be reviewing plans and working with the contractor concerning paving the entrance to the lift station and the pad which would probably be a project for next spring.

Admin. Asst. Hensen updated the Board that A Red Shed ME&C LLC (Highway 71 Storage) is constructing a third building of storage units in NWIP.

8. Miscellaneous Information:

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

9. Comments: Commissioner Grunig said that he is on his “farewell tour” for EDA Meetings as his City Council term will conclude at the end of 2024. He thanked Director Lamb for all her work and said that she was the right person, in the right place, at the right time. Commissioner Grunig thanked the EDA Commissioners and also thanked Admin. Asst. Hensen for her knowledge and work for the EDA.

Mayor Jones said that this is also his last meeting with the EDA. He said that it’s been an honor to be the liaison to the EDA Board and work with the Board, Director Lamb, and Admin. Asst. Hensen. He

appreciates all the work they have done. He also thanked City Administrator Nasby for his knowledge of economic development and working with the EDA.

In response to a question, Director Lamb advised that the incoming Mayor will make City Council assignments concerning the various boards and commissions at the first meeting in January. These appointments will then be approved by the City Council.

10. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:35 p.m.

Attest: _____
Tiffany Lamb, EDA Director

Stacie Sanow, EDA Secretary-Treasurer

Windom Library Board Meeting

Tuesday, December 10, 2024

5:05 PM

Call to order – Called to order @ 5:02 PM by John Duscher

Roll Call –

Present – John Duscher, Steve Fresk, Anita Winkel, Fran Swenson, and Kari Scheitel

Absent – Wade Pfeiffer and Chris Wolf

Library Staff present – Kari Hanson

Agenda & Minutes – **(November Minutes)** – Motion to approve agenda and November minutes by S. Fresk and second by F. Swenson. Motion carried.

Financial Report – No financial report at this time. Data not available.

Librarians Report –

- Story time has been well attended. We have a group of families that attend regularly and it's so wonderful to hear the voices and activity of the families in the library.
- Christmas by Candlelight is on Thursday, December 19th. The library will participate. We will be open until 7 PM. We will have games and a craft project.

Motion to approve Librarian's Report by K. Scheitel and second by S. Fresk. Motion carried.

- **Old Business** – The first part of the roof repair was scheduled to take place on Wednesday, December 11th. However, due to the cold weather that was in the forecast, they cancelled late in the afternoon on Tuesday. Will wait to hear from them as to when the repair will take place. Library was scheduled to be closed, due to no power during repair. With the cancellation, Kari will contact KDOM Radio, post on social media, and post signs on the door and the library will be open regular hours.

New Business –

- Review of an outdated rental lease. Discussion was held. The space rented is not accessible to the library, so it is not space the library needs.
- Motion by S. Fresk, second by A. Winkel to keep the lease and rent cost the same as it has been. Motion carried.

Adjourn – Meeting adjourned by John Duscher at 5:20 PM

Next Library Board meeting is Tuesday, January 14, 2025

Windom Park & Recreation Commission

Agenda for Wednesday, November 13th, 2024

City Hall Council Chambers

Roll Call:

Present: Paul Johnson, Scott Benson, Jenny Quade, Jess Smith, Pam Hogan, Joann Ray

City Staff: Tim Hogan, Jon Ketzenberg

Public: None

Absent: Mitchell Chmielewski, Jackie Jurgens, Darcy Jones

Call the Meeting to Order at 5:30 p.m. Meeting was called to order at 5:32pm

1. Motion to Approve or amend agenda: Motion to approve the agenda was made by Pam and second by Jess. Motion carried.

2. Approve Minutes from September 11th, 2024: No minutes to approve.

3. Arena Zamboni

- a) Repairs: Tim updated the council that the Zamboni was sent out for service in Wisconsin. Originally this was for routine maintenance but before it was sent out for the routine service staff had washed the Zamboni. While using a pressure washer to clean the machine the dump tank was raised and staff proceeded to wash areas of the engine. Staff member stated that the pressure washer got away from him and sprayed areas of the Zamboni causing engine damage. Total amount of repairs was just over \$14,000. City administrator approved to make the repairs as buying a used machine would be around \$30-\$40 thousand dollars and may need additional repairs down the road. Hogan said he is working on an agreement with the hockey association to purchase a new one and sell advertising to help cover the cost annually and over time use those funds to start a replacement program every 10 years on a new machine. More details to come on that agreement.

4. Recreation Director report:

- a) Pool Update: Inspection: Hogan said that he is working on a pool inspection with FEMA. Hogan also said he received a proposal from an aquatic contractor that Burbach aquatics works with to do the inspection for FEMA. The proposal came to an amount of \$97,620.00. Hogan did say there were items in the proposal that he feels are unnecessary so hopefully some of those will not be done and the price will go down. Hogan said he is requesting a new proposal with some items removed. The proposal needs to be done to be certain that there was damage to the pool as a result of the flood so the City can hopefully receive FEMA dollars for relocation and building of a new pool.
- b) Refunds Lessons/Passes: Tim said that all pool refunds have been processed and that there may be a few people that were missed or addresses may not have been up to date.

5. Park Superintendent Report:

- a) Tegels Park Rental Agreement Proposal: no new information for new rental agreement but Ketzenberg said we are looking at a new agreement with one fee that includes shelter, serving area and bathrooms. This will be easier for all parties and limit confusion.

- b) Parks Updates: Ketzenberg said FEMA inspection of Island Park went well so he anticipates some good support from FEMA on damages to the park. Ketzenberg also said that all of the wood chips have been placed in the playgrounds and that area is now cleaned up. Jon also said all of the bathrooms have been winterized for winter.

6. Old Business: None

7. New Business: None

8. Commission Comments:

9. Adjourn meeting. Meeting was adjourned at 6:25pm

10. Next Meeting December 11th @ 5:30 in the City Council Chambers:

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 10, 2024**

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

2. Roll Call & Guest Introductions:

Planning Commission: Brett Mattson, Jared Baloun, Lorri Cole, Carol Hartman, Matt Miller, and Brandon Pletcher.

Absent: Ben Byam and Tom Tegels.

Also Present: B&Z Staff: Admin. Asst. Mary Hensen and Mayor Dominic Jones (Liaison).

3. Approval of Minutes: July 9, 2024:

Motion by Commissioner Baloun, seconded by Commissioner Miller, to approve the Planning Commission Minutes for the Meeting held on July 9, 2024. Motion carried 5-0. (Commissioner Hartman arrived after this vote.)

4. Review of Proposed 2025 S.M.A.R.T. Goals: The Commissioners received a copy of the proposed 2025 S.M.A.R.T. Goals which were identical to the 2024 Goals as this has been a year in transition. The Commissioners reviewed and were in agreement with the proposed 2025 Goals as presented.

Mayor Jones spoke concerning the goal on the Blighted Homes Program. He advised that as part of the budget review process, the Council had a discussion on using a portion of the funds in this program for the abatement of public nuisances. He reported that there were some funds remaining in this Program from 2024. Mayor Jones updated the Commissioners that the City Council agreed to budget an additional \$20,000 for this program in 2025 with the understanding that some of the funds in this program could be towards abatement of nuisances. He expressed his frustration with the number of nuisances and the difficulty of enforcing the ordinance and asked if the Planning Commission would consider adding a S.M.A.R.T. Goal to review this matter. In response to a question Mayor Jones had raised, the Commissioners explained the work and reasoning behind one of the Code requirements he had questioned. Mayor Jones related details concerning a specific example of an ongoing nuisance. There was a discussion concerning the volume of nuisance complaints, the multiple steps required in the process, and the lack of a sufficient workforce to address this issue. There were suggestions that we could contact other cities to review their procedures for handling public nuisances. There was also a discussion concerning the limitation on the type and number of items that can be placed on the curb in the spring cleanup and if that may also be a contributing factor to the number of nuisances. After further discussion, the following action was taken.

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to add a new short-term 2025 Building & Zoning S.M.A.R.T. Goal to research enforcement of the nuisance ordinance. Motion carried 6-0.

Admin. Asst. Hensen advised that she would put this new goal into the S.M.A.R.T. Goal format. An informal approval of the goal will be sufficient at this time to allow the new goal to be included with the other goals in the next Council packet. Then in January, the Commissioners can ratify that approval.

One Commissioner recommended checking with New Ulm concerning their nuisance ordinance and procedure for enforcement as properties that she had seen there were well-kept.

Commissioner Hartman asked if it is possible, during the pre-construction period, for the Building & Zoning Office to talk with developers about whether any mature trees on properties proposed for construction could be saved. Admin. Asst. Hensen advised that this is a question that can be posed to the Building Official.

There was a discussion concerning next steps if the emerald ash borer infestation becomes a significant problem in Windom. The consensus was that this issue would come before the Tree Commission and Street and Parks Superintendent Jon Ketzenberg.

Motion by Commissioner Baloun, seconded by Commissioner Hartman, to approve the proposed 2025 S.M.A.R.T. Goals as presented with the addition of the new goal approved at this meeting. Motion carried 6-0.

5. Preliminary Review – Proposed Zoning District Designations

A. Cannabis/Hemp Businesses: The Commissioners received copies of the definitions of different types of cannabis and hemp businesses as established by the Minnesota Office of Cannabis Management, a draft ordinance entitled “Cannabis and Hemp Businesses”, and the current zoning map for Windom. Admin. Asst. Hensen advised that the Windom City Council determined that Cottonwood County should take the lead on the registration of cannabis businesses, compliance inspections, and enforcement. The County Commissioners agreed that Cottonwood County would accept this role. For that purpose, County Staff and the County Attorney are in the process of preparing a new ordinance.

After review of a preliminary draft of the County’s proposed ordinance, City Staff and City Administrator Steve Nasby consulted with City Attorney Ron Schramel concerning any necessary documentation on the part of the City. The County’s ordinance identifies zoning districts in the unincorporated areas of Cottonwood County where these businesses may operate. Mr. Schramel recommended that the City adopt a brief ordinance identifying Cottonwood County as the entity to regulate cannabis/hemp businesses for the City of Windom and also to designate City zoning districts where these businesses can operate.

Admin. Asst. Hensen reviewed the various types of businesses, the County’s zoning designation for these businesses, and proposed zoning designations within the City of Windom for these businesses. There was a discussion concerning an additional district for cultivation and also questions concerning what conditions the City would be able to impose on these different uses. The matter was tabled to allow Staff to contact the City Attorney and an LMC attorney for answers to these questions.

6. Other Business/Reports: None.

7. Unfinished Business: Admin. Asst. Hensen updated the Commissioners regarding the billboard company that submitted three applications for conditional use permits for billboards. The Applicant is still working to provide requested information on the site plans for these proposed billboards including footage from power lines, road right-of-ways, etc.

8. New Business: None.

9. Planning Commission Comments, Concerns, Suggestions: A question was raised as to what are the provisions in City Code if a bitcoin mining facility wanted to locate in Windom. Staff will research this question and provide an update at the next meeting.

Mayor Dominic Jones said he appreciates the work that the Commissioners have done. He further stated that it’s been a pleasure working with them and he wishes each of them good luck.

10. Adjourn: On consensus, Chairman Mattson adjourned the meeting at 8:24 p.m.

Brett Mattson, Chairman

Attest: _____
Mary Hensen, B&Z Admin. Asst.

TELECOMMUNICATIONS COMMISSION MEETING
City of Windom Council Chambers November 18th, 2024

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

II. Roll Call:

President:	Dirk Abraham	City Staff:	Steve Nasby
V President:	Josh Peterson	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Scott Benson <i>Absent</i>
Commissioner:	Jayesun Sherman	Council Liaison:	Dennis Esplan
Commissioner:	Tim Hiley	Commissioner:	Jake Voth <i>Absent</i>

III. Approval of Minutes from October 21st, 2024 meeting.

Motion by commissioner Sherman, to approve minutes from the October 21st, 2024 meeting.
Seconded by commissioner Peterson. Motion approved 4 to 0.

IV. Project Updates: Dahna updated commissioners on the various projects.

- Migrations –Staff is working on the North side of town Customer Serving Area (CSA) subscribers to E7-2. New subscribers are migrated if applicable. Migration is at 82% complete.
- Outside Plant – Techs have been installing fiber, splicing distribution fiber cable routes to the south Cottonwood Lake site.
- NG911 System - Working on turning down the legacy 911 circuits with MN State and IES911.

V. Manager's Report: Dahna reports:

- Cable TV Headend – Maintaining as necessary.
 - Working with Innovative Systems and Southern Fibernet. We have met and discussed what needs to be done to finish up the plugin for the billing system API.
 - Zayo Bandwidth – wants two more colocation rack spaces in the Network Operations Center.
- Telephone Services – the current telco phone switch, Metaswitch, has had two front CPU and one rear CPU cards fail this year. New cards are not available and were replaced with refurbished cards.GM researching for a hosted voice platform to replace the physical onsite system.

VI. New Business: Telecom GM and commissioners discussed

- Metaswitch End of Life components and hosted VOIP phone service delivery options, which could also be used to replace the end of life City Phone System before 2029.
- Federated Rural Electric – Federated Broadband requested a consideration and connection costs to Windomnet.

VII. Old Business: - Telecom Commission reps and GM reported back on the meeting with SMBS Board reps.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: December 16th, 2024 at 6:00 pm at the City Council Chambers or City Hall.

X. Adjourn: Meeting adjourned by unanimous consent at 7:39 pm.

Dirk Abraham, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES
Council Chambers
November 27, 2024

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 A.M.

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

APPROVE MINUTES

Motion by Francis, second by Riordan to approve the October 23, 2024 Minutes.

Motion carried 3 – 0.

ELECTRIC ITEMS

Generation Plant Project Update

Sykora stated they are currently working on finishing up the punchlist. The VFD's are all working. They are looking at a blackstart testing with load start in February due to holidays and scheduling. We can still run with existing setup should anything happen.

Member Schwalbach asked Sykora if he considered the system fully automatic as was a previous requirement of substantial completion. Sykora stated they were not and they never will be as a safety precaution and League of MN Cities Insurance opinion.

Member Riordan then asked Sykora if the heater on the compressed air system is the last big-ticket item. Sykora stated that it was and as far as he is concerned, they are very close to completion as all operating manuals, paper, etc has been turned in. In regards to the Wilcon contract, Ziegler still needs to replace a few gaskets due to leaking.

After Cooler-Compressed Air System

Sykora then discussed with the Commission on the after cooler compressed air system in which they have received a quote for from John Henry Foster. Sykora stated that Wilcon has not yet turned in a labor cost and some electric work will have to be updated as well. The units will be installed in the basement with a barn fan or additional ducting being installed to move the air around.

Wilcon Construction Proposal Request #12

The Commission then discussed proposal request #12 which includes a door closer that is required for fire protection. The city will only be responsible for ½ of the expense as it was not included in the original plan as it should have been. The Commission unanimously accepted the cost share of the proposal request.

Generation Plant Pay Request #13

Sykora presented the pay request and stated that after this payment all the is remaining is the retainage.

Motion by Riordan, second by Francis to recommend the approval of Pay Request #13 in the amount of \$28,500 for the Generation Plant Project. Motion carried 3 – 0.

2025 Budget Worksheets

The Commission further discussed the 2025 budget. Noting any large purchases will begin depreciation in 2026. Sykora noted that the metering system will depreciate 15 years.

Christmas Lights on the Square

Sykora informed the Commission that the Chamber members are seeking grants for new lighted garland around the square as the current ones are old and are starting to break. They are estimating the cost to be approx. \$20,000-\$25,000.

Other Electrical Items

Sykora stated that the crews have been working on tree trimming and maintenance on the equipment.

WATER/WASTEWATER ITEMS

Hydrant Update

Ryan Anderson stated that all of the necessary parts finally arrived to fix the hydrant across from the Island Park Entrance. To the best of his knowledge all hydrants are fixed and operational.

Smart Goals

Anderson stated that he will continue with his smart goals for the Water/Wastewater Utility as previously noted.

PFAS Limits

Anderson stated that the MN Dept of Health will be coming down with limits for PFAS (Per-and Polyfluoroalkyl Substances) which will mostly affect communities with industries. At this time Anderson feels Windom's approach will mostly be to educate the residents and urge them to pay attention to what products they are using.

Well #8

Anderson stated that Thein Well Systems will be coming down next week to get the well back in operation. Paplow still does need to do some wiring but is confident it should be back in full operation by the end of next week.

Other Water/Wastewater Items

Staff reported a water service line leak at Plum Avenue has been repaired.

Regular Bills

Schwalbach stated that there was one bill in the packet, and one additional bill was handed out.

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

Old Business

Jason discussed with the commission the possibility of refunding \$200,000 to bitcoin before IRBY takes the wire back after January 1, 2025. The commission was not in agreement to pay ahead of when the wire is restocked.

New Business

The Commission has agreed to change future meeting dates to the 4th Thursday of each month at 10:00 a.m. starting January 2025.

The December meeting will be held on the 3rd Thursday due to the Christmas Holiday. It is schedule for Thursday, December 19, 2024 at 10:00 a.m.

Adjourn

Schwalbach adjourned the meeting at 11:50 a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

V# 59437

#33418



APPLICATION FOR MUNICIPAL LICENSES
CITY OF WINDOM
WINDOM, MN

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

TO: Family Dollar #33418
2055 1st Ave
Windom, MN 56101

This application is appropriate for item or items checked below, for the term of one year from January 1, 2025 to December 31, 2025.

☒ Cigarette License \$20.00

☐ Game of Skill \$50.00 for first game and \$15.00 for each additional game

☐ Theatre \$25.00

Required
MN Tax ID #
Federal Tax I

Total \$20.00

Dated this 25th Day of October, 2024.

All applications must be received by November 15, 2024.

Carolyn Brown
Signature of Applicant



LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: BUSINESS, ARTS & RECREATION CENTER, INC. Previous Gambling Permit Number: X- X-94904-24-015

Minnesota Tax ID Number, if any: 262046 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO BOX 123

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): ASHLEY JOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagaedhomecare.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): barc.ed@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): BUSINESS, ARTS and RECREATION CENTER, INC. (BARC)

Physical Address (do not use P.O. box): 1012 5TH AVENUE

Check one:

☒ City: WINDOM Zip: 56101 County: COTTONWOOD

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January

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

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

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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____ Signature of City Personnel: _____ Title: _____ Date: _____	Print County Name: _____ Signature of County Personnel: _____ Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Ashley Johnson* Date: 11-27-2024
(Signature must be CEO's signature; designee may not sign)
 Print Name: ASHLEY JOHNSON

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and
 _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Fire Department Relief Association

Previous Gambling Permit Number: X- 34764-24-017

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 444 9th Street

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

Name of Chief Executive Officer (CEO): Kjell Turner

CEO Daytime Phone: 507-822-1385 CEO Email: jkell.turner@gmail.com

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

Email permit to (if other than the CEO): wfd55@windommn.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Emergency Services Facility

Physical Address (do not use P.O. box): 938 5th Avenue

Check one:

☒ City: Windom, MN. Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 5-17-2025

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

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

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Windom

Signature of City Personnel: _____

Title: City Administrator Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 11-30-2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Kjell Turner

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
ADVANTAGE COLLECTION PR...	8642006	12/09/2024	FIRE PROTECTION	100-34202	120.00
LEAGUE OF MN CITIES	417484	12/02/2024	MAYOR & COUNCIL/TRAINING...	100-41110-308	350.00
LEAGUE OF MN CITIES	417485	12/02/2024	MAYOR & COUNCIL/TRAINING...	100-41110-308	350.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41110-326	27.39
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41110-326	27.39
US BANK	NOV 2024 US BANK	12/09/2024	Zoom Meeting	100-41110-326	17.09
US BANK	NOV 2024 US BANK	12/09/2024	DOT Queries	100-41110-480	125.00
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	100-41310-133	120.00
INDOFF, INC	3766285	12/02/2024	OFFICE/SUPPLIES	100-41310-200	134.23
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-41310-200	25.03
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	100-41310-200	6.00
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	100-41310-200	26.00
US BANK	NOV 2024 US BANK	12/09/2024	Amazon - Supplies	100-41310-200	-24.81
US BANK	NOV 2024 US BANK	12/09/2024	Amazon - Supplies	100-41310-200	31.80
US BANK	NOV 2024 US BANK	12/09/2024	Amazon - Supplies	100-41310-200	533.81
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	100-41310-217	360.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41310-321	68.09
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41310-321	68.09
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41310-326	281.89
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41310-326	281.89
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	100-41910-133	8.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-41910-200	25.03
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	100-41910-321	41.39
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41910-321	55.93
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41910-321	55.93
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41940-381	552.86
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41940-381	552.86
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41940-382	61.99
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41940-382	61.99
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	100-41940-383	342.90
HOMETOWN SANITATION SE...	0000590062	11/29/2024	OFFICE/DISPOSAL	100-41940-384	114.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-41940-385	137.75
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-41940-385	137.75
US BANK	NOV 2024 US BANK	12/09/2024	Amazon.	100-41940-406	140.25
US BANK	NOV 2024 US BANK	12/09/2024	Amazon.	100-41940-406	35.98
CRISTINA MAZARIEGOS	NOV/25-DEC6	12/11/2024	LIBRARY/CITY HALL CLEANING	100-41940-406	450.00
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	100-42120-133	160.00
INDOFF, INC	3765423	11/29/2024	POLICE/SUPPLIES	100-42120-200	10.59
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-42120-200	25.03
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	100-42120-212	494.37
KWIK TRIP INC & SUBSIDIARIES	NOV 2024	12/11/2024	POLICE/MOTOR FUEL	100-42120-212	1,349.32
JACKSON COUNTY	OCT-DEC 2024	11/29/2024	OFFICE/LEGAL FEES	100-42120-304	12,000.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42120-321	35.09
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42120-321	35.09
ALPHA WIRELESS - MANKATO...	28022	12/09/2024	POLICE/RADIO UNITS	100-42120-323	120.00
LEASE FINANCE PARTNERS	3250 11/20/204	11/28/2024	POLICE/DATA PROCESSING	100-42120-326	398.00
TRITECH SOFTWARE SYSTEMS	426797	12/10/2024	POLICE/DATA PROCESSING	100-42120-326	160.45
AMAZON CAPITAL SERVICES, I...	1PRP-939N-JKWH	11/29/2024	POLICE/MAINTENANCE - OFFI...	100-42120-404	-43.46
CRYSTAL CLEAN CAR WASH LLC	1152	12/10/2024	POLICE/VEHICLE	100-42120-405	43.00
WINDOM TOWING LLC	13763	12/10/2024	POLICE/VEHICLE	100-42120-405	271.45
SMITH AUTOMOTIVE CO	1647	11/29/2024	POLICE/MAINTENANCE - VEHI...	100-42120-405	88.00
PAUL MARSH	32902	11/29/2024	POLICE/VEHICLE MAINT.	100-42120-405	110.92
PAUL MARSH	33008	12/09/2024	POLICE/MAINTENANCE - VEHI...	100-42120-405	214.00

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES, I...	1339-JNNC-J1NG	11/29/2024	POLICE/MISC	100-42120-480	-26.86
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Fire operating supplies	100-42220-200	51.98
VESTIS GROUP, INC	2560324611	12/03/2024	AMBO/FIRE/SUPPLIES	100-42220-211	39.50
STAPLES OIL CO	30369508450	12/09/2024	FIRE/AMBO/MOTOR FUELS	100-42220-212	89.62
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	100-42220-212	254.33
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Fire materials	100-42220-215	75.06
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	100-42220-217	136.72
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42220-321	42.89
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42220-321	42.89
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42220-381	333.43
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42220-381	333.43
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42220-382	15.23
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42220-382	15.23
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	100-42220-383	293.79
HOMETOWN SANITATION SE...	000590115	12/03/2024	FIRE/AMBO/DISPOSAL	100-42220-384	46.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42220-385	36.93
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42220-385	36.93
O'REILLY AUTOMOTIVE, INC	4425-420833	12/03/2024	FIRE/MAINTENANCE - VEHICLE	100-42220-405	135.93
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Fire	100-42220-405	53.94
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-42500-381	34.16
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-42500-381	34.16
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	100-43100-133	80.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-43100-200	25.03
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Street supplies	100-43100-200	5.99
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	100-43100-212	2,190.33
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Street	100-43100-215	11.16
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Street Materials	100-43100-215	49.95
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-217	70.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	100-43100-217	21.42
MASON ANDERSON	12-3-2024	12/03/2024	STREET/UNIFORMS	100-43100-218	148.00
WINDOM AUTO VALUE	34305615	12/10/2024	STREET/SMALL TOOLS	100-43100-241	23.99
US BANK	NOV 2024 US BANK	12/09/2024	U of M Contlearning	100-43100-308	50.00
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	100-43100-321	42.22
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-321	20.55
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-321	20.55
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-381	3,879.90
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-381	227.06
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-381	227.06
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-381	3,879.90
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-382	21.86
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-382	21.86
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	100-43100-383	92.75
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-43100-385	49.85
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-43100-385	49.85
JOHNSON HARDWARE	12472	12/09/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	29.12
JOHNSON HARDWARE	15110	12/09/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	19.55
WINDOM AUTO VALUE	34306073	12/10/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	199.80
WINDOM AUTO VALUE	34307074	12/10/2024	STREET/MAINT	100-43100-404	19.79
ZIEGLER, INC.	IN001724147	11/29/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	10.03
RD OFFUTT COMPANY	W2246504	11/29/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	2,706.41
WINDOM AUTO VALUE	34306944	12/10/2024	STREET/VEHICLE MAINT	100-43100-405	47.99
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-45120-200	25.03
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	100-45120-217	18.75
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	POLICE-MISC	100-45120-480	5.99
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	100-45202-133	16.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	100-45202-200	25.03
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-45202-326	266.67
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	100-45202-381	505.86

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	100-45202-381	505.86
HOMETOWN SANITATION SE...	00000590064	11/29/2024	STREET/DISPOSAL	100-45202-384	67.99
HOMETOWN SANITATION SE...	0000590063	11/29/2024	STREET/DISPOSAL	100-45202-384	116.99
HOMETOWN SANITATION SE...	0000590080	11/29/2024	STREET/DISPOS	100-45202-384	86.96
HOMETOWN SANITATION SE...	0000590081	11/29/2024	STREET/DISPOTAL	100-45202-384	109.23
HOMETOWN SANITATION SE...	0000590082	11/29/2024	STREET/DISPOSAL	100-45202-384	77.97
HOMETOWN SANITATION SE...	0000590092	11/29/2024	STREET/DISPOSAL	100-45202-384	47.98
HOMETOWN SANITATION SE...	0000590121	11/29/2024	STREET/ DISPOSAL	100-45202-384	22.99

39,730.56**Fund 100 - GENERAL Total: 39,730.56****Fund: 211 - LIBRARY**

NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	211-45501-133	16.00
US BANK	NOV 2024 US BANK	12/09/2024	amazon	211-45501-200	101.21
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Library office supplies	211-45501-211	27.98
HEARTLAND SECURITY SERVIC...	11/26/2024	12/09/2024	LIBRARY/OPERATING SUPPLIES	211-45501-217	275.40
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	211-45501-217	164.72
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Library office supplies	211-45501-217	42.98
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	211-45501-321	165.58
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	211-45501-321	165.58
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	211-45501-326	70.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	211-45501-381	152.89
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	211-45501-381	152.89
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	211-45501-382	20.65
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	211-45501-382	20.65
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	211-45501-383	172.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	211-45501-385	45.87
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	211-45501-385	45.87
CRISTINA MAZARIEGOS	NOV/25-DEC6	12/11/2024	LIBRARY/CITY HALL CLEANING	211-45501-402	450.00
US BANK	NOV 2024 US BANK	12/09/2024	Hoffman Media	211-45501-433	38.00
US BANK	NOV 2024 US BANK	12/09/2024	Ogden Publications	211-45501-433	39.95
US BANK	NOV 2024 US BANK	12/09/2024	Hoffman Media	211-45501-433	29.98
US BANK	NOV 2024 US BANK	12/09/2024	Popular Mechanics MAGA	211-45501-433	34.97
US BANK	NOV 2024 US BANK	12/09/2024	CNP Architechatural	211-45501-433	74.99
INGRAM INDUSTRIES	12-01-2024	12/02/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,071.28
MICROMARKETING, LLC	968884	12/09/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	29.74
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	36.15
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	19.96
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	19.95
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	17.95
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	8.99
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	211-45501-435	8.99

3,591.17**Fund 211 - LIBRARY Total: 3,591.17****Fund: 225 - AIRPORT**

RED ROCK RURAL WATER	12/1/2024	12/02/2024	AIRPORT/WATER	225-45127-200	31.50
SOUTH CENTRAL ELECTRIC	10/1-10/31 AIRPORT	12/02/2024	AIRPORT/ELECTRIC UTILITY	225-45127-381	263.00
SOUTH CENTRAL ELECTRIC	10/1-10/31 AIRPORT 2	12/02/2024	AIRPORT/ELECTRIC UTILITY	225-45127-381	181.19
MINNESOTA PETROLEUM SER...	0000151046	12/11/2024	TANK TESTING	225-45127-480	730.00

1,205.69**Fund 225 - AIRPORT Total: 1,205.69****Fund: 230 - POOL**

KRISTEN GARBER	11/29/2024	11/29/2024	POOL REFUND	230-34720	120.00
MELISSA/ALAN BOLKEMA	11/29/2024	11/29/2024	POOL REFUND	230-34720	120.00
KRISTEN GARBER	11/29/2024	11/29/2024	POOL REFUND	230-34721	35.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	230-45124-217	133.33
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	230-45124-217	18.75

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Pool	230-45124-217	36.93
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	230-45124-381	33.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	230-45124-381	33.00
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	230-45124-383	48.09
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	230-45124-385	52.58
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	230-45124-385	52.58
					816.59

Fund 230 - POOL Total: 816.59

Fund: 235 - AMBULANCE

NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	235-42153-133	16.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	235-42153-200	25.04
STAPLES OIL CO	30369508450	12/09/2024	FIRE/AMBO/MOTOR FUELS	235-42153-212	59.75
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	235-42153-212	2,350.65
ESPENSON GROUP LLC	1650	12/09/2024	AMBO/OPERATING SUPPLIES	235-42153-217	340.00
VESTIS GROUP, INC	2560324611	12/03/2024	AMBO/FIRE/SUPPLIES	235-42153-217	39.50
WINDOM AREA HEALTH	734-0024-11-2024-02	12/09/2024	AMBO/OPERATING SUPPLIES	235-42153-217	71.30
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	235-42153-217	15.00
DONNA MARCY	12/5/2024	12/10/2024	AMBO MEALS	235-42153-218	135.00
WINDOM AREA HEALTH	734-0024-11-2024-03	12/10/2024	AMBO/NURSING HOURS	235-42153-312	4,303.18
AT & T MOBILITY	287304392280X12032024	12/10/2024	AMBO/TELEPHONE	235-42153-321	483.17
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	235-42153-321	28.59
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	235-42153-321	28.59
KRISTEN PORATH	10/21/2024	12/10/2024	AMBO MEALS	235-42153-334	13.53
CYNDI HANSEN	11/24-12/2	12/10/2024	AMBO MEALS	235-42153-334	66.68
MEGAN BRAMSTEDT	11/25-11/27	12/10/2024	AMBO/MEALS	235-42153-334	96.72
JIM AXFORD	11/29-12/3	12/10/2024	AMBO MEALS	235-42153-334	65.25
JUSTIN HARRINGTON	12/3-12/5	12/10/2024	AMBO MEALS	235-42153-334	67.01
LANDON JOHNSON	12/5/2024	12/10/2024	AMBO/MEALS	235-42153-334	9.16
DONNA MARCY	12/5/2024	12/10/2024	AMBO MEALS	235-42153-334	13.13
REBEKAH ELLINGSON	12/8-12/9	12/10/2024	AMBO MEALS	235-42153-334	69.07
US BANK	NOV 2024 US BANK	12/09/2024	SAMS CLUB	235-42153-334	17.12
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	235-42153-381	222.29
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	235-42153-381	222.29
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	235-42153-382	10.16
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	235-42153-382	10.16
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	235-42153-383	195.86
HOMETOWN SANITATION SE...	000590115	12/03/2024	FIRE/AMBO/DISPOSAL	235-42153-384	45.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	235-42153-385	24.62
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	235-42153-385	24.62
ZOLL MEDICAL CORPORATION	90107021	12/10/2024	AMBO/OFFICE MAINT.	235-42153-404	1,360.00
PAUL MARSH	32976	12/10/2024	AMBO VEHICLE MAINT.	235-42153-405	167.52
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	ambulance maint grounds	235-42153-406	24.56
					10,621.51

Fund 235 - AMBULANCE Total: 10,621.51

Fund: 250 - EDA GENERAL

NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	250-46520-133	24.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	250-46520-200	25.03
US BANK	NOV 2024 US BANK	12/09/2024	Adobe	250-46520-200	21.36
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	250-46520-321	41.39
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	250-46520-321	55.93
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	250-46520-321	55.93
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	250-46520-381	59.92
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	250-46520-381	59.92
GREATER MN PARTNERSHIP	1441	12/02/2024	EDA/DUES	250-46520-433	500.00
DGR ENGINEERING	00271069	12/04/2024	EDA/	250-46520-439	918.00
					1,761.48

Fund 250 - EDA GENERAL Total: 1,761.48

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 254 - NORTH IND PARK					
SOUTH CENTRAL ELECTRIC	10/1-10/31 NWIP	12/02/2024	EDA/ELECTRIC UTILITY	254-46520-381	151.02
					151.02
Fund 254 - NORTH IND PARK Total:					151.02
Fund: 401 - GENERAL CAPITAL PROJECTS					
HEIMAN FIRE EQUIP. CO	09369470-IN	12/03/2024	FIRE/CAPITAL OUTLAY	401-49950-502	382.59
LUCAN COMMUNITY TV INC	1989	12/09/2024	FIRE/WILDLAND TRUCK	401-49950-502	310.00
WINDOM AUTO VALUE	34306818	12/10/2024	CIP WILDLAND TRUCK	401-49950-502	42.90
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	CIP/Fire	401-49950-502	5.99
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	CIP/Fire	401-49950-502	86.75
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	CIP/Fire	401-49950-502	64.98
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	CIP/Fire	401-49950-502	26.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	WILDLAND TRUCK	401-49950-502	15.55
US BANK	NOV 2024 US BANK	12/09/2024	wildland truck - amazon	401-49950-502	35.99
US BANK	NOV 2024 US BANK	12/09/2024	StrobesNMore	401-49950-502	94.57
US BANK	NOV 2024 US BANK	12/09/2024	wildland truck - amazon	401-49950-502	55.19
US BANK	NOV 2024 US BANK	12/09/2024	wildland truck - amazon	401-49950-502	557.73
FREEDOM SECURITY & SURVEI...1875		12/11/2024	TEGELS PARK CAMERA ADDIT...	401-49950-504	7,000.00
					8,679.22
Fund 401 - GENERAL CAPITAL PROJECTS Total:					8,679.22
Fund: 601 - WATER					
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	601-49400-133	48.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	601-49400-200	25.04
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	601-49400-212	250.92
HAWKINS, INC	6920550	11/21/2024	WATER/CHEMICALS	601-49400-216	3,867.95
RED ROCK RURAL WATER	12/01/2024	12/02/2024	WATER/JOHNSON AUTO/OPE...	601-49400-217	37.30
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	601-49400-217	81.42
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Water	601-49400-241	159.99
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	601-49400-321	91.40
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-321	51.44
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-321	51.44
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	601-49400-322	275.16
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	601-49400-322	275.02
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-326	70.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	601-49400-326	868.36
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	601-49400-326	159.84
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	601-49400-326	159.84
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-381	4,264.68
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-381	4,264.68
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-382	20.08
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-382	20.08
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	601-49400-383	24.14
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	601-49400-383	1,689.54
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-385	43.98
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-385	43.98
STANTEC CONSULTING SERVI...	2314674	11/29/2024	WATER/LANDFILL	601-49400-386	2,830.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	601-49400-386	1,137.80
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	601-49400-386	1,137.80
					22,538.37
Fund 601 - WATER Total:					22,538.37
Fund: 602 - SEWER					
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	602-49450-133	32.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	602-49450-200	25.03
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	602-49450-212	64.08
US BANK	NOV 2024 US BANK	12/09/2024	Fuel	602-49450-212	86.23
ATCO INTERNATIONAL CO	I0637885	12/02/2024	SEWER/CHEMICALS	602-49450-216	136.40

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	602-49450-217	89.26
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Sewer	602-49450-217	9.38
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	sewer	602-49450-217	146.96
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Sewer	602-49450-241	51.67
MN VALLEY TESTING	1282157	11/25/2024	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1282643	11/29/2024	SEWER/LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1282823	11/29/2024	SEWER/LAB TESTING	602-49450-310	126.40
MN VALLEY TESTING	1282857	11/29/2024	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	128340	12/02/2024	SEWER/LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1283563	12/02/2024	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1284246	12/09/2024	SEW/LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1284625	12/10/2024	SEWER LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1284643	12/10/2024	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1284685	12/10/2024	SEWER LAB TESTING	602-49450-310	77.50
MN VALLEY TESTING	1284831	12/10/2024	SEWER/ LAB TESTING	602-49450-310	155.20
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	602-49450-321	121.41
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	602-49450-321	178.11
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	602-49450-321	178.11
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	602-49450-322	275.15
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	602-49450-322	275.03
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	602-49450-326	70.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	602-49450-326	868.36
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	602-49450-326	159.84
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	602-49450-326	159.84
SOUTH CENTRAL ELECTRIC	10/1-10/31	12/02/2024	SEWER/ELECTRIC UTILITY	602-49450-381	102.57
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	602-49450-381	10,056.12
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	602-49450-381	10,056.12
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	602-49450-382	386.48
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	602-49450-382	386.48
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	602-49450-383	37.71
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	602-49450-383	30.66
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	602-49450-383	40.35
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	602-49450-383	318.65
HOMETOWN SANITATION SE...	0000590066	12/02/2024	SEWER/DISPOSAL	602-49450-384	119.98
O'REILLY AUTOMOTIVE, INC	4425-420026	12/10/2024	SEWER VEHICLE MAINT	602-49450-404	19.99
US BANK	NOV 2024 US BANK	12/09/2024	Veolia Water Technologies	602-49450-404	1,000.00
WINDOM AUTO VALUE	34305848	12/10/2024	SEWER/ VEHICILE MAINT.	602-49450-405	56.59
O'REILLY AUTOMOTIVE, INC	4425-419968	12/10/2024	SEWER/VEHICLE MAINT.	602-49450-405	329.45
					28,241.01
Fund 602 - SEWER Total:					28,241.01

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 618 RETURN	12/09/2024	ELECTRIC/INVENTORY	604-14200	104.47
DAKOTA SUPPLY GROUP	S104097771.001	12/02/2024	ELECTRIC/INVENTORY	604-14200	280.00
DAKOTA SUPPLY GROUP	S104187678.002	11/25/2024	ELECTRIC/INVENTORY	604-14200	519.60
ELECTRIC FUND	11/25-12/8	12/09/2024	ELECTRIC/CAPITAL	604-16300	10,829.43
DGR ENGINEERING	00272245	11/29/2024	ELECTRIC/GENERATOR BUILDI...	604-16480	9,166.23
DGR ENGINEERING	00272245	11/29/2024	ELECTRIC/GENERATORS	604-16480	32,824.00
AMERICAN ENGINEERING TES...	INV-226566	11/26/2024	ELECTRIC/CIP	604-16480	438.00
WILCON CONSTRUCTION SERV..	PAYMENT # 13	12/04/2024	ELECTRIC/GENERATOR BUILDI...	604-16480	28,500.00
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	604-49550-133	88.00
AMAZON CAPITAL SERVICES, I...	1J77-1V4N-64CM	11/26/2024	ELECTRIC/SUPPLIES (SUPPLIES)	604-49550-200	284.08
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	604-49550-200	25.04
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric office supplies	604-49550-200	22.58
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric office supplies	604-49550-200	15.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric small tools all purpose...	604-49550-211	69.99
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	604-49550-212	540.00
DEPARTMENT OF ENERGY	NOV 2024	12/09/2024	ELECTRIC/MERCHANDISE FOR...	604-49550-263	76,159.65
TRISTAN JOEL	57258	12/03/2024	ELECTRIC/TRAINING & REGIST...	604-49550-308	500.00

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TRISTAN JOEL	59615	12/03/2024	ELECTRIC/TRAINING & REGIST...	604-49550-308	616.00
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	604-49550-321	51.51
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	604-49550-321	51.51
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	604-49550-322	275.16
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	604-49550-322	275.02
OZ GROUP INC	5073176-120124	12/03/2024	ELECTRIC/DISPATCHING	604-49550-325	70.54
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	604-49550-326	90.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	604-49550-326	90.00
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	604-49550-326	1,731.52
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	604-49550-326	159.84
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	604-49550-326	159.84
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	604-49550-350	180.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	604-49550-381	126.65
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	604-49550-381	126.65
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	604-49550-382	44.80
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	604-49550-382	44.80
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	604-49550-383	56.78
HOMETOWN SANITATION SE...	0000590067	12/03/2024	ELECTRIC/DISPOSAL	604-49550-384	117.98
COTTONWOOD CO SOLID WA...	2467488	12/09/2024	ELECTRIC/DISPOSAL	604-49550-384	19.38
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	604-49550-385	94.11
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	604-49550-385	94.11
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint structure	604-49550-402	20.97
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint structure	604-49550-402	12.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint structure	604-49550-402	14.99
FORKLIFTS OF MINNESOTA, I...	0150909120	11/29/2024	ELECTRIC/MAINT. OFFICE	604-49550-404	236.69
RD OFFUTT COMPANY	P3247904	11/13/2024	ELECTRIC/MAINT	604-49550-404	69.17
RD OFFUTT COMPANY	P3360004	11/13/2024	ELECTRIC/MAINTENCE	604-49550-404	-69.17
WINDOM TOWING LLC	13961	12/09/2024	ELECTRIC/MAINTENANCE - VE...	604-49550-405	973.59
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint distrobution	604-49550-408	36.18
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint distrobution	604-49550-409	7.96
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint distrobution	604-49550-409	47.97
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint distrobution	604-49550-409	32.70
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Electric maint generation	604-49550-410	9.18
MN DEPT OF COMMERCE	1000052768	12/09/2024	ELECTRIC/DUES	604-49550-433	218.76
MN DEPT OF COMMERCE	1000052768	12/09/2024	ELECTRIC/CONSERVATION/	604-49550-450	803.69
WINDOM AREA DEVELOPMEN...	DECMEBER 24	12/04/2024	ELECTRIC/PAYMENTS TO OTH...	604-49550-491	1,200.00
					169,573.93
					Fund 604 - ELECTRIC Total: 169,573.93

Fund: 609 - LIQUOR STORE

NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	609-49751-133	48.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	609-49751-200	25.04
US BANK	NOV 2024 US BANK	12/09/2024	Sams Club/Amazon/HyVee	609-49751-200	12.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Liquor Supplies	609-49751-211	4.59
US BANK	NOV 2024 US BANK	12/09/2024	Sams Club/Amazon/HyVee	609-49751-211	16.23
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	609-49751-217	25.00
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	609-49751-217	13.86
VINOCOPIA, INC	0362762-IN	11/21/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	433.00
JOHNSON BROS.	114696	11/25/2024	LIQUOR STORE/FREIGHT/LIQ...	609-49751-251	-85.76
JOHNSON BROS.	115510	11/25/2024	LIQUOR STORE/FREIGHT/LIQ...	609-49751-251	-270.00
BREAKTHRU BEVERAGE MINN...	118784647	11/25/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-251	6,752.26
BREAKTHRU BEVERAGE MN W...	118995775	12/09/2024	LIQUOR STORE/MULTIPLE	609-49751-251	1,979.68
DOLL DISTRIBUTING, LLC	1628533	11/21/2024	LIQUOR STORE/BEER/LIQUOR	609-49751-251	-80.10
DOLL DISTRIBUTING, LLC	1648098	11/26/2024	LIQUOR STORE/STOCK	609-49751-251	46.30
DOLL DISTRIBUTING, LLC	1652796	12/09/2024	LIQUOR STORE/LIQUOR/BEER...	609-49751-251	131.60
DOLL DISTRIBUTING, LLC	1652798	12/09/2024	LIQUOR STORE/CREDIT	609-49751-251	-87.56
SOUTHERN GLAZER'S OF MN	2562396	12/09/2024	LIQUOR STORE/ LIQUOR	609-49751-251	26.81
SOUTHERN GLAZER'S OF MN	2562397	12/09/2024	LIQUOR STORE/LIQUOR	609-49751-251	1,506.71
JOHNSON BROS.	2671154	11/25/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	2,929.07

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	2674744	11/26/2024	LIQUOR STORE/LIQUOR	609-49751-251	1,697.46
JOHNSON BROS.	2680550	12/09/2024	LIQUOR STORE/LIQUOR AND ...	609-49751-251	3,411.49
VINOCOPIA, INC	362763-IN	11/21/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-251	553.00
BREAKTHRU BEVERAGE MINN...	412970471	11/25/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	-212.05
PHILLIPS WINE & SPIRITS	6891485	12/09/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	6,187.59
BREAKTHRU BEVERAGE MINN...	118781488	11/25/2024	LIQUOR STORE/BEER	609-49751-252	120.00
BREAKTHRU BEVERAGE MINN...	118989608	12/09/2024	LIQUOR STORE/BEER	609-49751-252	142.50
DOLL DISTRIBUTING, LLC	1628533	11/21/2024	LIQUOR STORE/BEER/LIQUOR	609-49751-252	-84.08
DOLL DISTRIBUTING, LLC	1643473	11/25/2024	LIQUOR STORE/BEER/WINE/...	609-49751-252	6,696.98
DOLL DISTRIBUTING, LLC	1643476	11/25/2024	LIQUOR STORE/BEER	609-49751-252	180.10
DOLL DISTRIBUTING, LLC	1643477	11/25/2024	LIQUOR STORE/BEER	609-49751-252	-84.60
DOLL DISTRIBUTING, LLC	1648098	11/26/2024	LIQUOR STORE/STOCK	609-49751-252	1,980.90
DOLL DISTRIBUTING, LLC	1652796	12/09/2024	LIQUOR STORE/LIQUOR/BEER...	609-49751-252	6,857.07
DOLL DISTRIBUTING, LLC	1652798	12/09/2024	LIQUOR STORE/CREDIT	609-49751-252	-107.72
DOLL DISTRIBUTING, LLC	1652800	12/09/2024	LIQUOR STORE/BEER	609-49751-252	32.97
DOLL DISTRIBUTING, LLC	1652801	12/09/2024	LIQUOR STORE/BEER	609-49751-252	182.00
DOLL DISTRIBUTING, LLC	1655651	12/11/2024	LIQUOR STORE/BEER	609-49751-252	149.00
BEVERAGE WHOLESALERS	358634	12/09/2024	LIQUOR STORE/BEER	609-49751-252	9,450.75
ARTISAN BEER COMPANY	3731006	12/09/2024	LIQUOR STORE/BEER	609-49751-252	55.40
JOHNSON BROS.	113816	11/25/2024	LIQUOR STORE/WINE	609-49751-253	-4.00
JOHNSON BROS.	114006	11/25/2024	LIQUOR STORE/WINE	609-49751-253	-32.00
JOHNSON BROS.	114587	11/25/2024	LIQUOR STORE/WINE	609-49751-253	-16.00
JOHNSON BROS.	114695	11/25/2024	LIQUOR STORE/WINE	609-49751-253	-14.33
BREAKTHRU BEVERAGE MINN...	118784647	11/25/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-253	200.00
BREAKTHRU BEVERAGE MN W...	118995775	12/09/2024	LIQUOR STORE/MULTIPLE	609-49751-253	1,768.00
DOLL DISTRIBUTING, LLC	1643473	11/25/2024	LIQUOR STORE/BEER/WINE/...	609-49751-253	129.20
SOUTHERN GLAZER'S OF MN	2562398	12/09/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	399.06
JOHNSON BROS.	2671155	11/25/2024	LIQUOR STORE/WINE/STOCK D...	609-49751-253	2,261.00
JOHNSON BROS.	2674756	11/26/2024	LIQUOR STORE/STOCK	609-49751-253	528.50
JOHNSON BROS.	2680551	12/09/2024	LIQUOR STORE/WINE/FREIGH...	609-49751-253	632.00
VINOCOPIA, INC	362763-IN	11/21/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-253	240.00
PHILLIPS WINE & SPIRITS	6891486	12/09/2024	LIQUOR STORE/WINE	609-49751-253	666.10
WINE MERCHANTS	7499229	12/09/2024	LIQUOR STORE/WINE	609-49751-253	550.50
AH HERMEL COMPANY	1045490	11/21/2024	LIQUOR STORE/INVENTORY	609-49751-254	108.99
BREAKTHRU BEVERAGE MINN...	118784647	11/25/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-254	144.00
BREAKTHRU BEVERAGE MN W...	118995775	12/09/2024	LIQUOR STORE/MULTIPLE	609-49751-254	108.22
DOLL DISTRIBUTING, LLC	1648098	11/26/2024	LIQUOR STORE/STOCK	609-49751-254	108.00
JOHNSON BROS.	2671155	11/25/2024	LIQUOR STORE/WINE/STOCK D...	609-49751-254	37.00
JOHNSON BROS.	2674756	11/26/2024	LIQUOR STORE/STOCK	609-49751-254	81.00
JOHNSON BROS.	2680551	12/09/2024	LIQUOR STORE/WINE/FREIGH...	609-49751-254	48.00
BEVERAGE WHOLESALERS	358635	12/09/2024	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	187.50
RED BULL DISTRIBUTION CO, I...	5014174560	12/09/2024	LIQUOR STORE/MIXERS	609-49751-254	84.00
AH HERMEL COMPANY	C91982	11/25/2024	LIQUOR STPRE/SOFT DRINKS	609-49751-254	-46.48
AH HERMEL COMPANY	1045490	11/21/2024	LIQUOR STORE/INVENTORY	609-49751-256	246.80
NOTHING BUT HEMP LLC	2287	12/09/2024	LIQUOR/THC	609-49751-258	432.00
ARTISAN BEER COMPANY	3731007	12/09/2024	LIQUOR STORE/THC	609-49751-258	100.00
DOLL DISTRIBUTING, LLC	1643473	11/25/2024	LIQUOR STORE/BEER/WINE/...	609-49751-259	40.80
DOLL DISTRIBUTING, LLC	1648098	11/26/2024	LIQUOR STORE/STOCK	609-49751-259	338.10
DOLL DISTRIBUTING, LLC	1652796	12/09/2024	LIQUOR STORE/LIQUOR/BEER...	609-49751-259	185.10
AH HERMEL COMPANY	1045490	11/21/2024	LIQUOR STORE/INVENTORY	609-49751-261	16.94
AH HERMEL COMPANY	C91959	11/25/2024	LIQUOR STORE/OTHER	609-49751-261	-22.38
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	609-49751-321	226.78
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	609-49751-321	226.78
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	609-49751-326	121.30
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	609-49751-326	121.30
VINOCOPIA, INC	0362762-IN	11/21/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	12.50
AH HERMEL COMPANY	1045490	11/21/2024	LIQUOR STORE/INVENTORY	609-49751-333	8.95
JOHNSON BROS.	114696	11/25/2024	LIQUOR STORE/FREIGHT/LIQ...	609-49751-333	-0.68
JOHNSON BROS.	115510	11/25/2024	LIQUOR STORE/FREIGHT/LIQ...	609-49751-333	-2.03
BREAKTHRU BEVERAGE MINN...	118784647	11/25/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-333	111.93

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN W...	118995775	12/09/2024	LIQUOR STORE/MULTIPLE	609-49751-333	80.32
SOUTHERN GLAZER'S OF MN	2562396	12/09/2024	LIQUOR STORE/ LIQUOR	609-49751-333	0.17
SOUTHERN GLAZER'S OF MN	2562397	12/09/2024	LIQUOR STORE/LIQUOR	609-49751-333	25.44
SOUTHERN GLAZER'S OF MN	2562398	12/09/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	14.35
JOHNSON BROS.	2671154	11/25/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	53.37
JOHNSON BROS.	2671155	11/25/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-333	69.02
JOHNSON BROS.	2674744	11/26/2024	LIQUOR STORE/LIQUOR	609-49751-333	21.32
JOHNSON BROS.	2674756	11/26/2024	LIQUOR STORE/STOCK	609-49751-333	24.36
JOHNSON BROS.	2680550	12/09/2024	LIQUOR STORE/LIQUOR AND ...	609-49751-333	57.69
JOHNSON BROS.	2680551	12/09/2024	LIQUOR STORE/WINE/FREIGH...	609-49751-333	26.39
VINOCOPIA, INC	362763-IN	11/21/2024	LIQUOR STORE/WINE/LIQUOR...	609-49751-333	14.00
BREAKTHRU BEVERAGE MINN...	412970471	11/25/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	-1.85
PHILLIPS WINE & SPIRITS	6891485	12/09/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	88.18
PHILLIPS WINE & SPIRITS	6891486	12/09/2024	LIQUOR STORE/WINE	609-49751-333	26.39
WINE MERCHANTS	7499229	12/09/2024	LIQUOR STORE/WINE	609-49751-333	8.12
RADIO WORKS LLC	24110404	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	275.00
NEXT STEP BROADCASTING INC	24110433	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	312.63
NEXT STEP BROADCASTING INC	24110434	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	51.00
NEXT STEP BROADCASTING INC	24110435	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	204.00
NEXT STEP BROADCASTING INC	24110438	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	61.20
NEXT STEP BROADCASTING INC	24110439	12/09/2024	LIQUOR STORE/ADVERTISING	609-49751-340	61.20
CITIZEN PUBLISHING CO	NOV 2024	12/09/2024	LIQUOR STORE/	609-49751-340	2,454.02
US BANK	NOV 2024 US BANK	12/09/2024	Meta	609-49751-340	50.00
US BANK	NOV 2024 US BANK	12/09/2024	Meta	609-49751-340	30.34
US BANK	NOV 2024 US BANK	12/09/2024	Meta	609-49751-340	50.00
US BANK	NOV 2024 US BANK	12/09/2024	Meta	609-49751-340	50.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	609-49751-381	134.91
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	609-49751-381	134.91
CULLIGAN	11/30/2024	12/11/2024	LIQUOR STORE/WATER UTILITY	609-49751-382	29.29
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	609-49751-382	21.85
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	609-49751-382	21.85
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	609-49751-383	134.35
HOMETOWN SANITATION SE...	0000590065	12/02/2024	LIQUOR STORE/DISPOSAL	609-49751-384	193.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	609-49751-385	45.37
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	609-49751-385	45.37
MINNESOTA LICENSED BEVER...	2010688	12/09/2024	LIQUOR STORE/DUES	609-49751-433	360.00
US BANK	NOV 2024 US BANK	12/09/2024	City Hive	609-49751-433	50.57
US BANK	NOV 2024 US BANK	12/09/2024	Outlook	609-49751-444	20.43
US BANK	NOV 2024 US BANK	12/09/2024	HyVee	609-49751-480	11.94
US BANK	NOV 2024 US BANK	12/09/2024	Sams Club/Amazon/HyVee	609-49751-480	115.87
					66,396.28
Fund 609 - LIQUOR STORE Total:					66,396.28

Fund: 614 - TELECOM

UNITED TEL SUPPLY, INC	35035	12/04/2024	TELECOM/	614-16400	20,503.70
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	614-49870-133	80.00
POWER & TEL	8028138-00	12/03/2024	TELECOM/SUPPLIES	614-49870-200	903.87
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	614-49870-200	25.04
CITY LAUNDERING CO.	2071189	12/04/2024	TELECOM/CLEANING SUPPLIES	614-49870-211	21.91
WEX BANK	NOV 2024	12/11/2024	WEX FUEL	614-49870-212	87.26
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	614-49870-217	56.23
POWER & TEL	8031563-00	12/04/2024	TELECOM/UTILITY SYSTEM	614-49870-227	250.21
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Telecom utility system	614-49870-227	21.99
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Telecom utility system	614-49870-227	19.98
US BANK	NOV 2024 US BANK	12/09/2024	Ebay	614-49870-227	143.70
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	Telecom	614-49870-241	35.47
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	614-49870-321	246.95
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	614-49870-321	288.56
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	614-49870-321	288.56
CENTURY LINK	NOV 16 24	12/04/2024	5078311075/ TELEPHONE	614-49870-321	94.46
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	614-49870-322	275.16

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	614-49870-322	275.02
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	614-49870-326	997.11
INNOVATIVE SYSTEMS LLC	INV-21632	12/03/2024	BILLINGSYSTEM SOFTWARE	614-49870-326	1,731.52
INNOVATIVE SYSTEMS LLC	INV-21883	12/09/2024	POSTAGE/DATA PROCESSING/...	614-49870-326	159.84
INNOVATIVE SYSTEMS LLC	NOV 2024	12/11/2024	POSTAGE	614-49870-326	159.84
NEXT STEP BROADCASTING INC	24110527	12/03/2024	TELECOM/ADVERTISING	614-49870-340	75.99
NEXT STEP BROADCASTING INC	24110528	12/03/2024	TELECOM/ADVERTISING	614-49870-340	75.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	614-49870-381	3,350.69
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	614-49870-381	3,350.69
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	614-49870-382	20.80
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	614-49870-382	20.80
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	614-49870-383	39.16
HOMETOWN SANITATION SE...	0000590068	12/04/2024	TELECOM/DISPOSAL	614-49870-384	105.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	614-49870-385	42.08
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	614-49870-385	42.08
AZAR COMPUTER SOFTWARE ...	142663	12/04/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
NATIONAL CABLE TV COOP	24110486	11/29/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	46,914.68
DISPLAY SYSTEMS INTERNATI...	258555	12/03/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	347626	12/03/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	304.00
ADARA TECHNOLOGIES INC	AP100223CW-60	12/09/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	11,025.00
UNIVERSAL SERVICE ADMIN CO	NOV	12/09/2024	TELECOM/INTER GOVT FEES	614-49870-443	2,114.51
WOODSTOCK COMMUNICATI...	10314049	12/04/2024	TELECOM/SWITCH FEES	614-49870-445	205.10
CONSOLIDATED CALL CENTER ...	26294	12/09/2024	TELECOM/SWITCH FEES	614-49870-445	111.13
E-911 - INDEPENDENT EMERG...	DEC-1-24	12/04/2024	TELECOM/SWITCH FEES	614-49870-445	40.00
ZAYO GROUP, LLC	2024120027696	12/04/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
JONATHAN ENGSTROM	403	12/04/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,700.00
JONATHAN ENGSTROM	405	12/04/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,700.00
HURRICANE ELECTRIC LLC	98525566-IN	12/03/2024	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	NOV 2024 US BANK	12/09/2024	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO...	241100050	12/03/2024	TELECOM/ON CALL SUPPORT	614-49870-448	151.98
SWWC - SOUTHWEST WEST C...	77647	12/09/2024	TELECOM/ON CALL SUPPORT	614-49870-448	950.00

108,573.50**Fund 614 - TELECOM Total:****108,573.50****Fund: 615 - ARENA**

NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	615-49850-133	16.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	615-49850-200	25.03
VESTIS GROUP, INC	2560324625	12/03/2024	ARENA/CLEANING	615-49850-211	63.47
COUNTRY PRIDE SERVICE	9038664	12/03/2024	ARENA/MOTOR FUELS	615-49850-212	90.00
ULTIMATE SAFETY CONCEPTS ...	214386	12/03/2024	ARENA/CHEMICALS	615-49850-216	481.00
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	615-49850-217	40.09
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Arena operating supplies	615-49850-217	38.71
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	615-49850-321	80.54
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	615-49850-321	127.28
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	615-49850-321	127.28
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	615-49850-326	433.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	615-49850-381	7,371.94
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	615-49850-381	7,371.94
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	615-49850-382	231.48
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	615-49850-382	231.48
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	615-49850-383	1,000.96
HOMETOWN SANITATION SE...	0000590069	12/03/2024	ARENA/DISPOSAL	615-49850-384	178.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	615-49850-385	112.70
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	615-49850-385	112.70

18,567.59**Fund 615 - ARENA Total:****18,567.59****Fund: 617 - M/P CENTER**

JACKLYN PETERMANN	R2024109	11/29/2024	WCC/REFUND	617-38510	21.38
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Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	617-49860-133	48.00
QUADIENT LEASING USA, INC	DEC 24 - MARCH 24	12/02/2024	POSTAGE MACHINE	617-49860-200	25.04
US BANK	NOV 2024 US BANK	12/09/2024	Amazon	617-49860-200	116.98
A & B BUSINESS	IN1213919	12/09/2024	OPERATING SUPPLIES/COLOR ...	617-49860-217	100.00
US BANK	NOV 2024 US BANK	12/09/2024	Hyvee	617-49860-217	19.97
US BANK	NOV 2024 US BANK	12/09/2024	HyVee	617-49860-254	80.80
US BANK	NOV 2024 US BANK	12/09/2024	Hy-Vee	617-49860-254	10.53
US BANK	NOV 2024 US BANK	12/09/2024	HyVee	617-49860-254	36.36
US BANK	NOV 2024 US BANK	12/09/2024	hyvee	617-49860-254	11.99
US BANK	NOV 2024 US BANK	12/09/2024	HyVee	617-49860-259	11.93
US BANK	NOV 2024 US BANK	12/09/2024	Hyvee	617-49860-261	22.99
US BANK	NOV 2024 US BANK	12/09/2024	Hyvee	617-49860-261	34.99
US BANK	NOV 2024 US BANK	12/09/2024	Hyvee	617-49860-261	30.98
VERIZON WIRELESS	9979512673	12/09/2024	MULTIPLE/TELEPHONE	617-49860-321	41.39
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	617-49860-321	60.12
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	617-49860-321	60.12
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	617-49860-326	403.33
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	617-49860-326	403.33
COMMUNITY FIRST BROADCA...	24111511	12/10/2024	WCC/ADVERTISING	617-49860-340	220.50
US BANK	NOV 2024 US BANK	12/09/2024	Family Dollar	617-49860-340	10.69
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	617-49860-381	1,007.50
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	617-49860-381	1,007.50
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	617-49860-382	49.00
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	617-49860-382	49.00
MN ENERGY RESOURCES	5260587618	12/09/2024	GAS UTILITY	617-49860-383	409.96
HOMETOWN SANITATION SE...	0000590070	11/29/2024	WCC/ DISPOSAL	617-49860-384	172.99
ELECTRIC FUND	DEC 2024	12/10/2024	MONTHLY UTILITIES	617-49860-385	117.22
ELECTRIC FUND	DEC. 2024 CITY UTILITIES	12/10/2024	MONTHLY UTILITY	617-49860-385	117.22
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	M/P Building	617-49860-402	13.47
RUNNINGS SUPPLY, INC	NOV 2024 RUNNINGS	12/09/2024	M/P Building	617-49860-402	8.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Community Center	617-49860-402	6.59
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Community Center	617-49860-404	13.98
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Community Center	617-49860-404	150.44
SCHWALBACH HARDWARE	NOV 2024 SCHWALBACH	12/10/2024	Community Center	617-49860-404	57.14
					4,952.41
					Fund 617 - M/P CENTER Total: 4,952.41

Fund: 700 - PAYROLL

Internal Revenue Service-Payr...	INV0002527	11/29/2024	Federal Tax Withholding	700-21701	12,109.13
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Federal Tax Withholding	700-21701	13,637.26
MN Department of Revenue - ...	INV0002528	11/29/2024	State Withholding	700-21702	6,068.50
MN Department of Revenue - ...	INV0002533	12/13/2024	State Withholding	700-21702	6,637.88
Internal Revenue Service-Payr...	INV0002527	11/29/2024	Social Security	700-21703	14,251.12
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Social Security	700-21703	14,826.94
MN Pera	INV0002525	11/29/2024	PERA	700-21704	746.16
MN Pera	INV0002525	11/29/2024	PERA	700-21704	9,896.66
MN Pera	INV0002525	11/29/2024	PERA	700-21704	16,109.96
MN Pera	INV0002525	11/29/2024	PERA	700-21704	15.00
MN Pera	INV0002530	12/13/2024	PERA	700-21704	1,380.66
MN Pera	INV0002530	12/13/2024	PERA	700-21704	9,715.00
MN Pera	INV0002530	12/13/2024	PERA	700-21704	15,616.28
MN State Deferred	INV0002526	11/29/2024	Deferred Compensation	700-21705	4,329.00
MN State Deferred	INV0002526	11/29/2024	Deferred Roth	700-21705	577.00
MN State Deferred	INV0002531	12/13/2024	Deferred Compensation	700-21705	4,329.00
MN State Deferred	INV0002531	12/13/2024	Deferred Roth	700-21705	577.00
LAW ENFORCEMENT LABOR S...	DECMEBER 2024	12/02/2024	POLICE/UNION DUES	700-21708	564.00
Internal Revenue Service-Payr...	INV0002527	11/29/2024	Medicare Withholding	700-21711	4,257.08
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Medicare Withholding	700-21711	4,539.40
WEX Health Inc	11/08/2024	11/30/2024	FLEX SPENDING	700-21712	540.00
WEX Health Inc	11/22/2024	11/29/2024	FLEX SPENDING	700-21712	12.72
WEX Health Inc	11/23/2024	11/29/2024	FLEX SPENDING	700-21712	137.04

Expense Approval Report

Payment Dates: 11/29/2024 - 12/13/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX Health Inc	11/26/2024	11/29/2024	FLEX SPENDING	700-21712	86.65
WEX Health Inc	11/26/24	11/29/2024	FLEX SPENDING	700-21712	692.20
WEX Health Inc	11/27/2024	11/29/2024	FLEX SPENDING	700-21712	307.80
NCPERS MINNESOTA	JAN 25	12/09/2024	INSURANCE	700-21718	16.00
WEX Health Inc	INV0002524	11/29/2024	VEBA Employer Contribution	700-21720	1,696.61
WEX Health Inc	INV0002523	11/29/2024	HSA Employer Contribution	700-21722	1,060.85
WEX Health Inc	INV0002522	11/29/2024	HSA Employee Contribution	700-21723	546.32
WEX Health Inc	INV0002529	12/13/2024	HSA Employee Contribution	700-21723	546.28
					145,825.50
Fund 700 - PAYROLL Total:					145,825.50
Grand Total:					631,225.83

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	39,730.56
211 - LIBRARY	3,591.17
225 - AIRPORT	1,205.69
230 - POOL	816.59
235 - AMBULANCE	10,621.51
250 - EDA GENERAL	1,761.48
254 - NORTH IND PARK	151.02
401 - GENERAL CAPITAL PROJECTS	8,679.22
601 - WATER	22,538.37
602 - SEWER	28,241.01
604 - ELECTRIC	169,573.93
609 - LIQUOR STORE	66,396.28
614 - TELECOM	108,573.50
615 - ARENA	18,567.59
617 - M/P CENTER	4,952.41
700 - PAYROLL	145,825.50
Grand Total:	631,225.83

Account Summary

Account Number	Account Name	Payment Amount
100-34202	Fire Protection Services -...	120.00
100-41110-308	Training & Registrations	700.00
100-41110-326	Data Processing	71.87
100-41110-480	Other Miscellaneous	125.00
100-41310-133	Employer Paid Insurance...	120.00
100-41310-200	Office Supplies	732.06
100-41310-217	Other Operating Supplies	360.99
100-41310-321	Telephone	136.18
100-41310-326	Data Processing	563.78
100-41910-133	Employer Paid Insurance...	8.00
100-41910-200	Office Supplies	25.03
100-41910-321	Telephone	153.25
100-41940-381	Electric Utility	1,105.72
100-41940-382	Water Utility	123.98
100-41940-383	Gas Utility	342.90
100-41940-384	Refuse Disposal	114.99
100-41940-385	Sewer Utility	275.50
100-41940-406	Repairs & Maint - Groun...	626.23
100-42120-133	Employer Paid Insurance...	160.00
100-42120-200	Office Supplies	35.62
100-42120-212	Motor Fuels	1,843.69
100-42120-304	Legal Fees	12,000.00
100-42120-321	Telephone	70.18
100-42120-323	Radio Units	120.00
100-42120-326	Data Processing	558.45
100-42120-404	Repairs & Maint - M&E	-43.46
100-42120-405	Repairs & Maint - Vehicle	727.37
100-42120-480	Other Miscellaneous	-26.86
100-42220-200	Office Supplies	51.98
100-42220-211	Cleaning Supplies	39.50
100-42220-212	Motor Fuels	343.95
100-42220-215	Materials & Equipment	75.06
100-42220-217	Other Operating Supplies	136.72
100-42220-321	Telephone	85.78
100-42220-381	Electric Utility	666.86
100-42220-382	Water Utility	30.46
100-42220-383	Gas Utility	293.79

Account Summary

Account Number	Account Name	Payment Amount
100-42220-384	Refuse Disposal	46.00
100-42220-385	Sewer Utility	73.86
100-42220-405	Repairs & Maint - Vehicle	189.87
100-42500-381	Electric Utility	68.32
100-43100-133	Employer Paid Insurance...	80.00
100-43100-200	Office Supplies	31.02
100-43100-212	Motor Fuels	2,190.33
100-43100-215	Materials & Equipment	61.11
100-43100-217	Other Operating Supplies	161.42
100-43100-218	Uniforms	148.00
100-43100-241	Small Tools	23.99
100-43100-308	Training & Registrations	50.00
100-43100-321	Telephone	83.32
100-43100-381	Electric Utility	8,213.92
100-43100-382	Water Utility	43.72
100-43100-383	Gas Utility	92.75
100-43100-385	Sewer Utility	99.70
100-43100-404	Repairs & Maint - M&E	2,984.70
100-43100-405	Repairs & Maint - Vehicle	47.99
100-45120-200	Office Supplies	25.03
100-45120-217	Other Operating Supplies	18.75
100-45120-480	Other Miscellaneous	5.99
100-45202-133	Employer Paid Insurance...	16.00
100-45202-200	Office Supplies	25.03
100-45202-326	Data Processing	533.34
100-45202-381	Electric Utility	1,011.72
100-45202-384	Refuse Disposal	530.11
211-45501-133	Employer Paid Insurance...	16.00
211-45501-200	Office Supplies	101.21
211-45501-211	Cleaning Supplies	27.98
211-45501-217	Other Operating Supplies	483.10
211-45501-321	Telephone	331.16
211-45501-326	Data Processing	140.00
211-45501-381	Electric Utility	305.78
211-45501-382	Water Utility	41.30
211-45501-383	Gas Utility	172.00
211-45501-385	Sewer Utility	91.74
211-45501-402	Repairs & Maint - Struct...	450.00
211-45501-433	Dues & Subscriptions	217.89
211-45501-435	Books and Pamphlets	1,213.01
225-45127-200	Office Supplies	31.50
225-45127-381	Electric Utility	444.19
225-45127-480	Other Miscellaneous	730.00
230-34720	Pool Admission	240.00
230-34721	Pool Instruction	35.00
230-45124-217	Other Operating Supplies	322.34
230-45124-381	Electric Utility	66.00
230-45124-383	Gas Utility	48.09
230-45124-385	Sewer Utility	105.16
235-42153-133	Employer Paid Insurance...	16.00
235-42153-200	Office Supplies	25.04
235-42153-212	Motor Fuels	2,410.40
235-42153-217	Other Operating Supplies	465.80
235-42153-218	Uniforms	135.00
235-42153-312	Nursing	4,303.18
235-42153-321	Telephone	540.35
235-42153-334	Meals/Lodging	417.67
235-42153-381	Electric Utility	444.58

Account Summary

Account Number	Account Name	Payment Amount
235-42153-382	Water Utility	20.32
235-42153-383	Gas Utility	195.86
235-42153-384	Refuse Disposal	45.99
235-42153-385	Sewer Utility	49.24
235-42153-404	Repairs & Maint - M&E	1,360.00
235-42153-405	Repairs & Maint - Vehicle	167.52
235-42153-406	Repairs & Maint - Groun...	24.56
250-46520-133	Employer Paid Insurance...	24.00
250-46520-200	Office Supplies	46.39
250-46520-321	Telephone	153.25
250-46520-381	Electric Utility	119.84
250-46520-433	Dues & Subscriptions	500.00
250-46520-439	Special Projects	918.00
254-46520-381	Electric Utility	151.02
401-49950-502	Capital Outlay - Fire	1,679.22
401-49950-504	Capital Outlay - Parks	7,000.00
601-49400-133	Employer Paid Insurance...	48.00
601-49400-200	Office Supplies	25.04
601-49400-212	Motor Fuels	250.92
601-49400-216	Chemicals and Chemical ...	3,867.95
601-49400-217	Other Operating Supplies	118.72
601-49400-241	Small Tools	159.99
601-49400-321	Telephone	194.28
601-49400-322	Postage	550.18
601-49400-326	Data Processing	1,845.54
601-49400-381	Electric Utility	8,529.36
601-49400-382	Water Utility	40.16
601-49400-383	Gas Utility	1,713.68
601-49400-385	Sewer Utility	87.96
601-49400-386	Landfill	5,106.59
602-49450-133	Employer Paid Insurance...	32.00
602-49450-200	Office Supplies	25.03
602-49450-212	Motor Fuels	150.31
602-49450-216	Chemicals and Chemical ...	136.40
602-49450-217	Other Operating Supplies	245.60
602-49450-241	Small Tools	51.67
602-49450-310	Lab Testing	1,785.50
602-49450-321	Telephone	477.63
602-49450-322	Postage	550.18
602-49450-326	Data Processing	1,845.54
602-49450-381	Electric Utility	20,214.81
602-49450-382	Water Utility	772.96
602-49450-383	Gas Utility	427.37
602-49450-384	Refuse Disposal	119.98
602-49450-404	Repairs & Maint - M&E	1,019.99
602-49450-405	Repairs & Maint - Vehicle	386.04
604-14200	Inventory	904.07
604-16300	Improvements Other Th...	10,829.43
604-16480	CIP-Const in Progress	70,928.23
604-49550-133	Employer Paid Insurance...	88.00
604-49550-200	Office Supplies	347.68
604-49550-211	Cleaning Supplies	69.99
604-49550-212	Motor Fuels	540.00
604-49550-263	Merchandise for Resale -...	76,159.65
604-49550-308	Training & Registrations	1,116.00
604-49550-321	Telephone	183.04
604-49550-322	Postage	550.18
604-49550-325	Dispatching	70.54

Account Summary

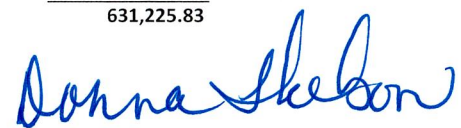
Account Number	Account Name	Payment Amount
604-49550-326	Data Processing	3,266.20
604-49550-350	Printing & Design	180.00
604-49550-381	Electric Utility	253.30
604-49550-382	Water Utility	89.60
604-49550-383	Gas Utility	56.78
604-49550-384	Refuse Disposal	137.36
604-49550-385	Sewer Utility	188.22
604-49550-402	Repairs & Maint - Struct...	48.94
604-49550-404	Repairs & Maint - M&E	236.69
604-49550-405	Repairs & Maint - Vehicle	973.59
604-49550-408	Repairs & Maint - Distrib...	36.18
604-49550-409	Repairs & Maint - Utilities	88.63
604-49550-410	Repairs & Maint - Gener...	9.18
604-49550-433	Dues & Subscriptions	218.76
604-49550-450	Conservation	803.69
604-49550-491	Payments to Other Orga...	1,200.00
609-49751-133	Employer Paid Insurance...	48.00
609-49751-200	Office Supplies	38.02
609-49751-211	Cleaning Supplies	20.82
609-49751-217	Other Operating Supplies	38.86
609-49751-251	Liquor	24,919.50
609-49751-252	Beer	25,571.27
609-49751-253	Wine	7,308.03
609-49751-254	Soft Drinks & Mix	860.23
609-49751-256	Tobacco Products	246.80
609-49751-258	Liquor Store THC	532.00
609-49751-259	Non- Alcoholic	564.00
609-49751-261	Other Merchandise	-5.44
609-49751-321	Telephone	453.56
609-49751-326	Data Processing	242.60
609-49751-333	Freight and Express	637.94
609-49751-340	Advertising & Promotions	3,599.39
609-49751-381	Electric Utility	269.82
609-49751-382	Water Utility	72.99
609-49751-383	Gas Utility	134.35
609-49751-384	Refuse Disposal	193.99
609-49751-385	Sewer Utility	90.74
609-49751-433	Dues & Subscriptions	410.57
609-49751-444	License Fees	20.43
609-49751-480	Other Miscellaneous	127.81
614-16400	Machinery & Equipment	20,503.70
614-49870-133	Employer Paid Insurance...	80.00
614-49870-200	Office Supplies	928.91
614-49870-211	Cleaning Supplies	21.91
614-49870-212	Motor Fuels	87.26
614-49870-217	Other Operating Supplies	56.23
614-49870-227	Utility System Maint Sup...	435.88
614-49870-241	Small Tools	35.47
614-49870-321	Telephone	918.53
614-49870-322	Postage	550.18
614-49870-326	Data Processing	4,083.31
614-49870-340	Advertising & Promotions	151.98
614-49870-381	Electric Utility	6,701.38
614-49870-382	Water Utility	41.60
614-49870-383	Gas Utility	39.16
614-49870-384	Refuse Disposal	105.00
614-49870-385	Sewer Utility	84.16
614-49870-442	Subscriber Fees	60,587.12

Account Summary

Account Number	Account Name	Payment Amount
614-49870-443	Intergovernmental Fees	2,114.51
614-49870-445	Switch Fees	356.23
614-49870-447	Internet Expense	9,589.00
614-49870-448	On-Call Support	1,101.98
615-49850-133	Employer Paid Insurance	16.00
615-49850-200	Office Supplies	25.03
615-49850-211	Cleaning Supplies	63.47
615-49850-212	Motor Fuels	90.00
615-49850-216	Chemicals and Chemical	481.00
615-49850-217	Other Operating Supplie	78.80
615-49850-321	Telephone	335.10
615-49850-326	Data Processing	866.00
615-49850-381	Electric Utility	14,743.88
615-49850-382	Water Utility	462.96
615-49850-383	Gas Utility	1,000.96
615-49850-384	Refuse Disposal	178.99
615-49850-385	Sewer Utility	225.40
617-38510	M/P Room Rent	21.38
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	142.02
617-49860-217	Other Operating Supplie	119.97
617-49860-254	Soft Drinks & Mix	139.68
617-49860-259	Non- Alcoholic	11.93
617-49860-261	Other Merchandise	88.96
617-49860-321	Telephone	161.63
617-49860-326	Data Processing	806.66
617-49860-340	Advertising & Promotion	231.19
617-49860-381	Electric Utility	2,015.00
617-49860-382	Water Utility	98.00
617-49860-383	Gas Utility	409.96
617-49860-384	Refuse Disposal	172.99
617-49860-385	Sewer Utility	234.44
617-49860-402	Repairs & Maint - Struct	29.04
617-49860-404	Repairs & Maint - M&E	221.56
700-21701	Federal Withholding	25,746.39
700-21702	State Withholding	12,706.38
700-21703	FICA Tax Withholding	29,078.06
700-21704	PERA Contributions	53,479.72
700-21705	Retirement	9,812.00
700-21708	PD Union Dues	564.00
700-21711	Medicare Tax Withholdi	8,796.48
700-21712	Flex Account	1,776.41
700-21718	Individual Insurance-NC	16.00
700-21720	VEBA Contributions	1,696.61
700-21722	HSA Contribution	1,060.85
700-21723	HSA Employee Contribu	1,092.60
Grand Total:		631,225.83

Project Account Summary

Project Account Key	Payment Amount
None	631,225.83
Grand Total:	631,225.83



ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: CITY COUNCIL
FROM: EDA
MEETING DATE: December 17, 2024
RE: Public Hearing – Residential Tax Abatement – 1946 Bud Road
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 take the following action regarding a request for tax abatement:

1. Hold Public Hearing on the proposed residential tax abatement.
 2. Adopt the attached RESOLUTION approving the tax abatement for a new home to be constructed at 1946 Bud Road, Windom, MN 56101.
-

Issue Summary/Background

On December 3, 2024, the Windom City Council adopted a resolution calling for a Public Hearing to be held on December 17, 2024, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1946 Bud Road, Windom, MN 56101.

The Applicant has met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2022, Cottonwood County renewed its “home initiative program” which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 20, 2022, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines, renewing its participation in the Cottonwood County Home Initiative Program, and establishing a cap of \$320,000 as the maximum value per new single-family home on which the City may grant tax abatement.

The program provides for a five-year abatement of property taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable for the full assessed value of the new home, duplex or multi-family complex. The abatement does not include the property taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of property taxes by the City for this property for the five-year period is \$6,050.75. (However this is only an estimate because construction on the home has not yet begun and the tax rates will change each year.)

Attachments

1. Public Hearing Notice;
2. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813;
3. Cottonwood County Home Initiative Application Packet – 1946 Bud Road, Windom, MN.

TL:mah

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, December 17, 2024, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chamber at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2024 tax rates, **estimated** total abatement could be approximately \$6,050.75.

Property Address: 1946 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 6, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota;

Parcel No.: 25-320-0600

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: December 4, 2024
(COTTONWOOD COUNTY CITIZEN)

RESOLUTION #2024-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM, MINNESOTA

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

WHEREAS, Minnesota Statutes §469.1813 gives authority to the City of Windom to grant an abatement of property taxes imposed by the City if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, on December 20, 2022, the City Council of the City of Windom adopted Resolution #2022-77 approving the updated Cottonwood County Home Initiative Guidelines (for 2023-2025 application period), renewing the City's participation in the Cottonwood County Home Initiative Program, and establishing a cap of \$320,000 as the maximum value per new single-family home on which the City may grant tax abatement; and

WHEREAS, Preferred Choice Homes, LLC, a Minnesota limited liability company, ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-320-0600

Address of Property: 1946 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 6, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Preferred Choice proposes to a construct a new home on this property; and

WHEREAS, Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that

the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 17th day of December, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

November 20, 2024

To: Cottonwood County Home Initiative Administrator
c/o Tiffany Lamb, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on Lot 6, Block 1 of Gove Acres Subdivision in Windom. On behalf of "Preferred Choice Homes, LLC" (the property owner), we are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

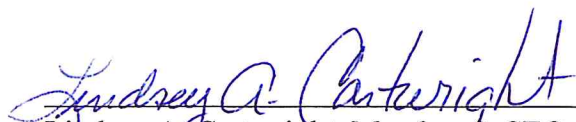
1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

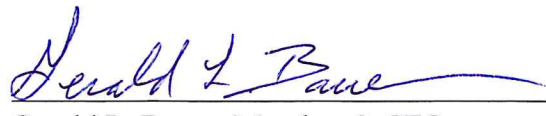
A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

PREFERRED CHOICE HOMES, LLC


Lindsey A. Cartwright, Member & CEO


Gerald L. Bauer, Member & CFO

Applicant: Preferred Choice Homes, LLC

Contact Address: 247 Buckwheat Ave, Windom, MN 56101

Contact Phone Nos.: Cartwright - 507-830-1305 Bauer - 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID No.: 25.320.0600

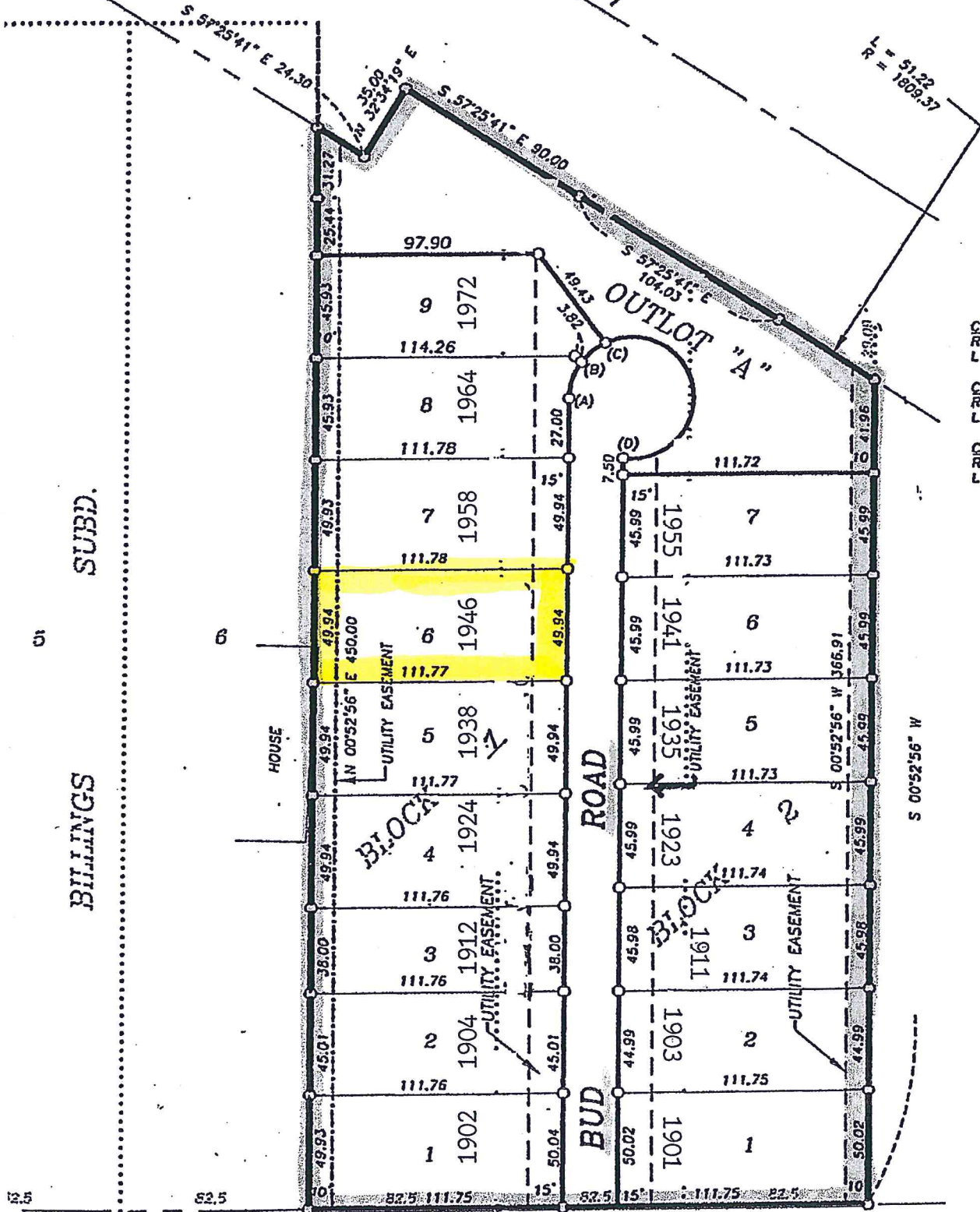
Address of the Property: 1946 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 6, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Estimated Market Value of the New Home: \$210,000

Gove Acres Subdivision

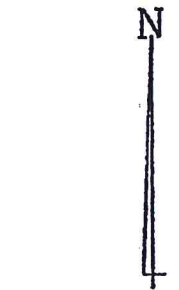
U.S. Highway 71



CURVE (A)-(B)
R = 27.53
L = 17.46

CURVE (B)-(C)
R = 27.53
L = 13.68

CURVE (C)-(D)
R = 27.53
L = 102.29



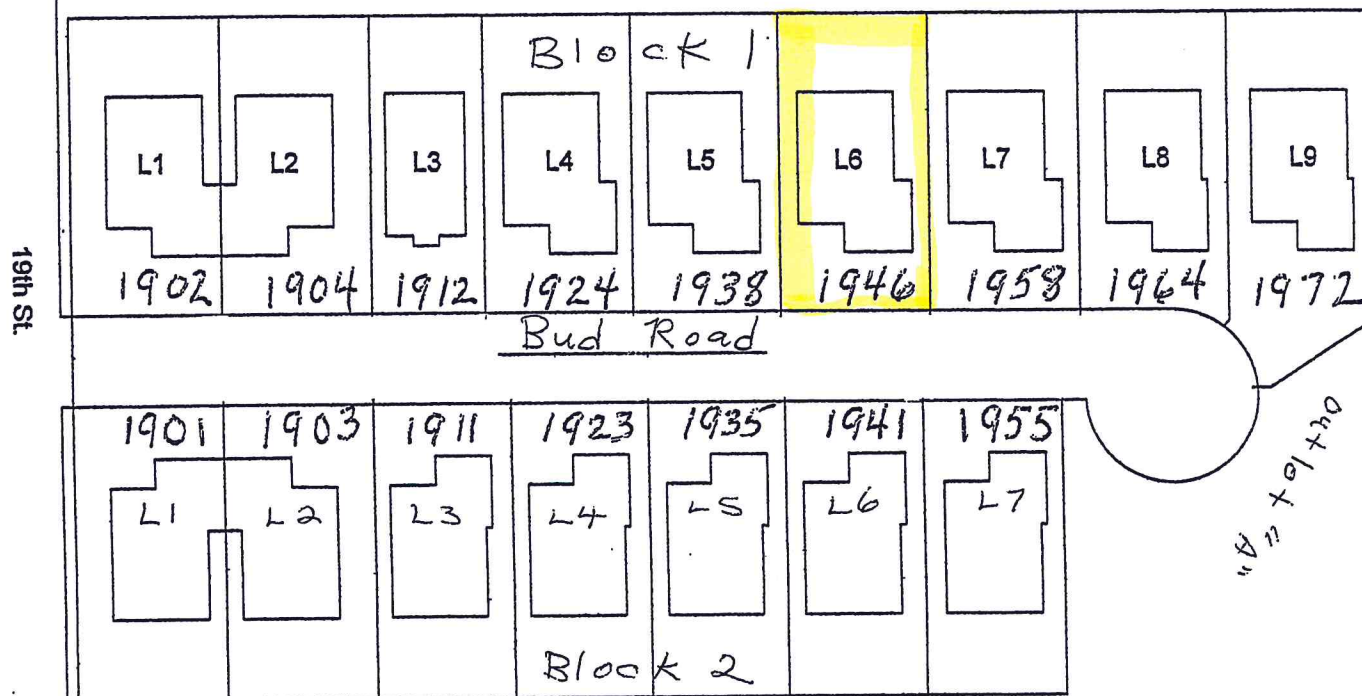
SCALE 1" = 50'

● = MONUMENTS FI
○ = MONUMENTS SI
5/8" IRON ST
--- = UTIL

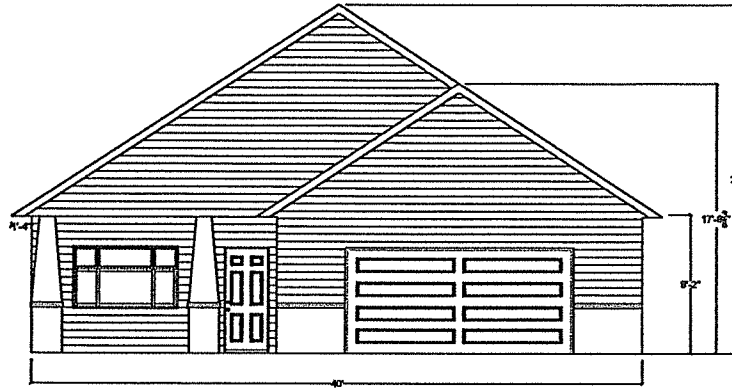
19th Street

N 89°37'10" W 247.50

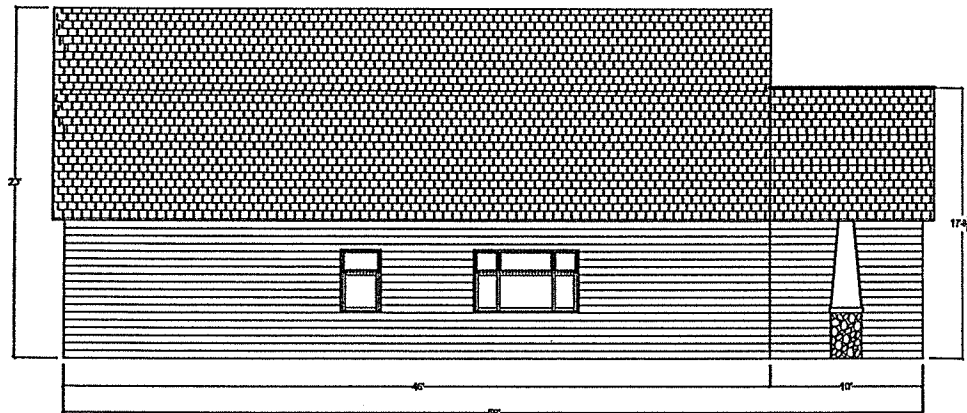
Addresses Gove Acres



Approved By: 	Issue Date: 10-28-2020		Project: Senior Cottage PUD Plan: Lot Layout	
	Contact: Lindsey Cartwright Phone: 507-830-1305		Set: Approval Set 2 Scale: 1/32" = 1'-0"	Sheet: LOT
	Contact: Jerry Bauer Phone: 507-522-3700		Drawn By: MC Page: —	

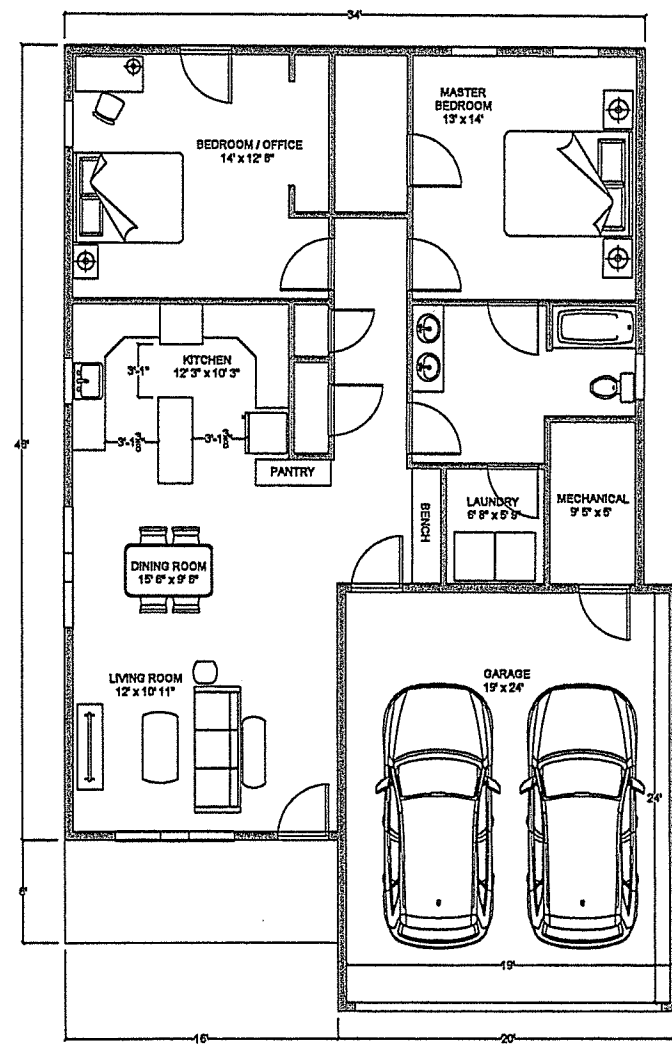
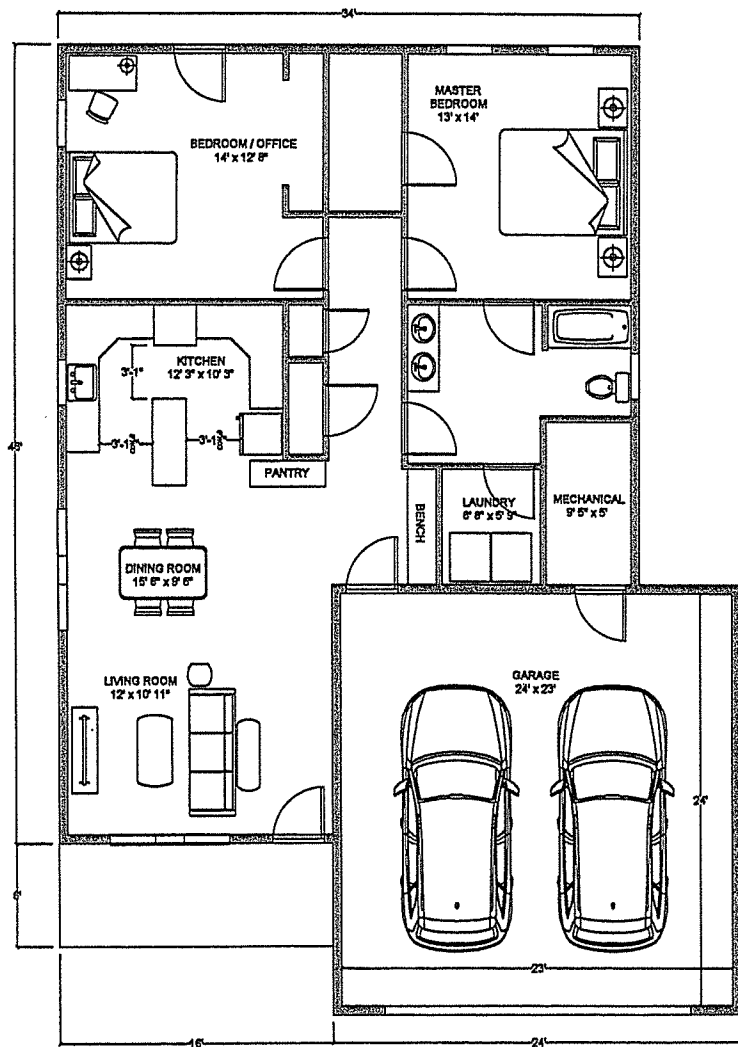


ⓑ ELEVATION
SCALE: 1/8" = 1'-0"

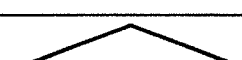


ⓑ ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD Plan: Cottage Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1 Scale: 3/16" = 1'-0"	
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC Page: 2 of 6	
			Sheet: B




FURNITURE PLANS
 SCALE: 3/16" = 1'-0"

Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD Plan: Furniture Plan	
	Contact: Lindsey Cartwright Phone: 507-630-1305	Set: Approval Set 2 Scale: 3/16" = 1'-0"	Sheet: 0
	Contact: Jerry Bauer Phone: 507-622-3700	Drawn By: MC Page: —	

RESOLUTION #2024-55

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2024 TAX LEVY, COLLECTABLE IN 2025

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2025, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$2,682,501
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 17th day of December, 2024.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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 & Finance Director
DATE: December 13, 2024
RE: 2024 Budget Adjustments
CONTACT: Steve Nasby: Steve.Nasby@windommn.com or Donna Torkelson, Donna.Torkelson@windommn.com

The finance office will have a hand out for the Council on December 17th with a few 2024 budget adjustments to cover items that changed or arose during the year. These would include the DEED reimbursement for the Cemstone demolition, flooding expenses and State funds passed through for the Windom Landings Apartments.

2024 SMART GOAL REPORT

2024 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - Stable Property Taxes						The City's tax levy went up 5.59% but our tax rate went down as valuations increased at a higher rate.
Administration - Department Head Training						Completed "Reasonable Suspicion" training with MMUA and conducted Active Shooter (Alice Training) with Windom PD
Administration - City Facilities Tour						Will be rescheduled for 2025. Flooding in summer 2024 disrupted planned schedule.
Airport - Credit Card System Upgrade						Still awaiting federal rule finalization for implementation.
Airport - Crosswind Runway Environmental Study						Underway with consultants. Land and drainage issues identified.
Airport - Taxiway & Runway Maintenance						Planned actions completed in 2024.
Amulance - Specialty Care Transport Rate						Rate change implemented via Council approval.
Ambulance - Radio Replacement						Grant applied for but was not funded. Will use reserves or one-time State funds to purchase in 2025.
Building & Zoning - GIS Enhancement						Continue to utilize and update "Empower" GIS software for building office functions.
Building & Zoning - Expanded Use of Blighted Homes Funds						Council budget discussion 2024 for 2025 activities.
Building & Zoning - Research Areas for New Subdivisions						Gove Acres still building out and new Cemstone subdivision completed so less demand for new lots.
Building & Zoning - Encourage Preservation of Trees						Some policy research done but no proposed code changes.
Community Center - Increase Birthday Package Rentals						Bookings increasing.
Community Centr - Policy Updates						Fees and policies reviewed and changed as needed.
EDA - Maintain Commercial & Industrial Property Inventory						Combined since this is a permant goal (part of infill development).
EDA - Infill Development						Combined sine this is a permanent goal to have all existing development filled.
EDA - Assist in Marketing Former Shopko Building						Combined since this is a specific goal for in-fill development.
EDA - Marketing East Highway 60 Development						Connections wth interested parties are referred to the property owners.
EDA - New Residential Subdivision - Affordable Starter Homes						Gove Acres is about half filled.
EDA - Grocery Store Project						
EDA - Data Center Project						Combined under just North Windom Industrial Park (certified data center site).
EDA - Increase Supply of Child Care						Actively engaged in discussions with multiple parties about options.
EDA - Attract New Industry - Recyclable Plastics & New Products						Combined under just North Windom Industrial Park.
EDA - Recapitalize EDA's Financial Assistance Programs						Researching grant and other funding opportunities.
Electric - Increase Generation Capacity						Generator purchased, building construction completed. Facility operational in November.
Electric - Improve Response Time						
Electric - Continuing Education for Staff						
Electric - Convert to AMI Metering						Researched meter options and applied for federal grants (unsucessful). Planning for meter replacement in 2025.
Fire - Replace Damaged or Unsafe Hose						State grant to replace hose obtained and hose purchased.
Fire - Replace Tanker Truck						Capital improvement budget in 2024 & 2025. Truck on order.
Library - Increase Email Enrollment for Patrons						Will continue into 2025.
Library - Review and Update Policies						Constant updates to policies as needed.
Library - Increase Number of Programs & Services						Plan to increase on a yearly basis.
Liquor - Increase Number of In-store Tastings						New store format makes conducting tastings easier.
Liquor - Improve Inventory Management System						Since completion of the new store, inventory has been able to be counted more often to insure accuracy.
Liquor - Sponsor Beverage Alcohol Server Training						All staff tranined in 2024.
City Office\Finance - Transition to Elation+						Staff software updated and training conducted. System operational.
City Office - Assist Customers Moving to Streaming Services						Pending Telecom transition to streaming video.
Parks - Installation of Cameras at Tegel's Park						Completed in late November.
Police - Pursuit Intervention Technique Training						
Police - Increased Firearm Training						
Pool - Feasibility Study						Study funded in 2024 CIP.
Streets - Pothole Filling & Crack Filling Maintenance						Crew did the planned work for 2024.
Streets - Adjustment of Manholes						Sites for 2024 completed.
Telecom - Employee Training						Completed training.
Telecom - Improve Voice Services						Migrated to Next Generation 911 system
Telecom - Maintain Building & Grounds						
Telecom - Website 2024						Website updated as applicable.
Telecom - Video Service 2024						Finalizing database and billing system API.
Water - Service Line Inventory						Inventory completed with customers and report submitted to State.
Water - Improve Wellhouse Appearance						Wellhouses 3 & 4 painted, new roof on Wellhouse 8 and landscaping done on Wellhouse 6.
Wastewater - Meet New Copper & Chloride Limits						Wastewater plant in compliance with the permit limits.

SMART Goal Planning Form – Administration – Facility Roof Assessments - 2025

Specific – WHO? WHAT?

Continue City facility roof inspections.

Measurement/Assessment – HOW?

Annual roof assessment, repair list and longevity report completed by qualified 3rd Party.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Contractor will perform inspections and Department Heads will be provided the roof reports and work with Administration and the budgeting process to plan for future costs and/or make repairs as needed.

Relevant – EXPECTED RESULT?

Early identification of problems that may cause damage to City buildings & facilities and/or avoidance of more costly repairs.

Timed – WHEN?

Annual inspections were completed in 2023 and 2024, intent is to continue with the roof inspection/assessment program.

SMART Goal Planning Form – Administration
City Facilities Tour

Specific – The City Administrator and Department Heads provide an opportunity for the City Council (plus possibility County Board of Supervisors and School Board members) to walk through City buildings and view public infrastructure. Local media would also be invited.

Measurement/Assessment – Completion of a tour.

Attainable/Achieve – Time commitment by City Council and staff.

Relevant – The expected result is a better understanding of the operations conducted by City Departments and conditions of public buildings\infrastructure. This knowledge will be used by the Council to help set and establish goals, priorities and budgets.

Timed – Goal will be to have the tour completed by May/June 2025.

SMART Goal Planning Form – Administration
City Website – Reconstruction

Specific – The City Administrator and other staff will work with an inter-departmental team to plan for the upgrade of a new City of Windom Website. Staff will identify a 3rd party consultant (web developer) to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be new website up and operating. Old site decommissioned.

Attainable/Achieve – Budget of \$50,000 estimated.

Time and effort on behalf of all departments is needed to update and revise information on the City website and to make improvements.

Relevant – The expected result is an updated, more user-friendly website is in compliance with State of MN rules (.gov domain) and Federal ADA. Possibly integrate “push” notifications for community information and events.

Timed – Goal will be to have the new website operational by October/November 2025.

AIRPORT 2025 – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Prioritized Plan – Automated Weather Observing System (AWOS)

Specific – MN DOT and FAA inspections recommend updating the AWOS tower as the construction of new hangers has encroached on the line of site.

Measurement/Assessment – FAA and/or MN DOT approval of AWOS tower relocation and construction of a new tower.

Attainable/Achieve – Access State funding (100% project cost) to relocate AWOS.

Relevant – Improving the AWOS will keep the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2025-2026 so the project will be timed for using these funds.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Pavement Management

Specific – MN DOT and FAA inspections recommend improvements (patching, crack-filling) in the pavement conditions.

Measurement/Assessment – Crack filling and/or seal-coating will be completed according to engineering specifications.

Attainable/Achieve – Access Federal\State and airport funding to maintain the facility. Work was completed in 2023 and 2024 for pavement maintenance and additional work is needed on crack-filling.

Relevant – Maintaining the pavement will improve the safety for pilots using the Windom Airport and help retain the longevity of the pavement.

Timed – The State and Federal grants will be made to the Windom Airport for 2025 so the project will be timed for using these funds.

SMART Goal Planning Form – Windom Ambulance Service

Specific – WHO? WHAT?

Windom Ambulance – Unit 28 replacement and Armer Radio replacement

Measurement/Assessment – HOW?

Bid/Advertise for Unit 28 replacement with refurbished box.

Radio Replacements meet with vendors, get quotes, and make decision on ordering with approval of City Council.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Bid specs and approval from City Council using ambulance 2025 budget and EMS state aid.

Relevant – EXPECTED RESULT?

Unit 28 replacement with refurbished box with rig going to successful vendor in early 2024 which takes approximately 90 days start to finish. Keeping fleet in a consistent replacement cycle keeps maintenance/repairs within budget parameters each year moving forward with our fleet.

Radio replacement – updating portable radios/batteries for EMT's. Our radios are 10 yrs old and end of life for parts/supplies due to updated versions.

Timed – WHEN?

Unit 28 and radios in early 2025.

For 2025

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 1
Community Mapping and GIS Using “Empower” Software

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Continue creating electronic files and visual maps layers such as Rental Housing, Public Nuisance, Blighted Properties, non-conforming uses, etc. on City’s Empower mapping software.

(Background: The City purchased Empower mapping software in 2020. This software will be utilized by many departments to consolidate Windom’s infrastructure and utility maps. The software will create electronic files and visual maps that are easier to share and will assist Staff in tracking progress and creating reports.)

Methods/Plan/Steps:

As rental properties are licensed and inspected, nuisance complaints are received, and blighted or non-conforming properties are identified, the information will be entered into the mapping software creating map layers and electronic files. City Zoning Map, Future Land Use Map and Floodplain Map will be uploaded as map layers.

Attainable/Resources Available:

Training videos from Empower are available to view at any time. Additional trainings can be scheduled in the future. Other City Departments have already started using the software and can help create the initial forms and layers.

Result(s) Expected/Measurement:

All licensed rental properties, properties that have active or pending nuisance complaints, and all blighted or non-conforming properties will be mapped on Empower. Zoning, Future Land Use and Floodplain maps will be uploaded.

Timeframe:

Anticipated: 1-5 years. This work will occur continuously over the next few years as Rental Inspections, Nuisance Complaints, Blighted Properties, etc. are processed.

Goal resubmitted and approved by the Planning Commission on December 10, 2024.

For 2025

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 2
Research Enforcement Options Concerning Public Nuisance Violations

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research new ideas and methods for enforcement of the City's nuisance ordinance and ways to foster community pride among residents and property owners to encourage them to maintain their properties.

Methods/Plan/Steps:

Research enforcement plans and methods utilized by other cities and suggested by city organizations, such as LMC. Research the potential for utilization of a portion of the funds in the Blighted Homes Program for additional enforcement actions and/or part-time personnel/independent contractors for assistance.

Attainable/Resources Available:

Staff can access information from other cities and sources, such as LMC, etc. In the budgeting process, the City Council designated a portion of the funds in the Blighted Homes Program for potential use in the abatement of public nuisance violations.

Result(s) Expected/Measurement:

(1) Increased community pride in maintaining appearance of properties; and (2) sufficient manpower to continue processing nuisance complaints and follow-up on additional required procedures for abatement, including court proceedings.

Timeframe:

Anticipated: One year to complete research and begin implementation of plan. Nuisance abatement procedures are an ongoing process.

Goal suggested and approved by the Planning Commission on December 10, 2024.

For 2025

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1

Potential Expansion of Blighted Homes Program to Include Rehab of Blighted Homes

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research possible parameters and prepare program guidelines to expand the current Blighted Homes Program to include rehabilitation (“rehab”) of eligible blighted homes.

[Background: There is a need for additional housing in Windom. The City Council previously approved two demolition programs for blighted homes in Windom. The current ongoing program is the “Blighted Homes Incentive Program” which encourages developers (or adjacent landowners) to purchase properties, demolish the existing structures, and construct a new structure. The program has been successful in the past. However, the number of available lots has increased and building costs have risen since the program was initiated. There may be some blighted homes that could be rehabbed, instead of demolished, to lower costs and provide additional housing stock.]

Methods/Plan/Steps:

Contact other cities concerning programs they may have utilized to rehab blighted homes. Research applicable codes/criteria to establish guidelines for determining whether a blighted home is eligible for rehab. Develop proposed program guidelines for rehab of blighted homes. Research additional funding options to supplement a blighted homes rehab program.

Attainable/Resources Available:

The Building & Zoning Department has compiled a list of blighted properties. The sum of \$20,000 was budgeted by the City Council for 2025 for the demolition of blighted properties. There was a balance remaining of approximately \$17,500 in this account from 2024. There may be additional sources of funds to supplement this budget if a rehab component is added to the program.

Result(s) Expected/Measurement:

Initial Result: Present program guidelines to the Planning Commission for review; and if approved, to the City Council for review. Long Term Result: If a rehab component is added to the blighted homes program, the anticipated result is the rehab of one or two blighted residential properties each year.

Timeframe:

Research and presentation of guidelines: One year. Thereafter, it is anticipated that one to two blighted properties can be addressed each year either through demolition or rehabilitation.

Goal resubmitted and approved by the Planning Commission on December 10, 2024.

For 2025

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 2

Research Areas for Housing & New Residential Subdivisions

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review additional areas within and outside of City limits for potential locations for new housing infill projects, redevelopment of blighted residential areas, and new residential subdivisions.

(Background: A housing study outlined the need for additional residential housing. Through the last three years, the City has been experiencing an increased need for residential housing of all types.)

Methods/Plan/Steps:

Program Steps: Review the current and future land use maps to determine potential areas for new housing including infill locations, blighted residential areas for redevelopment, and areas for new residential subdivisions both within and outside of the City of Windom. Analyze specific areas concerning proximity to utility and transportation infrastructure. Recommend areas deemed to be the most desirable for infill housing, redevelopment, and new residential subdivisions.

Attainable/Resources Available:

The City's existing land use map and future land use map have been previously approved and prior research has been done in some of the potential areas.

Result(s) Expected/Measurement:

Identification of potential locations for new housing in Windom.

Timeframe:

It is hoped that locations for redevelopment, infill housing, and new residential subdivisions can be identified within the next 2 to 3 years.

Goal resubmitted and approved by the Planning Commission on December 10, 2024.

For 2025

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 3

Consider Development of a Policy To Encourage Preservation of Trees in City Limits

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review development of a policy to encourage the preservation of trees, and particularly mature trees, within City limits.

(Background: Often when new construction occurs on property within City limits, all of the existing trees—and particularly mature trees—are removed. Trees provide numerous valuable contributions to the City, such as enhancing air quality, helping reduce energy costs for cooling homes and businesses through the shade they provide, helping to reduce runoff, and helping to preserve aesthetics and the natural environment within the City limits.)

Methods/Plan/Steps:

Program Steps: Research any policies that other Cities may have adopted concerning preservation of trees on properties planned for new construction. Develop a City policy encouraging property owners and developers to retain as many trees, and particularly healthy mature trees, on their properties and construction sites where and when it is possible.

Attainable/Resources Available:

The City currently has an appointed Tree Commission that works with the Street Department and representative(s) from Cottonwood Soil and Water Conservation District concerning planting of boulevard trees. Other cities may have policies currently in effect. Cottonwood Soil and Water Conservation District may have guidelines concerning preservation of trees within City limits.

Result(s) Expected/Measurement:

Initial Result: Development of a potential policy for review by the Planning Commission and City Council. Ultimate Results: Retention of healthy mature trees on public and private properties. Encouragement of property owners and developers to include retention of as many healthy mature trees on their existing properties and properties planned for development as possible.

Timeframe:

Anticipated review and potential development of a policy: 1-2 years. Thereafter, implementation of the policy would be an ongoing effort.

Goal resubmitted and approved by the Planning Commission on December 10, 2024.

SMART Goal Planning Form – Donna Torkelson – Finance, City Hall Office

Specific – WHO? WHAT?

Transition to Elation+ Dynamic Routing system. Elation + Dynamic Routing system could increase efficiency in customer service processes.

Measurement/Assessment – HOW?

Measurement / Assessment of goals will be made by training in and using the new system. We will assess and measure if our customer service process has become more streamlined and efficient by implementing this system.

Attainable – REASONABLE/RESOURCES AVAILABLE?

This should be attainable during normal business hours with no overtime needed.

Relevant – EXPECTED RESULT?

This will provide the staff at city hall a more efficient process to handle customer needs while also providing the customer a smooth and consistent experience when interacting with city staff.

Timed – WHEN?

This goal will be evaluated and adjusted if necessary at the end of Q1, 2025. Any adjustments (if needed) will be completed by the end of Q2, 2025.

SMART Goal Planning Form – Donna Torkelson – Finance, City Hall Office

Specific – WHO? WHAT?

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Measurement/Assessment – HOW?

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Timed – WHEN?

This goal will be evaluated and adjusted if necessary at the end of Q1, 2025. Any adjustments (if needed) will be completed by the end of Q2, 2025.

Community Center
SMART Goal Planning Form – Department Name Here

Tim Syler

Specific – WHO? WHAT?

Increase revenue for 2025 by increasing prices so that we are more aligned with other Venues for events and rentals. After surveying other local Venues; we are currently \$2500.00-3000.00 less than other local Venues.

Measurement/Assessment – HOW?

Using previous revenue totals we will be able to compare whether increases generated more revenue for the community center. Increase in events and rentals of equipment will generate more revenue. Beginning Jan. 1st 2025 we would like to increase prices,

Attainable – REASONABLE/RESOURCES AVAILABLE?

At our Commission meeting (November 18th) we had great discussion about our prices increasing. Some wanted a healthier increase; we settled at a more modest increase. Our current Wedding Package is at \$1500.00; we would like to increase to \$2000.00 is one example.

Relevant – EXPECTED RESULT?

We currently are one of the cheapest venues for wedding events. The cost increases across events will help cover our rising costs as well as increase profits. We currently booked June/July of 2025.

Timed – WHEN?

These cost increases across our events and rentals will be brought to the City Council in Feb. of 2025 for approval. This will be measured from Jan. 1 to Dec. 31 of 2025

2025 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL

Maintain Commercial & Industrial Property Inventories, Encourage Infill Development, & Assist in Marketing Available Properties

Specific:

Maintain inventories of available commercial and industrial properties, work with property owners to encourage infill development within the City, and assist with marketing properties including available tenant spaces in TJBm Properties' building (former Shopko location) at 2155 First Avenue.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with the property owners to improve marketing of those available properties. Add and update properties on the EDA's websites, LOIS, CoStar, and other searchable websites and forward contact information for potential tenants to the property owners. (Infill will help to grow the tax base without incurring large expenditures for infrastructure.)

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will maintain communications with property owners concerning potential development/redevelopment of their properties and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available commercial and industrial properties in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous.

Goal submitted and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – SHORT-TERM (1-2 Years) GOAL
Recapitalize EDA's Financial Assistance Programs

Specific:

Research available funding sources to recapitalize the EDA's financial assistance programs and specifically the commercial rehab program and the façade improvement program.

Background: These programs were originally funded by other EDA funds. However, those sources have now been depleted. Loan repayments were also used to re-fund the commercial rehab program. The repaid funds have also been loaned and there are not sufficient balances in either of these programs to provide many more additional loans.

Methods/Plan/Steps:

Investigate grant opportunities and other methods of recapitalizing these financial assistance programs.

Attainable/Resources Available:

Commercial Rehab Program: The EDA loans two-thirds of the project costs up to \$10,000 in the form of a forgivable loan (up to \$5,000) and a repayable loan (up to \$5,000). The repayable portion of the loan accrues interest at the rate of 1 percent per annum and is repayable over a period of five years. Façade Improvement Program provides forgivable loans up to \$3,000. All forgivable loans are forgiven over five years. If the property is transferred within five years of either loan, the unforgiven balance of the forgivable loan(s) is also repayable to the EDA.

There may be funds available through programs provided by the Southwest Initiative Foundation or governmental sources.

Also, a budget request could possibly be submitted in the 2026 budgeting process.

Result(s) Expected/Measurement:

Funds will be available to loan to commercial property owners for repairs and updating their properties for life, health and safety items (commercial rehab program) and for front and traffic-visible facades of a building (including, but not limited to, painting, lighting, signage, awnings, etc.)

Timeframe:

Recapitalization of the programs within the next 1-2 years and as the need arises in the future.

Goal updated and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – LONG-TERM (1-5 Years) GOAL
Grocery Store Project

Specific:

Attract a second grocery store to Windom.

(Background: Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and that property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. Opportunity: Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the updated market study with grocery store developers. The EDA will continue to investigate potential site(s) and share this information with grocery store developers.

Attainable/Resources Available:

A "Grocery Market Analysis Report" was completed by SD Research in April 2023.

There are several potential locations for development of a second grocery store.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction/remodeling of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2025 with anticipated construction of a new grocery store within the next 5 years.

Goal resubmitted and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – LONG-TERM (1-5 Years) GOAL
North Windom Industrial Park – Infill Development

Specific:

Attract new industries to the North Windom Industrial Park (“NWIP”) with an emphasis on new businesses such as a small to medium-sized data center (“cloud storage center”) and an industry that processes materials for use in the recyclable plastics industry and/or produces new products that incorporate recyclable plastics.

Background: The EDA previously obtained Preferred Site Designation for a data center (cloud storage center) in NWIP. The EDA also received shovel-ready certification for the NWIP lots through the Minnesota Department of Employment and Economic Development.

Methods/Plan/Steps:

Research potential new industries, attend Community Venture Network Meetings for exposure to potential businesses and to make valuable contacts, continue marketing available lots in the NWIP and promoting preferred site designations through existing marketing media, and direct contact with companies interested in expansion, and also contact site selectors for specific industries.

Attainable/Resources Available:

The infrastructure is in place in Phase I of NWIP. Regarding the recyclable plastics industries: There is an ample supply of raw materials (recyclable plastics) and a collection system for these plastics. There is also a growing market for products made from recycled plastics (such as milk jugs, pop/water bottles, etc.) which include, among other things, childrens’ toys, outdoor furniture, etc.

Result(s) Expected/Measurement:

To present to the Board proposals from companies interested in purchasing property and constructing new facilities in the North Windom Industrial Park.

Timeframe:

2025 - 2029

Goal submitted and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – LONG-TERM (1-5 Years) GOAL
East Highway 60 Development - Marketing

Specific:

Market the available property along Highway 60 in Windom between Runnings and Windom Wash. Construction of a new cul-de-sac street between Dollar General and Crystal Clean Car Wash is a potential project for 2025 depending upon the timing of MnDOT's turn lane project.

Background: There are multiple possible options for land use in a highway business zoning district. Permitted uses in this district typically include a mixture of commercial uses and highway-oriented businesses, such as Dollar General, Runnings, gas stations, convenience stores, vehicle washes, etc.

Methods/Plan/Steps:

Work with property owners to market the project and develop possible projects.

Attainable/Resources Available:

The EDA will work with property owners to market lots. The City will research and consider infrastructure grants like TED (DEED), TEDI (MnDOT), and BDPI (DEED) for potential projects. TIF is also an option for larger projects.

Result(s) Expected/Measurement:

New tax base in the East Highway 60 Development.

Timeframe:

2025 - 2026

Goal resubmitted and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – LONG-TERM (1-5 Years) GOAL
Increase the Supply of Child Care in Windom

Specific:

Increase the supply of child care to meet the needs of families and employers in the Windom Area.

Background from Child Care Gap Analysis: Within the 25-mile market area for Windom, there is a need for an additional 269 child care slots. There are approximately 1,959 people who commute to Windom for work. As our workforce grows, our child care supply also needs to grow. The child care market in Windom is tight and is growing tighter as businesses hire more employees, existing child care providers retire, and existing child care providers leave the profession for other employment opportunities (fewer people are making child care a career).

Methods/Plan/Steps:

The EDA will continue to work with the Chamber, School, and employers to address the child care need.

Attainable/Resources Available:

There are additional programs for grant funds and other assistance for child care that have become available. The EDA will work with interested parties to provide information concerning potential assistance programs for development of child care options.

Child care is a workforce issue that requires partnerships. These partnerships will be a critical component in developing a project.

Result(s) Expected/Measurement:

Market available spaces in Windom for child care to help attract new community members to the child care field.

Goal: Support our businesses and their employees by increasing the availability of child care in our community. Support younger workers to attract new talent and help grow our community.

Timeframe:

2025 - 2028

Goal resubmitted and approved by EDA Board of Commissioners on November 4, 2024.

For 2025

EDA – LONG-TERM (1-5 Years) GOAL
New Residential Subdivision – Affordable Starter Homes

Specific:

Partner with a private developer(s) to help develop a new affordable starter home development in Windom.

Background: Premium Iowa Pork plans to reopen a pork processing plant in Windom in early 2025. Toro and numerous other businesses are also hiring.

A mixture of housing options should be pursued with private developers. The new South Cottonwood Lake Subdivision fills a gap for higher-priced homes. There is also a shortage of affordable starter homes.

Methods/Plan/Steps:

The EDA will continue to work with private developers on preferred locations in Windom.

Attainable/Resources Available:

Infrastructure is expensive, so it is difficult to cash flow a single-family subdivision. The EDA will work with other City Departments and Developers concerning possible locations and development options for a new starter home development.

A Redevelopment or Housing TIF District is another option for properties that qualify.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new affordable starter home development in Windom.

Timeframe:

2025 – 2028

Goal updated and approved by EDA Board of Commissioners on November 4, 2024.

SMART Goal Planning Form – Electric Department

Specific –

Redundant feed under river to feed homes and businesses in South Windom.

Measurement/Assessment –

This upgrade is to mitigate outages during a major flooding event, which we experienced in 2024.

Attainable –

Contractor will be hired to drill duct under the river on the east side of the Hwy 60-71 bridge. Electric crew will preform all other installations. Materials will be purchased with funds from the budgeted capital improvements fund

Relevant –

The redundant feed will provide backup power in the event the west river crossing is lost as it was during the flooding in 2024. It will also allow for the maintaining of the west feed without having to take planned outages.

Timed –

Project would start in late summer when river levels are low. Project completion before the end of 2025.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Continued education for staff making for a more efficient and safer work place.

Measurement/Assessment – Staff will attend training in person or VIA the web. They will share what the learned with the entire department.

Attainable/Achieve – MMUA and Northwest Line College offer a variety of classes relevant to the Powerline industry. Funds are available in the Electric budget for class payments, lodging, and meals.

Relevant – Staff will develop new skills relevant to todays best industry practices.

Timed – Each Employee will attend a training before December 31, 2025

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Safety and Response Time

Measurement/Assessment – Implement an Electric Infrastructure ID system where labeling will be placed on outside of equipment to include circuit name, where it is fed from and where it feeds too. Pictures will also be taken and attached to the asset in our GIS mapping system.

Attainable/Achieve – Goal is to complete this in-house with staff working on placing identification on equipment during the non-construction season.

Relevant – Allows workers to have a better system for tracing out the distribution system. Which also helps with identifying where a piece of equipment is located. In going out to each asset it also provides insight into the condition of the distribution system.

Timed – The Windom electric system consists of 8 distribution circuits. Goal is to complete one circuit a year through 2026.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Convert AMR metering system to an AMI metering system

Measurement/Assessment – Windom Electric staff will collect information on different AMI technology.

Attainable/Achieve – Funds for the purchasing the equipment will come from the electric reserve fund. Electric Utility staff will install the equipment. Training for office staff will be provided through the equipment contract.

Relevant – In 2016 the Electric and Water department installed an AMR meter reading system. This system allowed meters to be read from a moving vehicle which drastically reduced labor costs and was much safer for employees. This system though is limited to just one-way communication (meter to reader).

AMI meter system will allow two-way communication flow. This will allow for remote disconnects and reconnects which is much safer for staff. It will also allow for meter readings to be done almost instantly and whenever they are needed with a push of a button.

The system selected will be able to read the AMR water meters so Water Department staff will not have to continue driving to read water meters. It will cut down even further the amount of staff time for meter reading.

Most AMI metering systems allow customers to see real time what their energy consumptions are. This can allow customers to make changes in their electric usage to save money.

Timed – Research and demonstrations to happen fall of 2024
Bidding and equipment purchase January 2025.
AMI metering system operational by December 31st 2025

SMART Goal Planning Form – Electric Department

Specific –

Up size wire and bury lines from McDonald's to Island Park.

Measurement/Assessment –

This area has been identified by staff as a weak point in the electrical system. The small wire size under Hwy 60 limits the capacity of the circuit.

Attainable –

Electric Department staff will perform the work. Material will come from Electric Department inventory and purchased using money from the budgeted capital improvement funds.

Relevant –

Less blinks and outages caused by animals. Ability to loop more circuits together when operating in emergencies. This is the back feed for River Road back to the power plant.

Timed –

Work will commence in the spring of 2024. Work will be completed and line will be energized by October 31st 2024.

SMART Goal Planning Form – Fire Department – Tanker Truck Replacement

Specific – Replace tanker truck that is over 25 years old and in poor condition.

Measurement/Assessment – Assemble specifications and order truck.

Attainable/Achieve – The City Council has budgeted \$160,000 in 2024 and has \$120,000 in the 2025 Capital Improvement Plan. Funds that were unspent from the Wildland Truck will be used to cover the remaining \$13,000 – 14,000 needed to pay for the tanker truck.

Relevant – To maintain and improve our reliability, fire protection and firefighting services.

Timed – City Council approved the order for a new tanker truck in December 2024 and the truck will arrive late 2025 or early 2026 depending on the build schedule from the vendor.

SMART Goal Planning Form – Fire Department – USDA Grant Close-out

Specific – In 2023-2024 USDA grant funds were used for the purchase of radios, turn-out gear and equipment. These grants need to be closed out with USDA.

Measurement/Assessment – All paperwork completed and City receives the grant funds from USDA for the projects specified.

Attainable/Achieve – The Windom FD has purchased the radios, turn-out gear and has the equipment nearly completed (boat, UTV and Wildland truck). Additionally, a USDA representative has been on-site to verify the grant uses.

Relevant – Grant funds will reimburse the City for expenses occurred in completing these projects.

Timed – Grant close out by July 2025 depending on USDA response times.

SMART Goal Planning Form – Library

Specific – Review & Update Library Policies

Measurement/Assessment –

The library director and library board members will review, update and implement policies within the framework of the Library Bill of Rights and its interpretations and be based upon the library's mission and objectives.

Attainable –

Policies benefit the library by providing consistency and direction in day to day operation of the library and the community it serves. Policies also protect the rights and assure fair treatment of all patrons and staff members.

Relevant –

The library director will research policies from other libraries in the Plum Creek Library System, as well as the American Library Association and Minnesota State Library Services, and will adapt them to the needs of the Windom library. The library board will discuss and review policies that will benefit the library and its patrons.

Timed – This goal is attainable within the 2025 calendar year.

SMART Goal Planning Form – Library

Specific – Decrease the number of overdue items.

Measurement/Assessment –

Patrons are responsible for all materials checked out on their cards. The library will decrease the number of overdue items by 10 percent. The library will run monthly reports from our Plum Creek Library System software program to determine the number of overdue items and will contact patrons with an email or a mailed letter. We will contact a patron at least 2 times. If items are not returned, the account will be restricted, and a bill for items will be sent.

Attainable –

Statistics will be kept each month, showing the number of overdue items and the number of items returned to the library after we made contact. We will also keep track of items that were lost and then paid for by a patron. By signing their name on the card application, they are accepting responsibility for the items they check out.

Relevant –

The goal recognizes the importance of communication between library staff and our patrons and utilizing the reports that are available to us through Plum Creek Library System.

Timed –

This goal is attainable within the 2025 calendar year.

SMART Goal Planning Form – Library

Specific – Increase email enrollment for patrons

Measurement/Assessment –

The library will increase the number of email addresses for our patrons. We would like to increase our email contact information by 10 percent.

The library will run quarterly reports from our Plum Creek Library System software program to determine the number of patrons who have an email address attached to their account.

Attainable –

To achieve this goal, we will ask each new patron if we can add their email address to the registration form. We will also encourage any patron who does not have an email address on file to add one.

Relevant –

This goal recognizes the continually changing way in which people communicate. On Plum Creek delivery days, email addresses will allow for instant communication with the patron that their item is at the library. This will allow the delivery process to move quicker and will use staff time more efficiently.

Timed –

This goal is attainable within the 2025 calendar year.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

Increase the number of in store tastings of new and trending products. Goal would be to have minimum 8 in store tastings a year, plus continuation of our Annual Holiday Wine Tasting Event at the community center.

Measurement/Assessment – HOW?

Throughout the year we will have vendors or vender supplied tasters come to the store and taste their products in store. If none are available we will have a staff member taste products to our customers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Vendors themselves can come in and taste products in store while suppling their own products. Or vendors will supply their products to the store and have them tasted out to staff. There would be no cost to these tasting as product would be given to the store or paid for by the vendors, or employee costs to do the tastings would be covered through suppliers tasting promotion companies.

Relevant – EXPECTED RESULT?

In store tastings would result in increase sales as customers are likely to purchase the product they tasted if enjoyed by them. Sales would be considered an Add-on sale because the customers is likely to purchase what they originally came in for along with the tasted items.

Timed – WHEN?

Monthly in-store tastings would occur on a convenient night available for all and advertised using our Facebook page. These items would run concurrently with new products or products that are placed on sale.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store has determined that there is a need for better inventory management.

Measurement/Assessment – HOW?

Management and staff will be responsible for performing periodic inventory counts through the store on a monthly basis. Counts will be done by based on sub department set up in the POS system. We will also match inventory levels with the POS system to see where discrepancies are and how we can fix them.

Products will continue to be re-categorized as sub departments making larger sub departments easier to count.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update unless extra hours are needed by employees to complete.

Relevant – EXPECTED RESULT?

This update should allow for frequent checks of store inventory levels, verifying correct inventory levels throughout the year. This will also help prevent a complete inventory count at year-end to verify current inventory levels for Auditors.

Timed – WHEN?

This will occur monthly throughout the year as time allows, and will continue on a regular basis. Our goal this year is to complete an inventory check quarterly, which would amount in four complete periodic inventory counts.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update its current landscaping on the exterior of the store. Now that the remodel/expansion has been complete, it is the next big issue that needs to be addressed.

Measurement/Assessment – HOW?

The liquor store has begun the process of trying to secure quotes and will select a contractor to update the landscaping to provide better visibility of the store, and getting on their 2025 schedule.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The funding will come from our 2025 operating budget..

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store for travelers of Highway 60/71, through Windom.

Timed – WHEN?

This item will hopefully be completed by the late summer/early fall of 2025, pending contractor availability.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store will provide Beverage Alcohol Server training to staff and other city departments that serve alcohol.

Measurement/Assessment – HOW?

Using our membership benefits of the MMBA and MLBA, we have access to a few different forms of server training, either in person or online.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Included in our MLBA membership is online training that is free. By having all employees complete this training money is saved on our Dram Shop Insurance Policy through the League of Minnesota Cities Insurance Trust.

The past few years, we have used MLBA online training to allow staff to complete the training on their own time, or during a standard work shift, and it worked great! Staff could be trained at any time, rather than finding a time that works for all employees. Also works for when new staff are hired.

Relevant – EXPECTED RESULT?

In the past, we have had great luck with these trainings as we have had 100% attendance by Liquor Store staff at this training. By changing to online training, we do not need to try to get everybody's schedules to work out in order to schedule a training.

Timed – WHEN?

Training will be completed by end of January 2024, and as part of new employee training.

SMART Goal Planning Form – Parks

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Installation of new security cameras in Tegals park shelter.

Measurement/Assessment – HOW?

Visual, completion of the new security cameras in Tegals park shelter.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

With the city's general fund reserves, the council approved the purchase of the new cameras for Tegals Park on August 15th 2023. Freedom Security and Surveillance will be installing them.

Relevant – EXPECTED RESULT?

Increase the security and safety in the new Tegals park shelter and grounds.

Timed – WHEN?

Early 2025, Installation of the cameras should have begun. Completion of installation work by June 1, 2025.

SMART Goal Planning Form – Police Dept. Taser 10 Training

Specific – The Windom Police Department will be acquiring new Tasers in 2025. This purchase will be the new Taser 10 model. It is our intention to train our staff in the usage of this device and have them begin to carry it in the new year.

Measurement/Assessment – We will measure this goal by whether we have staff certified in the device's usage by the end of the year

Attainable/Achieve – The purchase of this device was part of the body camera package that the Windom City Council approved this year.

Relevant – This is new technology designed to provide officers with effective less-lethal technology that will bring possible violent encounters to a safe ending.

Timed – It is possible that this goal could be completed by March of 2025.

SMART Goal Planning Form – Police Dept. Drug Recognition Expert Training

Specific – The Windom Police Department intends to send Officer Austin Lasky to Drug Recognition Expert Training in 2025. The training is sponsored by the Minnesota Department of Public Safety and is 4 weeks long. The first two weeks are spent in Minnesota and involve classroom instruction about how to recognize the effects of drugs that cause impairment. The second two weeks involve a clinical setting where the officer demonstrates their abilities in detecting impairment and diagnosing its possible cause. In the past, this training has taken place in Philadelphia, Pennsylvania.

Measurement/Assessment – We will measure this goal by whether Officer Lasky completes the training

Attainable/Achieve – This training is free to participants. It also provides free lodging for students. The City of Windom will be responsible for meals.

Relevant – There is an epidemic of drug use in our country today. People continue to drive while under the influence of drugs and alcohol. This training provides our department with an expert to combat impaired driving.

Timed – Pending acceptance into the program, this goal should be completed by December 31, 2025.

SMART Goal Planning Form – Recreation Department

Specific – WHO? WHAT?

Recreation Department would like to focus on maintenance and improvements to the Rec Area fields. Field maintenance and improvements as well as safety upgrades to the fencing.

Measurement/Assessment – HOW?

Specific detail will be assessed to field conditions and will be improved by leveling the playing field areas. Edging as well as grooming infield areas that have overgrown. Additional backstop protection on the varsity fields and fencing repairs as needed.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Staff will have ongoing duties throughout the summer with a list of projects that will need to be completed while complying with the city budget. Grants will be looked into and applied for additional funding for upgrades and safety improvements.

Relevant – EXPECTED RESULT?

The Rec Area ball fields are used by many user groups and additional safety measures will not only improve the appearance of the ball fields but allow everyone to enjoy the area with better safety measures in place.

Timed – WHEN?

The plan would be to start working on grants and funding at the start of 2025 and continue to work with groups and volunteers through the summer of 2025. Depending on what projects are completed we will continue to work towards completing all projects as time and funds allow.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Continue work to adjust and replace manholes as needed so they do not damage City snow removal equipment

Measurement/Assessment – HOW?

Street department crew will identify problem areas during the 2024-25 snow plowing season. In Spring\Summer 2025 a contractor will be engaged to do the work.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Floorcoat Midwest LLC has done the same work for the City previously. Funds budgeted within the maintenance line item will be utilized.

Relevant – EXPECTED RESULT?

Reduce damage to City snow removal equipment and provides a smoother travel surface for traffic.

Timed – WHEN?

Completion of identified work by November 1, 2025.

SMART Goal Planning Form – Street Dept

Specific – WHO? WHAT?

Public Facilities - Maintain and upgrade public infrastructure.

Pothole filling and crack-filling work to improve the quality and lifespan of City streets. Seal-coating program to preserve surfaces and extend lifespans.

Measurement/Assessment – HOW?

Street department crew will identify work areas in Spring\Summer and report on number of blocks repaired and/or seal-coated.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City crew will use mastic machine and other equipment for repairs. Funds from the annual maintenance budgeted will be used for materials.

Relevant – EXPECTED RESULT?

Provide a smoother travel surface for traffic and extend life of streets.

Timed – WHEN?

Completion of identified work by October 15, 2025. In 2024 street department staff put down 57 thousand pounds of mastic on the city streets.

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2025

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance, MMUA and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee have attend one training event or class every other year.

SMART Goal Planning Form – Telecommunications Department 2025
Improve Voice Services

Specific – To improve the voice services offered by reviewing hosted reseller telephone providers to move away from the current physical telco switch. Recent CPU failures, new CPU are not available only used ones. A hosted telco switch would provide service enhancements and improve efficiencies.

Measurement/Assessment – The Telecommunications Staff will install related equipment and testing of a hosted reseller telephone system and provisioning necessary in the Telecommunications Department Network Operations Center Building.

Attainable/Achieve – Staff will evaluate hosted reseller telephone system during winter months or when applicable.

Relevant – There will be cost reductions by moving away from the TDM voice connections to VOIP/SIP connections for long distance traffic. License fees would be reduced. Hosted system can be also be used for business telephone system replacements. Staff would not have to support an aged telco switch and source used replacement parts.

Timed – The goal would be to have Telecommunications Department Network Operations Center staff evaluate and recommend a hosted reseller telephone system by 2nd Quarter 2025.

SMART Goal Planning Form – Telecommunications Department 2025
Maintain Building and Grounds

Specific – The Telecommunications Manager has identified the importance of maintaining the Network Operations Center building and the appearance of the building as an important asset to the City of Windom.

Measurement/Assessment – Landscape around the building to address drainage issues, painting of walk in doors, place plantings around building. Placement of a building address sign.

Attainable/Achieve - Utilize buildings budget for landscaping. Telecom staff/contractor will work on the project and building address sign can be made by a contractor.

Relevant – The overall appearance of the building will be improved and drainage issues resolved.

Timed – By September 2025.

SMART Goal Planning Form – Telecommunications Department –

Website 2025

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – Any changes to service offerings or rate changes will be updated at least quarterly.

SMART Goal Planning Form – Telecommunications Department –

Video Service 2025

Specific – The Telecom Department has identified a goal to offer a new Streaming Video service to customers during the 2025 calendar year and to cease operation of the existing cable TV system.

Measurement/Assessment – The Telecom Department will track the number of households added to the streaming service and removed from the cable TV system. This data will be used to help set a date for the termination of cable TV service.

Attainable/Achieve – Department staff will work with customers who request the Streaming Video service to explain the technical requirements, access the service and explain its operation.

Relevant – Ending the cable TV service will impact the Department's budget by eliminating the fixed cost of maintaining the head-end equipment. A streaming video service will be provided to customers as a new video option with a goal of being operated on a profitable basis.

Timed – The goal is to complete the transition to Streaming video by the end of the 2025 calendar year, allowing the cable TV system to be decommissioned.

SMART Goal Planning Form – Wastewater

Specific – Identify sources of PFAS in wastewater. The City and MPCA have a MOU that requires a PFAS Monitoring Plan (PMP). The plan spells out the steps we'll take to find the sources of PFAS into the Wastewater Plant and what we can do to minimize them.

Measurement/Assessment – We will be targeting specific industrial users and zones of the City trying to pinpoint where the sources of PFAS are.

Attainable – Funding to date has been provided by grants to pay for all the testing we've done so far. Further testing will be eligible for grants from the MPCA through the PFAS Source Identification and Reduction Grant.

Relevant – The goal in wastewater treatment is clean safe effluent water. We are tasked with removing contaminants and the MPCA is very forward looking. There are currently no regulations regarding PFAS but they are trying to establish levels for NPDES permittees for the future. This will likely effect both wastewater discharge and biosolids.

Timed – Initial source identification sampling will happen in the 1st quarter of 2025

SMART Goal Planning Form – Water Utility

Specific –The Water Utility has identified a goal to improve the physical appearance and structural condition of the existing well houses. Since all well houses are in parks and other open public areas, it is important to keep them structurally secure and aesthetically pleasing.

Measurement/Assessment –The Water Utility will assess the condition of each individual building and give priority to the building needing repairs the most.

Attainable –Some of the work can be done by staff, and materials and extra labor can be paid with money that is already in the CIP Well and Well Structure budget.

Relevant –We will be confident in the security of the buildings both from weather exposure and human tampering, ensuring the safety of our water supply. We will also be doing our part to keep our city looking it's best.

Timed – The goal will be to update 2 well house each year. With a total of 7 buildings, we plan to have them all updated by 2026. In 2024, Well 8 roof improvements were completed, and the ground around Well 6 was graded away from the building keeping runoff from entering.

SMART GOALS – TEMPLATE

Water Department- Lead and Copper Rule Revision Compliance

Specific – The EPA Lead and Copper Rule Revision mandates that a complete inventory of all service lines be completed and submitted to EPA. After initial submission, follow up to further identify unknown or unidentified service lines must be made.

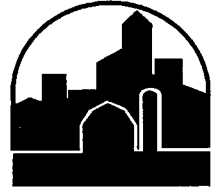
Measurement/Assessment – The initial service line inventory was due October 14, 2024. Follow up with service lines classified as “unknown” started within 30 days of then, ongoing through the next year until inventory is complete.

Attainable/Achieve – Inventory is considered complete when all service lines are identified as either Copper, Plastic, Galvanized requiring replacement, or Lead.

Relevant – This inventory be used to prioritize replacements going forward as directed by the Lead and Copper Rule. Eventually all service lines identified as lead or galvanized requiring replacement must be replaced.

Timed – All residences with unidentified, galvanized, or lead service lines are required to be notified yearly until the problem lines are replaced and inventoried.

ACTION ITEM



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

TO: City Council
FROM: Mayor Dominic Jones
DATE: December 13, 2024
RE: Appointment to Hospital Board

Recommendations/Options/Action Requested

The Mayor recommends that the City Council take the following action:

1. Appoint Marv Grunig to the Windom Area Hospital Board effective January 1, 2025.

Issue Summary/Background

Kim Pillatzki resigned from the Hospital Board earlier this year. This appointment would be to fill the unexpired term through April 30, 2027.

As Mr. Grunig will no longer be on the City Council in January he is eligible to serve as a voting member of the Board. Both the Board Chair and WAH CEO are supportive of the appointment.

Fiscal Impact

None.

Attachments

1. None.

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: December 10th, 2024
RE: Street Closure on 3rd Ave from 12th St to 9th St & 9th St between 3rd & 4th Ave
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 3rd Ave from 12th Street to 9th street & 9th Street between 3rd Ave and 4th Ave for a Winter Parade on December 19th from 6pm to 7pm. The parade line up, will start at Our Saviors Church at 6pm and end at 4th Ave and 9th Street intersection at 7pm. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

Toro will be hosting the parade. The Chamber has 8 units in the parade. Santa will be at the Eatery on 10th street. Slay rides at the Court house & Christmas by candle light around the square. 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: Personnel Committee
DATE: December 13, 2024
RE: Records Management System – Proposed Change

The Police Chief informed the Personnel Committee that the County Attorney's office is moving to a new records management system. This system change impacts the Windom PD and other local (Cottonwood County) law enforcement agencies. The matter was brought to the Personnel Committee as the new system could result in an increased workload for Windom PD necessitating additional administrative staffing. The Personnel Committee felt the most immediate course of action was to send a letter to the Cottonwood County Commissioners and ask for a pause in this record system transition so that additional input and clarity could be obtained before implementation. The letter was sent to the County from the Mayor (please see attached). This is an FYI for the Council and no action is being requested at this time.

December 11, 2024

Cottonwood County Commissioners
Kelly Thongvivong, County Coordinator
900 3rd Avenue
Windom, MN 56101



RE: County Attorney's Office – Records Management System Change

Dear Chair Holmen:

As you know, the County Attorney's office is pushing forward with changing the records management system they utilize for their operations. At present, the Windom PD and other local law enforcement agencies (including the County Sheriff's Department) use Zuercher (a.k.a. Central Square Public Safety) as their records management system. The current system was put into place a number of years ago, but only done after considerable research and coordination with the local law enforcement agencies.

The new records management system being proposed by the County Attorney's office has been done without much input from the law enforcement agencies. The information that has been presented is continually changing. For example, the new system was reported to be automated to accept Zuercher files. It is our understanding that this new system will not automatically accept the Zuercher files and thus require significantly more administrative and clerical support than the current system.

The City of Windom does not have the staffing to double enter information into two records management systems. Our clerical staff is one person and our officers have other priorities to serve our community. Additionally, we are at the end of the budgeting process for the upcoming 2025 year and have a final budget and tax levy scheduled for approval on December 17th.

While the City of Windom has no opposition to the County Attorney's office transitioning into a new system, we ask that all local law enforcement agencies have the opportunity for meaningful input. To that end, should the County Attorney's office want to utilize a new records management system they need to have that system programmed to accept Zuercher data files or plan on their staff inputting the Zuercher data as they need for their office use.

The City's Personnel Committee has reviewed this matter as it relates to possible staffing and expenses. We respectfully request that the County Commissioners immediately pause the record management system changes within the County Attorney's office to permit time for sorting out the issues identified herein.

Sincerely

Dominic Jones
Mayor

RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay: **None**
 Absent: **None**

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
MARV GRUNIG FOR EIGHT YEARS OF FAITHFUL SERVICE TO THE
CITY OF WINDOM**

WHEREAS, the City of Windom wishes to express grateful recognition to Marv Grunig for outstanding public service faithfully rendered to the City of Windom as a Council Member from January 1, 2017, to December 31, 2024; and

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

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

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

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

Adopted this 17th day of December, 2024.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
DOMINIC JONES FOR FOURTEEN YEARS OF FAITHFUL SERVICE TO
THE CITY OF WINDOM**

WHEREAS, the City of Windom wishes to express grateful recognition to Dominic Jones for outstanding public service faithfully rendered to the City of Windom as Council Member from January 1, 2011, to December 31, 2016, and Mayor from January 1, 2017, through December 31, 2024; and

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

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

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

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

Adopted this 17th day of December, 2024.

Attest: _____
Steve Nasby, City Administrator

Dennis Esplan, Councilmember
At-Large