

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



Call to Order
Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – Dec. 19, 2023 & Jan. 2, 2024
 - HRA – December 13, 2023
 - Utility Commission – December 27, 2023
 - EDA – January 8, 2024
 - Library Board – January 9, 2024
 - Tree Commission – January 10, 2024
 - Park & Recreation Commission – January 10, 2024
 - Community Center Commission – January 10, 2024
- Licenses & Permits
 - Exempt Gambling Permit
 - Business, Arts & Recreation Center, Inc. – Feb. 20, 2024
 - Des Moines River Ducks Unlimited – Feb. 23, 2024
 - Windom Area Chamber of Commerce – June 9, 2024
- Regular Bills

2. Department Heads

3. Annual Firefighters Relief Association Report

4. Snowplow Naming Contest

5. Disposition of Surplus Equipment

6. Engagement Letter For GASB 75 Services - VIAacturial.com

7. Joint Resolution for Orderly Annexation - Cottonwood County Vet Clinic

8. Interim Staffing Proposals

- Ehlers
- Abdo Solutions (Proposal will be distributed at meeting)

9. Personnel – Part-Time/Seasonal Wage Scale Update

10. Additional 2024 Mayor Appointments & Reappointments

11. Contractor Payments & Change Orders

- Cemstone Plant Demolition – Voss Plumbing & Heating #3 - \$166,487.50

12. New Business

13. Old Business

14. Council Comments

15. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
December 19, 2023
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Dominic Jones, Dennis Esplan, Marv Grunig, James Nelson,
Jenny Quade and Scott Benson

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police
Chief.; Andy Spielman, Building Official; Jason Sykora,
Electric Superintendent; John Nelson, Liquor Store Manager;
Jon Ketzenberg, Streets & Parks Superintendent; Tiffany
Lamb, EDA Director and Kari Hanson, Library Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - City Council Minutes – December 5, 2023
 - Community Center Commission – December 11, 2023
 - Economic Development Authority – December 11, 2023
 - Library Board – December 12, 2023
 - Planning Commission – December 12, 2023
- Regular Bills

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

5. Department Heads:

Kari Hanson, Library Director, said they were doing an ornament recycling event at the library and would be participating in the Christmas by Candlelight event on December 14th.

John Nelson, Liquor Store Manager, said that he had discussed the possibility of reducing hours during winter months with the Liquor Committee and they were recommending that hours be adjusted to close at 8:00 pm Monday – Thursday.

Motion by Benson second by Grunig to approve the Liquor Store winter hours Monday – Thursday closing at 8:00 pm. Motion carried 5 – 0.

Nelson added that they had a roof leak in the area of the new roof as it is still under construction. No damages or product loss occurred.

Jason Sykora, Electric Superintendent, said that the new truck garage is nearly done and they have a walk-through meeting scheduled to finalize any items that remain to be completed.

6. Windom Area Health 2022-2023 Annual Audit Report:

John Peyerl, CFO, said that Ryan Strusz from CliftonAllenLarson (CLA) would be presenting the audit remotely. There were presentation slides included in the Council information. The audit reviewed revenues, expenses and ratios as compared to other facilities. Overall, the Windom Area Hospital had a good year in 2022-2023, had positive cash flow and has strong levels of reserves.

7. City Budgets and SMART Goals:

Nasby said the 2024 budget presentation and public input meeting was held on December 5th. The resolution in the Council packet setting the property tax levy of \$2,561,842 is based upon the budget as presented and represented a 5.59% tax levy increase.

Council Member Grunig introduced the Resolution No. 2023-58, entitled "A RESOLUTION APPROVING 2023 TAX LEVY, COLLECTABLE IN 2024". 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.

Jones said the next action is to approve the 2024 Budget as it was presented.

Motion by Benson second by Quade to approve the 2024 City of Windom Budget as presented. Motion carried 5 – 0.

Nasby reviewed the 2023 Dashboard Report on 2023 SMART goals. He noted that about half were completed in 2023 with the others under various percentages of completion. He asked if there were any questions. No questions from the Council.

Nasby said the 2024 Specific, Measurement, Attainable, Relevant and Time Framed (SMART) goals are included in the Council packet. The SMART goal process includes the Boards and Commissions in setting the work plans for the Departments and provides the Council with an overall picture of the work and direction of the departments.

Motion by Benson second by Quade to approve the 2024 SMART goals as presented. Motion carried 5 – 0.

Jones asked Nasby to review the 2023 budget amendments. Nasby explained that these adjustments were for unanticipated activities that came up through out the year, for example, the \$13 million for State aid was not budgeted but needed to be accounted for in the budget. These budget adjustments are needed to show the correct information in the year-end financials.

Motion by Grunig second by Nelson to approve the 2023 Budget Adjustments as presented. Motion carried 5 – 0.

Scott Peterson, Police Chief, said that the 2023 operational budget for his department is coming in under due to some job vacancies this year and asked that some of the funds be used to pay off the previous taser purchase instead of making three more annual payments. The amount is \$9,600.

Motion by Benson second by Quade to approve using \$9,600 of 2023 operational funds in the Police Department budget to pay off the taser purchase. Motion carried 5 – 0.

8. First Reading Ordinance 197, 2nd Series – Amending Existing City Code:

Andy Spielman, Building Official, said that an update to the penalties section was recommended by the City Attorney. There is also new language for the repair of leaks, sewer lines, street repairs

and a new form for performing this type of work. The Utility Commission, Water\Wastewater Superintendent and Street Superintendent all had discussions and input into this item. The Utility Commission also reviewed the update to Chapter 56 of the City Code that deals with individual sewage treatment systems as the current language is obsolete. All of the revisions presented in these sections have been recommended for approval.

Benson left the meeting (6:00 pm)

Spielman said the other updates of the Code were “housekeeping” corrections, etc. from when they did the large Code revision. Sections 150.16(A) deal with moving buildings and Section 152.325 covers Accessory Structures. He noted that there may be other minor revisions as they continue with use of the new code language.

Motion by Grunig second by Esplan to approve the First Reading of Ordinance 197, 2nd Series. Motion carried 4 – 0.

9. Resolution Decertifying TIF 1-19 NWIP II

Tiffany Lamb, EDA Director, said that TIF District 1-19 is the east half of the North Windom Industrial Park and was amended to include the south 80 acres. The original district was an economic development district that was created in 2015. The district has enough funds to cover all the outstanding obligations and needs to be decertified. Ehlers Associates, the City’s financial advisors, has stated that all obligations are met and the life of the district is ended so it needs to be decertified. The EDA approved the decertification at their last meeting, as such, staff requests the district be decertified as of December 31, 2023.

Council Member Grunig introduced the Resolution No. 2023-59, entitled “RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-19”. The Resolution was seconded by Nelson and on roll call vote: Aye: Esplan, Nelson, Grunig and Quade. Nay: None. Absent: Benson. Abstain: None. Resolution passed 4 – 0.

10. Liquor Store Committee Recommendation for Alternative for Awning Replacement:

John Nelson said the awning replacement was to be completed as part of the renovations. The cost quoted was for \$17,800. The Liquor Committee looked at alternatives to the vinyl awning and obtained quotes for back-lit lettering for the front and/or back of the building. The cost for the new letters was \$18,590 which included both the north and south sides of the store. There would be a cost for removal of the awning and wall repair of \$5,350 which brings the total to \$23,940. The Committee thought this is a better solution than just replacing the awning.

Jones asked if this would be a contract change order. John Nelson said the lettering is with a different vendor and the awning removal\wall patching would be done outside of the contract with Sussner Construction. The cost of the new lettering would be from the operational budget.

Grunig asked if the existing awning had met its life expectancy. John Nelson said that they think the awning was put on when the roof was done in the early 2000’s so that places the awning about 20 years old.

Quade said the Liquor Committee felt the lighted signs on the building will show up much better and add to the advertising for the store.

Motion by Quade second by Grunig to approve the quote for the new lighting\signage for \$23,940 as presented. Motion carried 4 – 0.

11. 2024 Municipal Rate for Street Lighting:

Jason Sykora, Electric Superintendent, said that the utility had a rate study done and the intent of the study is to make sure rates are covering costs but also to make sure the rates are appropriately charged to each customer classification. The study recommends adjusting the rates for the Street lights as the new LEDs use less power but there are still costs to deliver that power. The City Charter states that the Utility Commission can set rates, except the municipal rate so he is asking the Council to approve the municipal rate. There is a memorandum with the costs and use information in the Council packet.

Motion by Grunig second by Esplan to approve the 2024-2026 municipal rates as proposed by the Utility Commission. Motion carried 4 – 0.

12. Personnel:

Nasby said the first item is a memorandum of agreement with Law Enforcement Labor Services (LELS) to fix a typographical error in the new contract. The amount for the City's contribution to single health insurance was to be \$8,883 and the contract showed \$8,333.

Motion by Quade second by Nelson to approve the Memorandum of Agreement with LELS to fix an error in the labor agreement. Motion carried 4 – 0.

Jones said the next item was a memo from the Finance Director to hire Mackenzie Cirksena for the part-time administrative assistant position at Step 1.

Motion by Grunig second by Esplan to hire Mackenzie Cirksena as a part-time administrative assistant at Step 1. Motion carried 4 – 0.

Nasby said the last item is the approval of a new policy for Earned Safe and Sick Time (ESST) as required by the legislature. This new law would provide one hour of ESST for each 30 hours worked. Full time employees already receive sick time but this would also apply to part-time workers, EMTs and firefighters. The new law also includes an expansion of reasons this leave may be used. The Personnel Committee was provided with this information and the proposed policy was reviewed by Flaherty & Hood attorneys.

Motion by Quade second by Grunig to approve the ESST policy as presented. Motion carried 4 – 0.

13. Contractor Payments:

Jones said there is a pay request for Sussner Construction #2 for the Liquor Store project.

Motion by Esplan second by Nelson to approve Pay Request #2 for Sussner Construction in the amount of \$145,978.13. Motion carried 4 – 0.

14. New Business:

None.

15. Old Business:

None.

Preliminary

16. Council Comments:

Nelson wished everyone a Merry Christmas.

Grunig noted the recent MN American Legion magazine article on the Windom Veteran Memorial and that his granddaughter took the photo. He wished everyone a Merry Christmas.

Esplan wished everyone a Merry Christmas.

Nasby wished everyone a Merry Christmas and Happy New Year.

Quade said the Lions Club is working on doors for the new shelter and has two on order, which cost about \$6,200 plus installation. They are hoping to fundraise for two more to finish the project. She reminded citizens about the Snow Plow naming contest and there is a box for entries at City Hall. She wished everyone a Merry Christmas and Happy New Year.

Jones said the photos and write up on the Veterans Memorial were great recognition. He said holiday time is important time for family and is thankful to live in a welcoming community. There was a lot going on in 2023 and he wished everyone a Happy New Year

17. Adjournment:

Mayor Jones adjourned the City Council meeting by unanimous consent at 6:45 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**Regular Council Meeting
City Hall, Council Chamber
January 2, 2024
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, Dennis Esplan, Marv Grunig, Jenny Quade, James Nelson and Scott Benson

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Ben Derickson, Fire Chief; Andy Spielman, Building Official; Ryan Anderson, Water\Wastewater Superintendent; Tim Hogan, Recreation Director and Tim Snyder, Community Center Director

3. Pledge of Allegiance

4. Agenda Amendment:

Jones asked that two items be added to the Personnel item, which are to accept a resignation letter from Kim Armstrong, Finance Director and to approve the advertising of the position.

Motion by Benson second by Nelson to amend the agenda with these two items. Motion carried 5 – 0.

5. Appointment of City Administrator:

Motion by Grunig second by Benson to appoint Steve Nasby, City Administrator. Motion carried 5 – 0.

6. Appointment of City Attorney:

Motion by Esplan second by Grunig to appoint Ron Schramel, City Attorney. Motion carried 5 – 0.

7. Designation of Electronic Fund Transfers:

Motion by Benson second by Nelson to designate Steve Nasby, City Administrator and Kim Armstrong, Finance Director\Controller (Armstrong until January 12, 2024) as authorized parties to make Electronic Fund Transfers. Motion carried 5 – 0.

8. Designation of Financial Institutions:

Jones said the designated financial institutions are as follows: Bank of the West (now BMO), Bank Midwest, United Prairie Bank, Leading Edge Credit Union, 4M Fund and Multi-Bank Securities.

Motion by Grunig second by Quade to approve the financial institutions. Motion carried 5 – 0.

9. Designation of Official Newspaper:

Motion by Quade second by Benson to approve the Cottonwood County Citizen as the official newspaper. Motion carried 5 – 0.

10. Establish 2024 City Council Meeting Times/Dates:

Nasby noted that the City Code requires the Council to set meeting dates\times annually. The information in the packet is to continue the meetings on the first and third Tuesdays of each month and keep the starting time as 6:30 pm. He said there is a tentative Board of Review meeting set for Monday, May 13th; on March 5th there is a Presidential Primary election along with the November 5th general election so these two meetings will start at 8:05 pm due to the prohibition of holding public meetings during an election.

Motion by Grunig second by Quade to approve the City Council meeting dates\times as presented. Motion carried 5 – 0.

11. Consent Agenda:

- Regular Bills

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

12. Department Heads:

Ben Derickson, Fire Chief, said the new SCBA compressor has been installed and is working very well as the time to re-fill the oxygen bottles is much lower. He also has purchased some new hose with the MN DNR grant that was received.

Benson asked about re-sale for the old SCBA compressor. Derickson said that he has it listed on a fire department website and so far, no one has contacted him about it. If there is no interest or value in it then it will be disposed of.

Nelson asked if the old compressor unit would work for a back-up. Derickson said it would not be able to function in that role.

Motion by Benson second by Grunig to declare the old SCBA compressor as surplus and authorize the disposition or disposal of the equipment. Motion carried 5 – 0.

13. Resolution Accepting Donations – Library – Dorothy Van Norman:

Jones thanked Ms. Van Norman for her \$500 donation to the Library.

Council Member Benson introduced the Resolution No. 2024-01, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM DOROTHY VAN NORMANTO THE WINDOM LIBRARY FOR THE CHILDREN’S LIBRARY” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Nelson, Grunig, Esplan and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

14. Ordinance No. 197, 2nd Series – Amending Existing City Code:

Andy Spielman, Building Official and Ryan Anderson, Water\Wastewater Superintendent, were present to answer questions. Spielman said this action is the second reading on the ordinance revisions that were discussed at the last Council meeting. He said there were “housekeeping” corrections in City Code Chapters 150 and 152. He said there were no changes to any of the language since the last City Council meeting. Spielman said the Mayor had asked about the ownership of water meters and the ownership responsibility is that the City is responsible for the mains and line up to and including the curb box. The property owner is responsible for the service line after the curb box. The City is responsible for only the meter inside a building and City Code 50.19 gives the City rights to read, install and replace meters.

Preliminary

Jones asked about the curb box valve. Anderson replied that the City is responsible for the curb box valve itself. If there is a leak with the valve turned off then it is the City's issue.

Spielman said Chapter 56 for individual sewage treatment systems was completely deleted and re-written to bring that code up to current standards and regulations. A question was previously asked about tank only systems and the answer is that our code allows whatever is permitted by the State and County rules, but it would be a solution of last resort. A tank only system would by County rules have more monitoring and inspections.

Nelson asked if there are any septic systems in City limits. Anderson said he could not think of any, but there maybe something he is not coming up with a location.

Motion by Benson second by Grunig to approve the 2nd Reading of Ordinance 197, 2nd Series. Motion carried 5 – 0.

Motion by Quade second by Benson to approve the publication of the Ordinance by Title and Summary. Motion carried 5 – 0.

15. Agreement for Professional Services – Swimming Pool – Burbach Aquatics:

Tim Hogan, Recreation Director, said that this is the initial step in the process and will consist of a feasibility study at a cost of \$4,450. The City Council approved a budget of \$12,870 for the study which may include additional steps in the process. This step will look at community needs and vision, location, preliminary design concepts and costs. A community group will need to be established to help with the process along with public input.

Jones said the agreement refers to the September 19, 2023 proposal and incorporation of that into the agreement. Hogan said that refers to the next steps and the costs outlined in the proposal if the Council wishes to continue after each step. Hogan said this agreement refers to Phase I, Step 2 as the starting point as Step 1 would have been an assessment of the existing pool, but the City has already done that previously. Jones said the agreement lists the City as "owner" and wanted to know about Council input. Hogan replied that the consultants envisioned a committee of about 10 and that group should be about three City officials and the rest community members. Jones said maybe the two Council liaisons to the Parks & Recreation Commission could participate and report back to the Council on the process and that the direction of the Council was discussed at the budget meetings and included a possible future referendum.

Motion by Benson second by Quade to approve Phase I, Step 2 Professional Services Agreement with Burbach Aquatics as presented. Motion carried 5 – 0.

16. Personnel:

Tim Snyder, Community Center Director, said that they had a vacant part-time maintenance position that is shared with the Arena. He is recommending that Evan Oltmans be hired for the part-time maintenance position at Step 3 of the union scale at \$15.84/hour. This is slightly different than the memo as he did not have the 2024 pay scale when it was written. Snyder said that Evan Oltmans has been working as an on-call person and it is going well.

Motion by Benson second by Nelson to approve the hiring of Evan Oltmans for the Community Center\Arena part-time maintenance position at Step 3. Motion carried 5 – 0.

Preliminary

Jones said that earlier this evening the Personnel Committee had met with Kim Armstrong, Finance Director, and is recommending that the Council accept her resignation letter and to approve re-advertising the position.

Motion by Grunig second by Benson to accept Kim Armstrong's resignation letter with regret. Motion carried 5 – 0.

Motion by Grunig second by Benson to approve advertising for the Finance Director position and keeping the two other finalists from the last round. Motion carried 5 – 0.

17. Mayor Appointments and Reappointments:

Jones read through the list of appointments and reappointments to Boards and Commissions. He noted that there are two positions on the Parks & Recreation Commission, but he had not yet talked to the two people whose terms are expiring so he will hold off on those. There is still an opening on the Telecom Commission and interest parties are asked to call City Hall.

Steve Fresk	Library Board	3 year Term
Anita Winkel	Library Board	3 year Term
Al Baloun	Community Center Commission	3 year Term
Lenny Thiner	Community Center Commission	3 year Term
Tom Tegels	Planning Commission	4 year Term
Lorri Cole	Planning Commission	4 year Term
Mike Schwalbach	Utility Commission	3 year Term
Jim Knigge	Tree Commission	3 year Term
Steve Fresk	Tree Commission	3 year Term
Tim Hiley	Telecom Commission	3 year Term

Motion by Benson second by Esplan to approve the Board and Commission appointments and reappointments as presented. Motion carried 5 – 0.

18. Contractor Payments and Change Orders:

Jones said there is pay request #7 from Wilcon Construction for the truck garage in the amount of \$147,869.02. Nasby said a substantial completion walk through was done last week and absent a few punch list items the project is done. The Utility Commission recommends the payment be made.

Motion by Grunig second by Nelson to approve pay application #7 for Wilcon Construction for the truck garage in the amount of \$147,869.02. Motion carried 5 – 0.

Nasby said there is pay request #2 from Wilcon Construction for the Electric Generation Building in the amount of \$265,352.04. Nasby said this is mainly for demolition, soil correction and footings. The Utility Commission recommends the payment be made.

Motion by Grunig second by Esplan to approve pay application #2 for Wilcon Construction for the Electric Generation Building in the amount of \$265,352.04. Motion carried 5 – 0.

Jones noted that there are two change orders for the Liquor Store project. The first one is for a reduction of \$7,588.00. Nasby said there was a reduction due to savings with less concrete for the delivery ramp and the roof color was changed from a specialty color to a stock color that is a very close match to the existing roof.

Motion by Benson second by Quade to approve change order #4 with Sussner Construction in the amount of (\$7,588.00). Motion carried 5 – 0.

Preliminary

Jones said that the next change order is for the addition of two carbon monoxide detectors. Nasby said that during plan review it was recommended to have these items added. The cost is \$530.00.

Motion by Benson second by Quade to approve change order #5 with Sussner Construction in the amount of \$530.00. Motion carried 5 – 0.

19. New Business:

Jones said there was a gaming license request that was handed out. Nasby said it came in on time, but the Council packet went out a day early so it should be included. Jones said it is for Cobra Wrestling for a raffle on March 23, 2024.

Motion by Benson second by Grunig to approve the exempt gaming permit for the Cobra Wrestling Club as presented. Motion carried 5 – 0.

20. Old Business:

None.

21. Council Comments:

Nelson wished everyone a Happy New Year.

Quade said the “Name the Plow” contest ends on January 5th and there is an entry box at City Hall.

Grunig thanked the community members serving on Boards and Commissions and those that are going off with the new year.

Benson thanked the Chamber for the Island Park Christmas lighting and encouraged volunteers to help put up or take down lights next year. He wished everyone a Happy New Year.

Jones wished everyone a safe and Happy New Year.

22. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:30 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

December 13, 2023 at 8:30 a.m.

A regular meeting of the Board of Directors was held on December 13, 2023 at the Hillside Manor. Board Members present: Jean Fast, Tom White, Margaret McDonald, Linda Jaakola and Sheryl Skarset, Tenant Liaison. Also present was Executive Director Linda Loewen and Operations Manager Tami Wahdan. Absent: Joel LaCanne and City Liaison Jim Nelson.

The Regular Board Meeting was called to order at 8:34 a.m. with the consent agenda approved which included minutes from the November meeting, the Agenda, Balance Report and Bills Report. (White/McDonald)

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director reported Kjell is close to finishing up on the RV Entry System.
2. The Executive Director gave an update on the Apartment #113 modification. We are waiting on a valve to be replaced. Once that is completed, we will put the apartment back online with HUD and proceed with a move-in.
3. The Executive Director reported on the coin exchange for Riverview and Hillside. We have purchased rolls of quarters for sale at \$10.00 each roll from the Laundry Account.
4. The Executive Director reported that this is the last day Tom White will be on our Board. We will have an open seat and the Executive Director and Mayor are in the process of recruiting a new board member.

New Business consists of:

1. The Executive Director presented the Annual Contract bids for 2024. A motion was made to approve Thurmer's Plumbing, Ron's Electric and Scott's Snow Removal for our 2024 contracts. Thurmer's in the amount of \$82/hr. after rates of \$123/\$164. Ron's Electrician the amount of \$60/hr with afterhours \$90. Scott's Snow Removal in the amount of \$10/1ft of blade/hr, Salt and Sand \$200/ton, Snow hauling \$60/load, snow blowing \$275/hr. (Jaakola/McDonald)
2. The Executive Director presented information on the ESST (Earned Sick and Safe Time) from the MN Department of Labor. After some discussion, a motion was made to approve the changes on the current PTO time to be in compliance with the MN Department of Labor as follows: 1st day of employment to 90 days-1 hour for every 30 hours earned, ESST only and 90 days to 1 year from 5 hours per month to 9.78 hours per month. In addition, the language in the personnel Policy will be changed to reflect the above and include the ESST language from the MN Dept. of Labor. (White/McDonald)
3. The Executive Director reported on the Incident at Riverview. The door and window will need to be replaced. Our insurance will not cover those charges. The County Attorney will be presenting the charges for the repair of the door and window to the individual who caused the damages. Tri State has submitted a Quote.
4. The Executive Director presented the Operating Budget Revision for 2024. A motion was made to accept the revision as presented. (McDonald/Jaakola)
5. The Executive Director is working on the following: Annual CFP Plans, CFP Projects, Policy Updates, Operating Fund SF424-Complete. Looking ahead: Audit, Sam.gov Annual Renewal, ACA Reporting, Maintenance wage determination.

Upcoming Board Meetings are scheduled for January 10th (RV), February 14th (HS) at 8:30 am.

With no further business, the meeting was adjourned at 9:37 a.m. (Jaakola/White)

Jean Fast, Chairman

Linda Loewen, Executive Director

UTILITY COMMISSION MINUTES
Council Chambers
December 27, 2023

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan (Electronic) and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson, Water/Wastewater Superintendent; Andy Spielman, Building Official (10:20 AM); Steve Nasby, City Administrator (Electronic) and Leesa Arndt, Utility Billing/Analyst

Others Present: Gary Vanderwerf, Realtor for River's Edge Realty

APPROVE MINUTES

Motion by Francis second by Riordan Schwalbach to approve November 22, 2023 Minutes.
Motion carried 3 – 0.

ELECTRIC ITEMS

Real Estate Proposal/Discussion

Gary Vanderwerf, Realtor for River's Edge Realty, reviewed the enclosed real estate proposal of two tracts of land adjacent to the Electric Department's pole yard. His client is asking \$64,000 for the land, but would like to keep 10 feet of property directly north of his building that is located on Block 26 East Addition.

The Utility Commission discussed the proposal and asked if a current property survey had been completed to define the areas. They mentioned the second tract of property was conveyed to the current owner as part of the Electric Department pole yard purchase and contains a utility easement, which makes much of the land unbuildable. The city already maintains access through this easement to the pole yard. Spielman added that the two tracts are zoned I-1 (light industrial). If the client would like to keep part of the property in the proposed tracts, the lots would have to be surveyed and parceled out by the current owner prior to any sale. If a minor subdivision is created, current structures on or adjacent to the subdivision must conform to setback requirements in code. The Commission requested Vanderwerf discuss the property value with the owner and consider selling "Tract B", the tract closest to the pole yard. Staff will research the costs to relocate/extend fencing around the pole yard for one and/or both tracts, along with what can be stored on the premises.

Frontier Energy Grant Writing Consulting Agreement

Sykora reviewed the Consulting Agreement with Frontier Energy. This grant application will assist the City of Windom Municipal Utilities to receive monies from the Minnesota State Competitiveness Fund Match Program Funding Opportunity. Staff expressed those costs should be lower than the \$2,500 (not to exceed cost) as much of the information has been gathered for the previous application.

Motion by Francis second by Riordan to approve the Grant Writing Consulting Agreement with Frontier Energy Services and the City of Windom. Motion carried 3 – 0.

Truck Shed Addition Project Update

Sykora said that all HVAC work has been completed, and that water lines and valving has yet to be completed. Staff and engineering have gone through a final punch list of items. Sykora noted that the PVC liner that is being used in the wash bay is expansion/contraction due to temperature and is a concern as some buckling has been seen. He is working with the contractor to resolve the issue.

Truck Shed Addition Pay Request #7

Schwalbach asked if the unpaid percentage would be enough to cover costs to replace the current PVC liner if needed. Sykora replied that there is 10% remaining on the contract (\$142,000) and it should cover those costs, however individual costs are not broken out in this line item. Sykora has an email conversation concerning the covering for documentation.

Motion by Riordan second by Francis to approve Pay Request #7 in the amount of \$147,869.02 for the Truck Shed Addition Project as long as retainage is enough to cover re-lining of the wash bay area. Motion carried 3 – 0.

Generation Plant Project Update

Sykora mentioned the mild weather has allowed most of the footings to be poured and fill replaced. They are hoping to pour the final 10'x10' portion on Friday this week. Steel delivery is proposed for mid-January.

Generation Plant Pay Request #2

Motion by Francis second by Riordan to approve Pay Request #2 in the amount of \$265,352.04 for the Generation Plant Project. Motion carried 3 – 0.

Cap X Discussion

CMPAS is seeking municipal agreements to contribute the remaining bond funds to construct a second circuit on the Brookings transmission line. There will also be some work completed on the Brookings line to mitigate induction into the railroad. Sykora said the same rules would apply for receipt of transmission monies once the project is completed and online. Any additional costs beyond the bond would come from the municipalities that have agreed to the project. Sykora has been discussing the contribution ask and will provide information as it is available.

Motion by Riordan second by Francis to continue support of the Grid North Partners (formally known as CAPX) partnership. Motion carried 3 – 0.

Other Electric Items

Sykora said staff has been working on electrical in the new truck shed addition. Staff completed inventory in a day. Emission stack testing was completed and he is awaiting the report.

WATER/WASTEWATER ITEMS

Code Amendment Discussion

Spielman asked about the water service line ownership item from the curb stop to the structure. Commission consensus was the line was the property owner's responsibility and the meter itself belongs to the city.

Spielman inquired about City Code Chapter 56. The mayor was looking for direction if a tank only system would be acceptable for the Individual Sewage Treatment Systems chapter. Spielman stated the city may decide if they can have a system and defer to Cottonwood County for design/specification approval. As an operating permit is required for these systems, consensus was to leave code as previously presented.

Motion by Francis second by Riordan to recommend the Council approve the Second Readings for the City Code without any further amendments. Motion carried 3 – 0.

Minnesota Department of Health 2023 Sanitary Survey Report

Anderson said that Amy Lynch from the Minnesota Department of Health – Drinking Water Division completed their walkthrough of the Wastewater Treatment facility and well sites. Anderson said some items such as outlet labels, removing the cylinder cabinet (only use chains to secure), and site grading on Well #6.

Red Rock Rural Water Systems – Contract Extension

Staff has received a request to extend the SIU for two months with Red Rock Rural Water. Anderson said that they have built a new water treatment plant and would like some additional time verifying their water needs. RRRW has purchased minimal water amounts in 2023, and staff has efficient allocated water to fit the needs of the community.

Motion by Francis second by Riordan to extend the SIU contract with Red Rock Rural Water Systems for two months. Motion carried 3 – 0.

Other Water/Wastewater Items

Anderson noted that 1.4 million gallons in biosolids were hauled.

Spielman and Anderson met with Premium Iowa Pork. Structural renovations are being done to the facility. Anderson noted that water/wastewater usage changes are yet to be seen (possible third quarter 2024). The owners are aware that an SIU is required and a new agreement must be in place prior to production. He will be following up with the owners if any pre-treatment will be done at the PIP facility.

REGULAR BILLS

Riordan asked about the generator testing costs and procedures. Sykora said the testing is completed every five years and costs include fuel, stack testers, generation costs, and engineering time.

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

OLD BUSINESS

None.

NEW BUSINESS

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

ADJOURN

Schwalbach adjourned the meeting at 11:43 AM.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JANUARY 8, 2024

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

2. Roll Call & Guest Introductions:

EDA Commissioners: Ryan McNamara, Nancy Wepplo, and Marv Grunig.

Absent: James Nelson. (There is one vacancy on the Board.)

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

3. Election of Officers

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

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

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

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

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

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

4. Approval of Minutes: December 11, 2023:

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

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

Director Lamb recapped that the first tranche of financing to Windom Apartments LLC was to pay invoices for labor and materials on the project prior to June 5th. The second tranche of financing is to

pay invoices for labor and materials on the project from June 5th to September 30th. There was no significant work on the project in October and November. A draw request of \$1.4M was approved by DEED in December. These funds will bring the remaining suppliers and contractors up to date on payment of their invoices except for the recent asphalt installation on the property.

6. First Children's Finance

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

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

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

7. New Business:

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

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

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

8. Unfinished Business

A. Staff Report: South Cottonwood Lake Subdivision: Director Lamb reported that the City Attorney determined that the restrictive covenants for the Subdivision and the PUD in the Subdivision need to also be signed by Cemstone as one of the property owners. Cemstone's attorney has requested an addition to the covenants to allow construction of insulated concrete form or masonry built homes on

the lots. EDA Staff has prepared the requested amendments and forwarded them to DVK for review and signature and subsequent signature by Cemstone. After the amendments have been approved and signed, the Final PUD Plan will come before the City Council. Staff is hopeful that this Final Plan can come before the City Council for approval at its February 6th Meeting. Director Lamb has contacted the representative for Apollo Development to arrange a meeting to discuss steps forward for the new apartment building project which will be located in the new subdivision.

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

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

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

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

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

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

9. Miscellaneous Information

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

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

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

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

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

Attest: _____
Tiffany Lamb, EDA Director

Nancy Wepplo, EDA President

Windom Library Board Meeting

January 9, 2024

5:05p.m.

1. Call to order: The meeting was called to order by John Duscher.

2. Roll Call: Members Present: John Duscher, Steve Fresk, Kari Scheitel and Fran Swenson
Members Absent: Christine Wolf, Anita Winkel, Wade Pfeiffer
Library Staff Present: Kari Hanson
City Council Member Present: none

Election of Officers-Motion made by Fresk, second by Swenson to keep the same roster as 2023

John Duscher – Chair; Steve Fresk – Vice Chair; Christine Wolf - secretary

3. Agenda and Minutes:

Agenda and minutes were approved on a motion made by Kari S and seconded by Fran S.

4. Financial Report:

All is well with the financials. The lack of snow and warm temps are helping with the winter budget. Revenue from driver's license testing has contributed significantly. Our year end financial report will come later.

The financial report was approved on a motion by Fran with second by Kari.

5. Librarian's Report:

- The library is displaying a banner collection from the Diane and Alan Page collection that represents racial inequality history in society. The 18 banners will rotate through the library for the month of January, and then will continue to be displayed at other Plum Creek Libraries
- The Winter Reading Program "Read a Latte" has 60+ registrants.
- The new drivers permit testing policy seems to be working very well. Appointments are available on ½ hour increments twice a week from 7:00-9:00 on Tuesdays and Wednesdays.
- December circulation was a total of 2,752 items. 421 loans were sent to other libraries, with 228 received.

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

6. Old Business: None noted

7. New Business: None noted

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Steve Fresk, in the absence of the secretary

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

January 10, 2024

1. Call to Order: The meeting was called to order at 4:35 p.m. at the council chambers by Chairperson Steve Fresk.
2. Roll Call:

Commission Present:	Steve Fresk, Deborah Polzin, Jim Knigge
Commission Absent:	Joanne Kaiser, Ron Kuecker
Council Liaisons:	James Nelson (absent)
Public Present:	David Bucklin, Nathan Harder, Breanna Wagner
3. Approve Minutes of October 11, 2023
4. Treasurer Report: MN DNR ReLeaf Community Forestry Grants
5. Old Business:
 - a. None
6. New Business:
 - a. Discussion was held concerning 2023 ReLeaf Community Forestry Grants from Minnesota Department of Natural Resources. Breanna Wagner outlined the budget of \$99,700 to be administered over 4 years. The budget will allow for 75 ash trees to be removed and double that number of trees to be replanted. Some historic or notable ash trees will be candidates for treatment for EAB. Money is available for supplies and administration, EAB Management plan and MN Tree Inspector certification training.
 - b. Motion was made by Steve Fresk, Seconded by Jim Knigge to accept the terms of the ReLeaf Community Forestry Grants. Thank you to Breanna Wagner and David Bucklin for managing these forestry grants.
7. Open Mike: The public should be made aware of the importance of replacing trees. EAB infestation and drought are denuding the city canopy. Replacement of trees is ongoing.
8. Meeting adjourned at 5:15 pm.

Next Tree Commission Meeting May 1, 2024 at 4:30 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

Windom Park & Recreation Commission

Minutes for Wednesday, January 10th, 2024

City Hall Council Chambers

Roll Call:

Present: Jess Smith, Paul Johnson, Pam Hogan, Jackie Jurgens, Scott Benson, Jenny Quade,

City Staff: Jon Ketzenberg, Tim Hogan

Public: Jeff Reeves (Chamber)

Absent: Ron Kuecker, Mitchell Chmielewski

Call the Meeting to Order at 5:30 p.m. Meeting was called to order at 5:30 by Johnson

1. **Motion to Approve or amend agenda:** Motion to approve the agenda was made by Jurgens and seconded by Smith. Motion carries
2. **Approve Minutes from November 8th, 2023 – No December Meeting:** Motion to approve the minutes made by Pam Hogan and seconded by Smith. Motion carries.
3. **Commission Members Term Update:** Tim Hogan updated the commission with the current terms and vacant seats. Hogan said we currently have one vacant seat and potentially could have a couple options. Jenny Quade suggested that the commission open a permanent spot for a Chamber representative to be on the commission. Jeff Reeves who is a member of the Chamber was present to discuss his thoughts on the opportunity. Reeves said that he thought it would be a great idea for the Chamber and the Park and Rec commission to work together and is open to having either the Chamber director on the commission or a representative of the chamber on the commission. Quade explained that the City has individuals that or on the CVB board and partner with the Chamber for different events in the City and makes sense that having a Chamber representative on the commission would be a good idea. Overall discussion was in favor to move forward with having a representative from the Chamber on the commission. Quade will discuss with the Mayor for approval.
4. **Recreation Director report:**
 - a) **Rock the Rink Pink January 18th:** Hogan updated the commission with an event coming up at the Arena. The Hockey association is partnering with Windom Area Health for Rock the Rink Pink on January 18th. WAH is selling sponsorships to raise money for the Breast Health Fund as well as fundraising events for Windom Area Youth Hockey.
 - b) **Hockey Association Donation acknowledgment:**
 - i. New Lockers (\$6,000)
 - ii. New Bleachers for Studio Rink (\$10,000)Hogan said that he wanted to let the commission know that currently the Hockey Association is Donating new lockers and bleachers to the Arena. They needed additional lockers for the JV hockey programs and also would like new bleachers for the studio rink. Hogan said the association is always helping with improvements at the Arena and that when they do something it needs to be recognized by the commission and council. Hogan said when everything is done it will go to the City Council for approval as a donation to the City. Hogan also said they are looking at doing some remodeling of a coupe locker rooms of the original locker rooms as well as remodeling the community room. Updates to come as this project moves forward.
 - c) **Burbach Aquatics Agreement**

- i. Pool Committee: Hogan said that Phase#1, Step #2 of the Burbach Aquatics study is to form a pool committee. Hogan discussed Burbach's recommendation as to how that committee should be formed. Upon discussion and Burbach's recommendations the commission agreed that Hogan, a couple commission members/Council liaisons and members of the public would make up the 9-10-person committee. The Commission discussed that they would like to potentially see individuals from Windom Area Health, the school, business owners, daycare providers and individuals that have good knowledge of the pool. Commission members will be developing a list to go over at the next meeting.

5. Park Superintendent Report:

- a) Parks Update: Ketzenberg informed the commission that deer hunt within city limits harvested a total of 6 deer with the special hunt. Benson added that even though it was only 6 that this was a good start and now has an opportunity to develop next year. Ketzenberg added that he took the signs down and the park is now back open to the public now that the hunt is over. Ketzenberg also said that he bought 8 new picnic tables to replace some of the older wood tables in the parks. Ketzenberg also followed up with the commission on some equipment at Tegels park that needed replacement. The climbing ropes at the park need to be replaced and the cost to replace the ropes is \$17,000 which would use all of the department's budget on just the replacement. Discussion was had to remove the ropes and replace it with a Tetherball Set. This would be a more cost-effective decision and provide a fun activity for the park. Ketzenberg also said the sun canopy is need of replacement. Quade suggested that we should gather a list of items that need to be replaced and form a list of the needs and prioritize them with what should be replaced based on funding. Ketzenberg also said that he ordered new nets for the Tennis ball courts.
- b) Shelters Update: Ketzenberg said the Lions Club is going to be adding doors to the new shelter when they get enough funds and that he is still waiting on the security company to install the cameras. Benson asked about an update on the dump station at Island Park. Ketzenberg said he has not heard back from MNDOT. Discussion was to start looking for a different location.

6. Old Business: None

7. New Business: None

8. Commission Comments: None

9. Adjourn meeting. Meeting was adjourned at 6:30pm by unanimous consent.

10. Next Meeting February 14th @ 5:30 in the City Council Chambers

Community Center Commission Minutes

Monday, January 10, 2024

1. Call to Order: Vice President Lenny Thiner called the meeting to order at 5:30 p.m.

2. Present:

President: Linda Stuckenbroker - Absent

CC Director: Tim Snyder

Commission Members: Mitch Voehl

Lenny Thiner

Jan Duscher

Al Baloun

Commission Liaisons: Scott Benson - Absent

Jim Nelson - Absent

City Administrator: Steve Nasby - Absent

3. Approval of Minutes: **Minutes from December reviewed and approved.**
Motion made by Al Baloun; seconded by Mitch Voehl. Approved 4-0.

4. Director Report:

Personnel

- a. On call employee moved from on call to full time

Financial

- a. Similar Gross Revenue to 2022
- b. Working to find/book a variety of events
- c. Nice volume of events already booked for 2024

5. Old Business:

- a. Nice turnout for December R&R
- b. Brochure updates & rate changes sent to City Council
- c. Part-time position filled

6. New Business:

- a. Floor scrubber needs to be replaced soon
- b. Looking at Factory Cat with cost \$9,000-\$10,000 – Motion made to purchase this unit. Motion by Al Baloun, seconded by Jan Duscher approved 4-0
- c. Pickleball to end until spring

7. Commissioners Comments:

- Discussion of Al Baloun as member on feasibility study for a new pool in Windom.
- Terms for Lenny Thiner and Al Baloun renewed.

Motion by Al Baloun, seconded by Jan Duscher, to adjourn meeting at 6:13 p.m. Motion approved 4-0

Next Meeting: February 5, 2024

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 and Recreation Center, Inc.

Previous Gambling Permit Number: X- 94904-24-011

Minnesota Tax ID Number, if any: 6222046

Federal Employer ID Number (FEIN), if any: 41-2022824

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: _____

(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.

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): February 20, 2024

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: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ashley Johnson Date: 1-9-2024

(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.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

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: Des Moines River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X- 17002-24-023
Minnesota Tax ID Number, if any: 3358833 Federal Employer ID Number (FEIN), if any: _____
Mailing Address: PO Box 142
City: Windom State: MN Zip: 56101 County: Cottonwood
Name of Chief Executive Officer (CEO): Jason Kloss
CEO Daytime Phone: 507-822-1529 CEO Email: jascn4@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Phat Pheasant Pub

Physical Address (do not use P.O. box): 2370 Highway 60 E

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 23rd, 2024

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: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

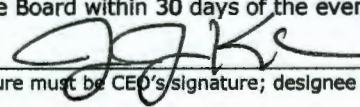
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1/8/2024
 (Signature must be CEO's signature; designee may not sign)

 Print Name: Jason Kloss
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 Area Chamber of Commerce

Previous Gambling Permit Number: X- _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-0759873

Mailing Address: 303 9th Street

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

Name of Chief Executive Officer (CEO): Jeff Reeves

CEO Daytime Phone: 507-832-8611

CEO Email: director@windomchamber.com

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

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

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Island Park

Physical Address (do not use P.O. box): Hwy. 62 & 4th Ave.

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 9, 2024

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

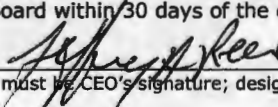
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	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:  Date: 1/12/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Jeff Reeves

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:

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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?

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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.

This form will be made available in alternative format (i.e. large print, braille) upon request.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/30/2023 - 1/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
US BANK	US Bank December 2023	01/03/2024	Quarterly Purchasing Rebate	100-36200	-457.00
					-457.00
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41110-326	27.22
US BANK	US Bank December 2023	01/03/2024	Zoom Meeting	100-41110-326	17.09
CONVENT. & VISITOR BUREAU	NOV 2023	12/27/2023	LODGING TAX/RED CARPET IN	100-41110-491	487.14
CONVENT. & VISITOR BUREAU	NOV 2023	12/27/2023	LODGING TAX/AMERICINN	100-41110-491	3,010.59
Activity 41110 - Mayor & Council Total:					3,542.04
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	100-41310-131	3.60
WEX Health Inc	0001878256-IN	01/09/2024	PARTICIPANT FEE	100-41310-217	129.25
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	100-41310-217	112.12
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41310-321	65.97
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41310-326	313.44
Activity 41310 - Administration Total:					624.38
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	100-41910-131	1.80
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	100-41910-321	41.23
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41910-321	54.75
SOUTHWEST CHAPTER OF ICC	2024 MEMBERSHIP	01/09/2024	BUILDING OFFICIAL	100-41910-433	75.00
US BANK	US Bank December 2023	01/03/2024	INT'L CODE COUNCIL, INC	100-41910-443	100.00
COTTONWOOD CO RECORDER	P32722	12/31/2023	A 298224/A 298225	100-41910-480	92.00
Activity 41910 - Building & Zoning Total:					364.78
Activity: 41940 - City Hall					
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41940-381	476.50
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41940-382	58.02
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	100-41940-383	563.20
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-41940-385	122.50
MELISSA PENAS	DEC 2023	12/31/2023	CLEANING	100-41940-406	351.00
SANDRA HERDER	DEC 2023	12/31/2023	CLEANING	100-41940-406	115.00
Activity 41940 - City Hall Total:					1,726.22
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	100-42120-131	14.40
MSCIC - MN S CENTRAL INVES	0099	01/09/2024	POLICE/2024 CONFERENCE/D	100-42120-308	200.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42120-321	33.24
LEASE FINANCE PARTNERS	3250 12-21-23	12/31/2023	POLICE/DATA PROCESSING	100-42120-326	398.00
AXON ENTERPRISE, INC	INUS213689	12/31/2023	POLICE/MAINTENANCE - OFFI	100-42120-404	9,600.00
COTTONWOOD CO AUD/TREA	JAN 2024	01/09/2024	RENT	100-42120-412	2,050.00
SCB PUBLIC FINANCE	01-14-2024	01/09/2024	POLICE/LEASE/40049-01/5-60	100-42120-419	1,054.07
ENTERPRISE FM TRUST	FBN4936191	01/09/2024	POLICE/LEASE	100-42120-419	791.78
COTTONWOOD CO AUD/TREA	12-19-23	12/31/2023	POLICE/10 LICENSES	100-42120-433	3,920.00
HEAT TACTICAL TEAM	2024 HEAT DUES	01/09/2024	POLICE/HEAT DUES	100-42120-433	2,826.06
Activity 42120 - Crime Control Total:					20,887.55
Activity: 42220 - Fire Fighting					
ARAMARK	2560210772	12/31/2023	FIRE/SUPPLIES	100-42220-211	62.99
STAPLES OIL CO	30369493263	12/14/2023	FIRE/MOTOR FUELS	100-42220-212	49.49
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	100-42220-217	65.40
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42220-321	42.68
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42220-381	355.88
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42220-382	13.99
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	100-42220-383	492.26

Expense Approval Report

Payment Dates: 12/30/2023 - 1/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42220-385	32.08
LUCAN COMMUNITY TV INC	1737	12/31/2023	FIRE/MAINTENANCE - OFFICE	100-42220-404	120.00
Activity 42220 - Fire Fighting Total:					1,234.77
Activity: 42500 - Civil Defense					
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-42500-381	32.59
Activity 42500 - Civil Defense Total:					32.59
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	100-43100-131	1.80
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	100-43100-217	65.40
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-217	70.00
DIAMOND VOGEL PAINT	295219522	12/18/2023	STREET/MAINT MATERIAL	100-43100-224	1,253.75
UNIQUE PAVING MATERIALS C	77645	12/31/2023	STREET MAINTENANCE MATE	100-43100-224	2,831.00
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	100-43100-321	42.06
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-321	20.55
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-381	261.90
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-381	2,128.79
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-382	19.42
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	100-43100-383	755.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-43100-385	41.01
US LBM OPERATING CO 3009	2228231	12/21/2023	STREET/SERVICES	100-43100-401	7.89
US LBM OPERATING CO 3009	2232400	12/21/2023	STREET/SERVICES	100-43100-401	82.05
DICKS WELDING INC	12-27-2023	12/31/2023	INV #75371	100-43100-402	3.75
WINDOM TOWING LLC	10870	12/31/2023	STREET/MAINTENANCE - OFFI	100-43100-404	59.99
SCOTT VEENKER	30250	12/21/2023	STREET/MAINTENANCE - GRO	100-43100-406	2,500.00
SANFORD HEALTH OCCUPATIO	753385	12/31/2023	STREET	100-43100-480	30.00
Activity 43100 - Streets Total:					10,174.36
Activity: 45120 - Recreation					
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	100-45120-217	14.02
Activity 45120 - Recreation Total:					14.02
Activity: 45202 - Park Areas					
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	100-45202-381	518.57
Activity 45202 - Park Areas Total:					785.24
Fund 100 - GENERAL Total:					38,928.95
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	US Bank December 2023	01/03/2024	Amazon	211-45501-200	64.02
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	211-45501-217	65.40
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	211-45501-321	164.48
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	211-45501-381	187.25
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	211-45501-382	21.91
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	211-45501-383	440.11
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	211-45501-385	48.97
PLUNKETT'S PEST CONTROL	8369020	01/09/2024	LIBRARY/MAINTENANCE - STR	211-45501-402	514.60
MELISSA PENAS	DEC 2023	12/31/2023	CLEANING	211-45501-402	391.00
SANDRA HERDER	DEC 2023	12/31/2023	CLEANING	211-45501-402	115.00
US BANK	US Bank December 2023	01/03/2024	the week magazine	211-45501-433	229.00
US BANK	US Bank December 2023	01/03/2024	woodsmith	211-45501-433	32.96
US BANK	US Bank December 2023	01/03/2024	garden gate	211-45501-433	34.00
US BANK	US Bank December 2023	01/03/2024	cooks illustrated	211-45501-433	44.95
US BANK	US Bank December 2023	01/03/2024	Amazon	211-45501-435	13.98
US BANK	US Bank December 2023	01/03/2024	Amazon	211-45501-435	19.96
US BANK	US Bank December 2023	01/03/2024	Amazon	211-45501-435	102.62
US BANK	US Bank December 2023	01/03/2024	Amazon	211-45501-480	1,014.24
US BANK	US Bank December 2023	01/03/2024	Amazon- Supplies	211-45501-480	170.99
Activity 45501 - Library Total:					3,745.44
Fund 211 - LIBRARY Total:					3,745.44

Expense Approval Report

Payment Dates: 12/30/2023 - 1/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	1-1-2024	12/31/2023	SERVICES	225-45127-200	2.00
RED ROCK RURAL WATER	1-1-2024	12/31/2023	SERVICES	225-45127-200	9.72
RED ROCK RURAL WATER	1-1-2024	12/31/2023	SERVICES	225-45127-200	29.50
BRENT JAMES HOGEN	9868	12/31/2023	AIRPORT/OPERATING SUPPLIE	225-45127-217	77.00
Activity 45127 - Airport Total:					118.22
Fund 225 - AIRPORT Total:					118.22
Fund: 230 - POOL					
Activity: 45124 - Pool					
HAWKINS, INC	6646617	12/31/2023	ARENA/CHEMICALS	230-45124-216	40.00
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	230-45124-217	14.02
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	230-45124-217	133.33
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	230-45124-381	34.05
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	230-45124-383	63.88
Activity 45124 - Pool Total:					285.28
Fund 230 - POOL Total:					285.28
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	235-42153-131	1.80
STAPLES OIL CO	30369493263	12/14/2023	AMBO/MOTOR FUELS	235-42153-212	49.49
ESPENSON GROUP LLC	1556	12/31/2023	AMBO/OPERATING SUPPLIES	235-42153-217	240.00
ARAMARK	2560210772	12/31/2023	AMBO/SUPPLIES	235-42153-217	62.99
BOUND TREE MEDICAL, LLC	85193881	12/31/2023	AMBO/OPERATING SUPPLIES	235-42153-217	118.93
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	235-42153-217	65.40
US BANK	US Bank December 2023	01/03/2024	Aspen Mills	235-42153-218	996.85
SANFORD HEALTH OCCUPATIO	753385	12/31/2023	AMBO	235-42153-312	510.00
AT & T MOBILITY	287304392280X01032024	12/31/2023	AMBO/TELEPHONE	235-42153-321	333.68
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	235-42153-321	28.46
DONNA MARCY	1-1-23 - 1-2-24	01/09/2024	AMBO/MEALS	235-42153-334	27.86
AMBER SVOBODA	1-1-24	01/09/2024	AMBO/MEALS	235-42153-334	33.95
ROB VISKER	12-20-23	12/31/2023	AMBO/MEALS	235-42153-334	32.70
KRISTEN PORATH	1-2-24 - 1-3-24	01/09/2024	AMBO/MEALS	235-42153-334	89.76
KIM POWERS	12-25-23 - 12-28-23	12/31/2023	AMBO/MEALS	235-42153-334	66.69
JUSTIN HARRINGTON	12-31-23	12/31/2023	AMBO/MEALS	235-42153-334	37.04
JENNA VACHUSKA	12-31-23	12/31/2023	AMBO/MEALS	235-42153-334	23.26
TIM HACKER	1-5-24	01/09/2024	AMBO/MEALS	235-42153-334	9.64
US BANK	US Bank December 2023	01/03/2024	HyVee	235-42153-334	54.27
US BANK	US Bank December 2023	01/03/2024	costco	235-42153-334	46.61
US BANK	US Bank December 2023	01/03/2024	plaza	235-42153-334	120.45
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	235-42153-381	237.26
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	235-42153-382	9.33
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	235-42153-383	328.17
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	235-42153-385	21.39
PAUL MARSH	29756	12/26/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	623.92
JENNA VACHUSKA	1-3-24	01/09/2024	2024 EMT RENEWAL	235-42153-435	25.00
MN REVENUE	1-051-748-704	12/31/2023	MN CARE TAX 4TH QTR 2023	235-42153-460	1,700.00
US BANK	US Bank December 2023	01/03/2024	medicare enrollment	235-42153-480	638.00
Activity 42153 - Ambulance Total:					6,582.90
Fund 235 - AMBULANCE Total:					6,582.90
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
US BANK	US Bank December 2023	01/03/2024	Adobe	250-46520-200	21.36
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	250-46520-321	41.23
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	250-46520-321	54.75
FEDERATED RURAL ELECTRIC	12-31-23	12/31/2023	SERVICES/EDA	250-46520-381	29.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	250-46520-381	53.55

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
THE BROOKSHIRE CO, LLC	24-1322	01/09/2024	EDA/CVN ANNUAL MEMBERS	250-46520-433	3,500.00
Activity 46520 - EDA Total:					3,699.89
Fund 250 - EDA GENERAL Total:					3,699.89
Fund: 274 - TIF 1-19 NWIP II					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2018A GENERAL OB BOND (P	274-49980-601	150,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2018A GENERAL OB BOND (P	274-49980-611	6,975.00
Activity 49980 - Debt Service Total:					156,975.00
Fund 274 - TIF 1-19 NWIP II Total:					156,975.00
Fund: 305 - 2009 STREET IMPROVEMENT					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-39202	-384.25
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-39202	-340.75
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-39202	-19,212.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-39202	-17,037.50
					-36,975.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-49980-601	125,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	305-49980-611	2,500.00
Activity 49980 - Debt Service Total:					127,500.00
Fund 305 - 2009 STREET IMPROVEMENT Total:					90,525.00
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	306-49980-601	65,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	306-49980-601	75,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D SPECIAL ASSESS	306-49980-611	4,900.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D STREET	306-49980-611	7,135.00
Activity 49980 - Debt Service Total:					152,035.00
Fund 306 - 2013 STREET IMPROVEMENT Total:					152,035.00
Fund: 307 - 2017 STREET PROJECT					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	307-39202	-32,375.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	307-39202	-31,905.00
					-64,280.00
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A ADM FEE	307-41000-480	475.00
Activity 41000 - General Government Total:					475.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	307-49980-601	50,727.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	307-49980-611	185,000.00
Activity 49980 - Debt Service Total:					235,727.50
Fund 307 - 2017 STREET PROJECT Total:					171,922.50
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020C ADM FEE	308-41000-480	475.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B ADM FEE	308-41000-480	475.00
Activity 41000 - General Government Total:					950.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020C	308-49980-601	15,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B	308-49980-601	145,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B STREET	308-49980-611	37,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020C STREET	308-49980-611	4,162.50
Activity 49980 - Debt Service Total:					201,162.50
Fund 308 - 2020 STREET PROJECT Total:					202,112.50
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
RENTOKIL NORTH AMERICA I	INVP501364620	01/10/2024	STREET/CIP	401-49950-503	15,574.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RENTOKIL NORTH AMERICA I	INVP9501363684	01/10/2024	STREET/CIP	401-49950-503	3,194.25
Activity 49950 - Capital Outlay Total:					18,768.25
Fund 401 - GENERAL CAPITAL PROJECTS Total:					18,768.25

Fund: 402 - CAPITAL PROJECT - ESF

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	402-49980-602	95,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	402-49980-612	13,070.00
Activity 49980 - Debt Service Total:					108,070.00
Fund 402 - CAPITAL PROJECT - ESF Total:					108,070.00

Fund: 601 - WATER

CORE & MAIN LP	U139438	12/31/2023	WATER/INVENTORY	601-14200	4,547.36
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	601-23100	7,375.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	601-23100	29,900.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	BOND PAYMENT	601-23100	45,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B	601-23100	25,000.00
					111,822.36

Activity: 49400 - Water

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	601-49400-131	1.80
HAWKINS, INC	6644751	12/15/2023	WATER/CHEMICALS	601-49400-216	3,513.66
RED ROCK RURAL WATER	01-01-24 READING	12/31/2023	WATER 104328 JOHNSON AU	601-49400-217	37.30
RED ROCK RURAL WATER	01-01-24 READING	12/31/2023	WATER 104328 JOHNSON AU	601-49400-217	9.72
BRANNON PAPLOW	1-2-24	01/09/2024	WATER/SAFETY BOOTS	601-49400-217	180.40
ERIC WARD	1-5-24	01/09/2024	SAFETY BOOTS	601-49400-217	188.00
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	601-49400-217	65.40
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	601-49400-321	91.24
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-321	51.10
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-326	70.00
FEDERATED RURAL ELECTRIC	12-31-23	12/31/2023	SERVICES	601-49400-381	54.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-381	4,923.02
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-382	18.40
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	601-49400-383	31.58
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	601-49400-383	533.12
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-385	37.73
STANTEC CONSULTING SERVIC	2171874	12/31/2023	WATER/LANDFILL	601-49400-386	4,949.50
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	601-49400-386	1,069.67
MN DEPT OF HEALTH	12-31-2023	12/31/2023	WATER SURCHARGE (24	601-49400-443	5,108.00
SW/WC SERVICE COOPERATIV	JAN 2024	01/03/2024	HEALTH INSURANCE	601-49400-480	944.96
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	601-49400-480	1.80
Activity 49400 - Water Total:					21,880.40

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D WATER	601-49980-611	4,946.25
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B WATER	601-49980-611	7,565.63
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D WATER	601-49980-611	1,774.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	601-49980-611	25,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	601-49980-720	17,037.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	601-49980-720	340.75
Activity 49980 - Debt Service Total:					56,664.63
Fund 601 - WATER Total:					190,367.39

Fund: 602 - SEWER

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	602-23100	6,905.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B	602-23100	20,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	602-23100	40,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D	602-23100	200,100.00
					267,005.00

Activity: 49450 - Sewer

HAWKINS, INC	6646941	12/26/2023	SEWER/CHEMICALS	602-49450-216	10.00
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	602-49450-217	65.40

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US Bank December 2023	01/03/2024	DHS EQUIPMENT	602-49450-241	166.72
US BANK	US Bank December 2023	01/03/2024	MN POLLUTION CONTROL	602-49450-308	6.13
US BANK	US Bank December 2023	01/03/2024	MN Rural Water Association	602-49450-308	275.00
US BANK	US Bank December 2023	01/03/2024	psn minnesota rwa	602-49450-308	275.00
US BANK	US Bank December 2023	01/03/2024	MN POLLUTION CONTROL	602-49450-308	285.00
MN VALLEY TESTING	1231734	12/21/2023	SEWER/LAB TESTING	602-49450-310	201.30
MN VALLEY TESTING	1232129	12/21/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1232258	12/21/2023	SEWER/LAB TESTING	602-49450-310	113.30
MN VALLEY TESTING	1232504	12/21/2023	SEWER/LAB TESTING	602-49450-310	153.89
MN VALLEY TESTING	1232531	12/21/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1232719	12/26/2023	SEWER/LAB TESTING	602-49450-310	161.48
MN VALLEY TESTING	1232758	12/26/2023	SEWER/LAB TESTING	602-49450-310	170.72
MN VALLEY TESTING	1233169	12/31/2023	SEWER/LAB TESTING	602-49450-310	113.30
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	602-49450-321	121.25
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	602-49450-321	176.10
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	602-49450-326	70.00
US BANK	US Bank December 2023	01/03/2024	Marriott	602-49450-334	339.04
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	602-49450-381	8,504.40
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	602-49450-382	280.17
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	602-49450-383	2,188.53
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	602-49450-383	29.00
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	602-49450-383	23.68
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	602-49450-383	72.24
COTTONWOOD CO SOLID WA	5381 01-01-2024	12/31/2023	SEWER/MAINTENANCE - DIST	602-49450-408	155.88
Activity 49450 - Sewer Total:					14,571.33

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020B SEWER	602-49980-611	5,459.38
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017A GENERAL OB BOND (P	602-49980-611	25,000.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D SEWER	602-49980-611	4,232.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	SERIES 2020D SEWER	602-49980-611	11,875.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	602-49980-720	19,212.50
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017C GENERAL OB BOND (20	602-49980-720	384.25
Activity 49980 - Debt Service Total:					66,164.13

Fund 602 - SEWER Total: 347,740.46

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	12-22-2023	12/29/2023	6 MONTHS 5.15% INTEREST	604-10400	244,145.55
MBS - MULTI-BANK SECURITIE	12-22-23	12/29/2023	13 MONTHS 5.15% INTEREST	604-10400	1,020,093.06
DAKOTA SUPPLY GROUP	5103239174.001	12/31/2023	EL/INVENTORY	604-14200	187.96
DGR ENGINEERING	00264669	12/31/2023	EL/TRUCK GARAGE	604-16200	1,238.50
WILCON CONSTRUCTION SER	PAYMENT # 7	12/31/2023	EL/TRUCK GARAGE ADDITION	604-16200	147,869.02
CLARK EQUIPMENT CO	3482317	12/31/2023	EL/MACHINERY/MINI EXCAVA	604-16400	2,361.32
DGR ENGINEERING	00264667	12/31/2023	EL/TRANSMISSION PROJECT	604-16480	2,879.72
DGR ENGINEERING	00264668	12/31/2023	EL/GENERATION BLDG	604-16480	32,436.66
DICKS WELDING INC	12-27-2023	12/31/2023	EL/TRANSMISSION	604-16480	7,927.75
WILCON CONSTRUCTION SER	PAYMENT # 2	12/31/2023	EL/GENERATION PLANT	604-16480	265,352.04
					1,724,491.58

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	604-49550-131	1.80
WINDOM FIRE & SAFETY, LLC	0008501	12/31/2023	EL/OPERATING SUPPLIES	604-49550-217	608.00
FRANKS SHOE REPAIR	0043320	12/31/2023	EL/OPERATING SUPPLIES	604-49550-217	20.00
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	604-49550-217	65.40
DGR ENGINEERING	00265051	12/31/2023	EL/ENG/SURVEYING FEES	604-49550-303	7,518.01
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	604-49550-321	51.34
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	604-49550-326	90.00
US BANK	US Bank December 2023	01/03/2024	HOLIDAY INN	604-49550-334	223.00
US BANK	US Bank December 2023	01/03/2024	HOLIDAY INN	604-49550-334	223.00
US BANK	US Bank December 2023	01/03/2024	LEGENDS	604-49550-334	9.23
US BANK	US Bank December 2023	01/03/2024	HOLIDAY STATION	604-49550-334	21.14

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US Bank December 2023	01/03/2024	HOLIDAY INN	604-49550-334	44.11
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	604-49550-381	281.59
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	604-49550-382	21.17
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	604-49550-383	495.71
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	604-49550-383	166.74
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	604-49550-385	42.41
ECHO GROUP INC.	S010406027.001	12/31/2023	EL/MAINTENANCE - STRUCTU	604-49550-402	840.70
ELECTRIC FUND	# 853	12/31/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	217.59
ELECTRIC FUND	# 854	01/09/2024	EL/MAINTENANCE - UTILITIES	604-49550-409	13.88
ELECTRIC FUND	# 855	01/09/2024	EL/MAINTENANCE - UTILITIES	604-49550-409	3.30
WINDOM AREA DEVELOPME	JAN 2024	12/31/2023	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					12,238.14
Fund 604 - ELECTRIC Total:					1,736,729.72

Fund: 609 - LIQUOR STORE

AMERICAN ENGINEERING TES	INV-169825	12/31/2023	LIQUOR S/BUILDINGS	609-16200	4,601.50
					4,601.50

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	609-49751-131	1.80
US BANK	US Bank December 2023	01/03/2024	Amazon-Credit	609-49751-200	10.52
US BANK	US Bank December 2023	01/03/2024	Amazon	609-49751-200	8.54
US BANK	US Bank December 2023	01/03/2024	Amazon	609-49751-200	7.99
US BANK	US Bank December 2023	01/03/2024	Amazon	609-49751-200	7.28
AH HERMEL COMPANY	1002775/1002775	12/21/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	53.43
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	609-49751-217	93.43
BELLBOY CORP	0201980800	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,057.04
VINOPIA, INC	0342726-IN	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-251	368.50
DOLL DISTRIBUTING, LLC	1409210	12/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	55.50
DOLL DISTRIBUTING, LLC	1410302	12/31/2023	LIQUOR S/LIQUOR	609-49751-251	-101.25
PAUSTIS WINE COMPANY	222002	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	608.00
JOHNSON BROS.	2448991	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,095.50
JOHNSON BROS.	2454009	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,794.66
BEVERAGE WHOLESALERS	306591	12/31/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-251	836.00
BEVERAGE WHOLESALERS	307643	12/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-251	212.00
PHILLIPS WINE & SPIRITS	6709164	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	186.00
PHILLIPS WINE & SPIRITS	6710400	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,859.95
PHILLIPS WINE & SPIRITS	6715074	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,534.63
DOLL DISTRIBUTING, LLC	1405038	12/31/2023	LIQUOR S/BEER/NON-ACHOLI	609-49751-252	7,831.60
DOLL DISTRIBUTING, LLC	1405039	12/31/2023	LIQUOR S/BEER	609-49751-252	775.95
DOLL DISTRIBUTING, LLC	1409210	12/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	10,373.50
DOLL DISTRIBUTING, LLC	1410307	12/31/2023	LIQUOR S/BEER	609-49751-252	154.75
BEVERAGE WHOLESALERS	306591	12/31/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-252	13,143.05
BEVERAGE WHOLESALERS	307643	12/31/2023	LIQUOR S/LIQUOR/BEER	609-49751-252	7,626.77
ARTISAN BEER COMPANY	3648680	12/31/2023	LIQUOR S/BEER	609-49751-252	122.30
ARTISAN BEER COMPANY	3650443	12/31/2023	LIQUOR S/BEER	609-49751-252	190.20
VINOPIA, INC	0342726-IN	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	356.00
PAUSTIS WINE COMPANY	223843	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	533.34
JOHNSON BROS.	2448992	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	2,668.22
JOHNSON BROS.	2454010	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-253	1,984.10
PHILLIPS WINE & SPIRITS	6710401	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-253	954.49
PHILLIPS WINE & SPIRITS	6715075	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-253	190.50
WINE MERCHANTS	7456582	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	1,057.32
VINOPIA, INC	0342726-IN	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	120.00
AH HERMEL COMPANY	1002776/1002776	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	143.32
JOHNSON BROS.	2454010	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-254	37.00
ATLANTIC COCA-COLA	4351101	12/31/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	317.00
PHILLIPS WINE & SPIRITS	6710401	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-254	28.50
PHILLIPS WINE & SPIRITS	6715075	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-254	84.15
AH HERMEL COMPANY	1002776/1002776	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-256	220.94
DOLL DISTRIBUTING, LLC	1405038	12/31/2023	LIQUOR S/BEER/NON-ACHOLI	609-49751-259	417.40

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	306591	12/31/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-259	31.80
AH HERMEL COMPANY	1002776/1002776	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-261	36.88
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	609-49751-321	226.61
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	609-49751-326	537.97
BELLBOY CORP	0201980800	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	44.00
VINOPIA, INC	0342726-IN	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	16.50
AH HERMEL COMPANY	1002776/1002776	12/21/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	8.95
PAUSTIS WINE COMPANY	222002	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	8.00
PAUSTIS WINE COMPANY	223843	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	12.50
JOHNSON BROS.	2448991	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	28.77
JOHNSON BROS.	2448992	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	97.44
JOHNSON BROS.	2454009	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	79.86
JOHNSON BROS.	2454010	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-333	67.34
PHILLIPS WINE & SPIRITS	6709164	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	2.03
PHILLIPS WINE & SPIRITS	6710400	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	58.38
PHILLIPS WINE & SPIRITS	6710401	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-333	44.58
PHILLIPS WINE & SPIRITS	6715074	12/31/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	19.99
PHILLIPS WINE & SPIRITS	6715075	12/31/2023	LIQUOR S/WINE/SOFT DRINKS	609-49751-333	10.15
WINE MERCHANTS	7456582	12/31/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	20.30
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	609-49751-381	936.61
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	609-49751-382	20.46
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	609-49751-383	237.89
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	609-49751-385	40.31
MN MUNICIPAL BEVERAGE AS	JULY 2023 - JULY 2024	12/31/2023	LIQUOR S/DUES	609-49751-433	1,700.00
US BANK	US Bank December 2023	01/03/2024	CITYHIVE.NET	609-49751-480	49.00
Activity 49751 - Liquor Store Total:					68,356.24
Fund 609 - LIQUOR STORE Total:					72,957.74

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	DEC-23 FINAL	12/31/2023	EXCISE TAX POSTING	614-20201	297.78
INTERNAL REVENUE SERVICE	JAN-24	01/05/2024	EXCISE TAX POSTING	614-20201	500.00
MN 9-1-1 PROGRAM	DEC 2023	12/31/2023	DEC 911 SERVICES	614-20206	896.10
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017B PRINCIPAL & INTEREST	614-23100	100,000.00
					101,693.88

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	614-49870-131	1.80
US BANK	US Bank December 2023	01/03/2024	DELL TECH	614-49870-200	59.83
CITY LAUNDERING CO.	1958502	12/31/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
CITY LAUNDERING CO.	1962971	12/21/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	18.70
CITY LAUNDERING CO.	1967393	01/09/2024	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.91
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	614-49870-217	112.12
US BANK	US Bank December 2023	01/03/2024	DELL TECH	614-49870-217	1,600.99
US BANK	US Bank December 2023	01/03/2024	DELL TECH	614-49870-217	1,024.92
US BANK	US Bank December 2023	01/03/2024	DELL TECH	614-49870-217	743.82
US BANK	US Bank December 2023	01/03/2024	DELL TECH	614-49870-217	801.51
US BANK	US Bank December 2023	01/03/2024	EBAY	614-49870-217	281.99
AMAZON CAPITAL SERVICES, I	1YPV-VLDR-9GWP	12/31/2023	TELECOM/UTILITY SYSTEM	614-49870-227	614.04
AMAZON CAPITAL SERVICES, I	1YPV-VLDR-KJV3	12/26/2023	TELECOM/UTILITY SYSTEM	614-49870-227	235.36
GENUINE CABLE GROUP - GC	4943133	12/26/2023	TELECOM/UTILITY SYSTEM	614-49870-227	1,968.22
AMAZON CAPITAL SERVICES, I	1YPV-VLDR-9GWP	12/31/2023	TELECOM/SMALL TOOLS	614-49870-241	239.96
AMAZON CAPITAL SERVICES, I	1YPV-VLDR-KJV3	12/26/2023	TELECOM/SMALL TOOLS	614-49870-241	262.50
US BANK	US Bank December 2023	01/03/2024	Ebay	614-49870-241	599.95
US BANK	US Bank December 2023	01/03/2024	Ebay	614-49870-241	13.99
US BANK	US Bank December 2023	01/03/2024	EBAY	614-49870-241	35.98
US BANK	US Bank December 2023	01/03/2024	EBAY	614-49870-241	44.03
US BANK	US Bank December 2023	01/03/2024	Ebay	614-49870-241	49.00
INTERSTATE TRS FUND	82580760073-0124	01/04/2024	514B Obligation Interstate/Int	614-49870-304	2.05
INTERSTATE TRS FUND	82580760073-0124	01/04/2024	514a ObligationTotal 499 Rev	614-49870-304	597.44
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	614-49870-321	246.15
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	614-49870-321	263.36

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	614-49870-381	2,825.47
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	614-49870-382	20.23
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	614-49870-383	120.36
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	614-49870-385	39.61
ELITE MECHANICAL SYSTEMS	20965	12/31/2023	TELECOM/MAINTENANCE - O	614-49870-404	520.59
US BANK	US Bank December 2023	01/03/2024	Ebay	614-49870-408	1,274.00
ENTERPRISE FM TRUST	FBN4936191	01/09/2024	TELECOM/LEASE	614-49870-419	537.16
ADVANTAGE COLLECTION PR	8494331	12/31/2023	TELECOM/UNCOLLECTIBLE	614-49870-432	128.69
CENTURY LINK	7242105D-D-23351	01/09/2024	CABS	614-49870-441	38.48
NATIONAL CABLE TV COOP	23120427	12/31/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	45,695.24
DISPLAY SYSTEMS INTERNATI	27970	01/09/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
WOODSTOCK COMMUNICATI	10271897	01/09/2024	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	JAN 2024	01/09/2024	TELECOM/SWITCH FEES	614-49870-445	40.00
MANKATO NETWORKS, LLC	390056	01/09/2024	TELECOM/INTERNET EXPENSE	614-49870-447	902.50
MANKATO NETWORKS, LLC	390066	01/09/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,193.67
HURRICANE ELECTRIC LLC	98486804-IN	01/09/2024	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	US Bank December 2023	01/03/2024	Dream Host Web Hosting	614-49870-447	139.00
SWWC - SOUTHWEST WEST C	74248	12/11/2023	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017B ADM FEE	614-49870-480	475.00
Activity 49870 - Telecom Total:					69,264.54

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2017B PRINCIPAL & INTEREST	614-49980-611	6,000.00
Activity 49980 - Debt Service Total:					6,000.00
Fund 614 - TELECOM Total:					176,958.42

Fund: 615 - ARENA

BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2018A GENERAL OB BOND (P	615-23100	45,000.00
					45,000.00

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	615-49850-131	1.80
JCL SOLUTIONS - JANITORS CL	1346496	12/31/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	509.44
JCL SOLUTIONS - JANITORS CL	1347161	12/31/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	195.89
JCL SOLUTIONS - JANITORS CL	1347161-1	12/31/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	280.68
ARAMARK	2560206020	12/31/2023	ARENA/CLEANING/SUPPLIES	615-49850-211	50.65
COUNTRY PRIDE SERVICE	9028553	12/31/2023	ARENA/MOTOR FUELS	615-49850-212	130.00
COUNTRY PRIDE SERVICE	9028990	12/31/2023	ARENA/MOTOR FUELS	615-49850-212	150.00
ULTIMATE SAFETY CONCEPTS I	208567	12/31/2023	ARENA/CHEMICALS	615-49850-216	250.21
PLUNKETT'S PEST CONTROL	8292685	12/31/2023	ARENA/CHEMICALS	615-49850-216	553.63
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	615-49850-217	65.40
US BANK	US Bank December 2023	01/03/2024	miana membership	615-49850-308	250.00
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	615-49850-321	108.20
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	615-49850-321	126.60
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	615-49850-381	5,373.21
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	615-49850-382	275.87
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	615-49850-383	1,872.18
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	615-49850-385	122.54
ELITE MECHANICAL SYSTEMS	20252	12/31/2023	ARENA/MAINTENANCE - STR	615-49850-402	117.50
DEAN SMESTAD	12-31-23	12/31/2023	ARENA/MAINTENANCE - OFFI	615-49850-404	176.83
BLUE LINE SHARPENING & SA	1920	12/31/2023	ARENA/MAINTENANCE - OFFI	615-49850-404	455.00
AMAZON CAPITAL SERVICES, I	1NCG-7TMH-9FRJ	12/31/2023	ARENA/MAINTENANCE - OFFI	615-49850-404	252.11
AMAZON CAPITAL SERVICES, I	1XW1-YPTJ-4FRL	12/31/2023	ARENA/MAINTENANCE - OFFI	615-49850-404	429.78
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2018A GENERAL OB BOND AD	615-49850-480	475.00
SW/WC SERVICE COOPERATIV	JAN 2024	01/03/2024	HEALTH INSURANCE	615-49850-480	944.96
SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	615-49850-480	1.80
Activity 49850 - Arena Total:					13,602.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	2024 PAYMENT	01/10/2024	2018A GENERAL OB BOND (P	615-49980-611	13,879.38
Activity 49980 - Debt Service Total:					13,879.38
Fund 615 - ARENA Total:					72,481.66

Fund: 617 - M/P CENTER**Activity: 49860 - M/P Center**

SW/WC SERVICE COOPERATIV	JANUARY 2024	01/03/2024	EAP	617-49860-131	1.80
STATE CHEMICAL SOLUTIONS	903179435	12/31/2023	WCC/CLEANING/SUPPLIES	617-49860-211	111.68
A & B BUSINESS	IN1117848	12/31/2023	MAINTENANCE CONTRACT	617-49860-217	65.40
RIVER BEND LIQUOR	12-1-23 -12-31-23	12/31/2023	WCC/MERCHANDISE	617-49860-251	38.80
RIVER BEND LIQUOR	12-1-23 -12-31-23	12/31/2023	WCC/MERCHANDISE	617-49860-252	241.67
RIVER BEND LIQUOR	12-1-23 -12-31-23	12/31/2023	WCC/MERCHANDISE	617-49860-253	12.70
RIVER BEND LIQUOR	12-1-23 -12-31-23	12/31/2023	WCC/MERCHANDISE	617-49860-254	6.00
US BANK	US Bank December 2023	01/03/2024	Hy-Vee	617-49860-254	44.96
US BANK	US Bank December 2023	01/03/2024	HyVee	617-49860-254	79.01
US BANK	US Bank December 2023	01/03/2024	HyVee	617-49860-259	33.88
RIVER BEND LIQUOR	12-1-23 -12-31-23	12/31/2023	WCC/MERCHANDISE	617-49860-261	3.77
US BANK	US Bank December 2023	01/03/2024	Hy-Vee	617-49860-261	44.00
US BANK	US Bank December 2023	01/03/2024	Sams club	617-49860-261	140.32
VERIZON WIRELESS	9952541078	12/31/2023	TELEPHONE	617-49860-321	41.23
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	617-49860-321	63.18
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	617-49860-326	403.33
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	617-49860-381	1,033.60
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	617-49860-382	47.66
MN ENERGY RESOURCES	4849519433.1	12/31/2023	GAS/DEC 2023	617-49860-383	884.08
ELECTRIC FUND	JAN. 2024 CITY UTILITIES	01/09/2024	MONTHLY UTILITY	617-49860-385	108.17
BROWN-NICOLLET COMMUNI	3021 12-31-24	12/31/2023	WCC/LICENSE	617-49860-480	183.00
Activity 49860 - M/P Center Total:					3,588.24
Fund 617 - M/P CENTER Total:					3,588.24

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002383	01/12/2024	Federal Tax Withholding	700-21701	12,672.08
MN Department of Revenue -	INV0002384	01/12/2024	State Withholding	700-21702	5,938.65
Internal Revenue Service-Payr	INV0002383	01/12/2024	Social Security	700-21703	14,322.74
MN Pera	INV0002381	01/12/2024	PERA	700-21704	970.08
MN Pera	INV0002381	01/12/2024	PERA	700-21704	15,744.40
MN Pera	INV0002381	01/12/2024	PERA	700-21704	10,767.27
MN State Deferred	INV0002382	01/12/2024	Deferred Roth	700-21705	637.00
MN State Deferred	INV0002382	01/12/2024	Deferred Compensation	700-21705	6,809.00
SW/WC SERVICE COOPERATIV	JAN 2024	01/03/2024	HEALTH INSURANCE	700-21706	36,386.00
Internal Revenue Service-Payr	INV0002383	01/12/2024	Medicare Withholding	700-21711	4,259.88
WEX Health Inc	01-05-2024	01/09/2024	FLEX SPENDING	700-21712	673.00
WEX Health Inc	01-08-2024	01/09/2024	FLEX SPENDING	700-21712	34.77
WEX Health Inc	1-5-2024	01/09/2024	FLEX SPENDING	700-21712	2,500.00
WEX Health Inc	1-5-24	01/09/2024	FLEX SPENDING	700-21712	15.00
WEX Health Inc	1-8-2024	01/09/2024	FLEX SPENDING	700-21712	380.00
WEX Health Inc	1-9-2024	01/09/2024	FLEX SPENDING	700-21712	260.68
WEX Health Inc	INV0002380	01/12/2024	HSA Employee Contribution	700-21723	629.23
					112,999.78
Fund 700 - PAYROLL Total:					112,999.78

Grand Total: 3,667,592.34

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	38,928.95
211 - LIBRARY	3,745.44
225 - AIRPORT	118.22
230 - POOL	285.28
235 - AMBULANCE	6,582.90
250 - EDA GENERAL	3,699.89
274 - TIF 1-19 NWIP II	156,975.00
305 - 2009 STREET IMPROVEMENT	90,525.00
306 - 2013 STREET IMPROVEMENT	152,035.00
307 - 2017 STREET PROJECT	171,922.50
308 - 2020 STREET PROJECT	202,112.50
401 - GENERAL CAPITAL PROJECTS	18,768.25
402 - CAPITAL PROJECT - ESF	108,070.00
601 - WATER	190,367.39
602 - SEWER	347,740.46
604 - ELECTRIC	1,736,729.72
609 - LIQUOR STORE	72,957.74
614 - TELECOM	176,958.42
615 - ARENA	72,481.66
617 - M/P CENTER	3,588.24
700 - PAYROLL	112,999.78
Grand Total:	3,667,592.34

Account Summary

Account Number	Account Name	Payment Amount
100-36200	Other Income	-457.00
100-41110-326	Data Processing	44.31
100-41110-491	Payments to Other Orga	3,497.73
100-41310-131	Employer Paid Insurance	3.60
100-41310-217	Other Operating Supplie	241.37
100-41310-321	Telephone	65.97
100-41310-326	Data Processing	313.44
100-41910-131	Employer Paid Insurance	1.80
100-41910-321	Telephone	95.98
100-41910-433	Dues & Subscriptions	75.00
100-41910-443	Intergovernmental Fees	100.00
100-41910-480	Other Miscellaneous	92.00
100-41940-381	Electric Utility	476.50
100-41940-382	Water Utility	58.02
100-41940-383	Gas Utility	563.20
100-41940-385	Sewer Utility	122.50
100-41940-406	Repairs & Maint - Groun	506.00
100-42120-131	Employer Paid Insurance	14.40
100-42120-308	Training & Registrations	200.00
100-42120-321	Telephone	33.24
100-42120-326	Data Processing	398.00
100-42120-404	Repairs & Maint - M&E	9,600.00
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	1,845.85
100-42120-433	Dues & Subscriptions	6,746.06
100-42220-211	Cleaning Supplies	62.99
100-42220-212	Motor Fuels	49.49
100-42220-217	Other Operating Supplie	65.40
100-42220-321	Telephone	42.68
100-42220-381	Electric Utility	355.88
100-42220-382	Water Utility	13.99
100-42220-383	Gas Utility	492.26

Account Summary

Account Number	Account Name	Payment Amount
100-42220-385	Sewer Utility	32.08
100-42220-404	Repairs & Maint - M&E	120.00
100-42500-381	Electric Utility	32.59
100-43100-131	Employer Paid Insurance	1.80
100-43100-217	Other Operating Supplie	135.40
100-43100-224	Street Maint Materials	4,084.75
100-43100-321	Telephone	62.61
100-43100-381	Electric Utility	2,390.69
100-43100-382	Water Utility	19.42
100-43100-383	Gas Utility	755.00
100-43100-385	Sewer Utility	41.01
100-43100-401	Repairs & Maint - Buildi	89.94
100-43100-402	Repairs & Maint - Struct	3.75
100-43100-404	Repairs & Maint - M&E	59.99
100-43100-406	Repairs & Maint - Groun	2,500.00
100-43100-480	Other Miscellaneous	30.00
100-45120-217	Other Operating Supplie	14.02
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	518.57
211-45501-200	Office Supplies	64.02
211-45501-217	Other Operating Supplie	65.40
211-45501-321	Telephone	164.48
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	187.25
211-45501-382	Water Utility	21.91
211-45501-383	Gas Utility	440.11
211-45501-385	Sewer Utility	48.97
211-45501-402	Repairs & Maint - Struct	1,020.60
211-45501-433	Dues & Subscriptions	340.91
211-45501-435	Books and Pamphlets	136.56
211-45501-480	Other Miscellaneous	1,185.23
225-45127-200	Office Supplies	41.22
225-45127-217	Other Operating Supplie	77.00
230-45124-216	Chemicals and Chemical	40.00
230-45124-217	Other Operating Supplie	147.35
230-45124-381	Electric Utility	34.05
230-45124-383	Gas Utility	63.88
235-42153-131	Employer Paid Insurance	1.80
235-42153-212	Motor Fuels	49.49
235-42153-217	Other Operating Supplie	487.32
235-42153-218	Uniforms	996.85
235-42153-312	Nursing	510.00
235-42153-321	Telephone	362.14
235-42153-334	Meals/Lodging	542.23
235-42153-381	Electric Utility	237.26
235-42153-382	Water Utility	9.33
235-42153-383	Gas Utility	328.17
235-42153-385	Sewer Utility	21.39
235-42153-405	Repairs & Maint - Vehicl	623.92
235-42153-435	Books and Pamphlets	25.00
235-42153-460	Miscellaneous Taxes	1,700.00
235-42153-480	Other Miscellaneous	688.00
250-46520-200	Office Supplies	21.36
250-46520-321	Telephone	95.98
250-46520-381	Electric Utility	82.55
250-46520-433	Dues & Subscriptions	3,500.00
274-49980-601	Bond Principal	150,000.00
274-49980-611	Bond Interest	6,975.00

Account Summary

Account Number	Account Name	Payment Amount
305-39202	Contribution from Enter	-36,975.00
305-49980-601	Bond Principal	125,000.00
305-49980-611	Bond Interest	2,500.00
306-49980-601	Bond Principal	140,000.00
306-49980-611	Bond Interest	12,035.00
307-39202	Contribution from Enter	-64,280.00
307-41000-480	Other Miscellaneous	475.00
307-49980-601	Bond Principal	50,727.50
307-49980-611	Bond Interest	185,000.00
308-41000-480	Other Miscellaneous	950.00
308-49980-601	Bond Principal	160,000.00
308-49980-611	Bond Interest	41,162.50
401-49950-503	Capital Outlay - Streets	18,768.25
402-49980-602	Other Long-Term Obliga	95,000.00
402-49980-612	Other Interest	13,070.00
601-14200	Inventory	4,547.36
601-23100	Bond Payable - Noncurre	107,275.00
601-49400-131	Employer Paid Insurance	1.80
601-49400-216	Chemicals and Chemical	3,513.66
601-49400-217	Other Operating Supplie	480.82
601-49400-321	Telephone	142.34
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	4,977.02
601-49400-382	Water Utility	18.40
601-49400-383	Gas Utility	564.70
601-49400-385	Sewer Utility	37.73
601-49400-386	Landfill	6,019.17
601-49400-443	Intergovernmental Fees	5,108.00
601-49400-480	Other Miscellaneous	946.76
601-49980-611	Bond Interest	39,286.38
601-49980-720	Transfers - Debt Service	17,378.25
602-23100	Bond Payable - Noncurre	267,005.00
602-49450-216	Chemicals and Chemical	10.00
602-49450-217	Other Operating Supplie	65.40
602-49450-241	Small Tools	166.72
602-49450-308	Training & Registrations	841.13
602-49450-310	Lab Testing	1,527.79
602-49450-321	Telephone	297.35
602-49450-326	Data Processing	70.00
602-49450-334	Meals/Lodging	339.04
602-49450-381	Electric Utility	8,504.40
602-49450-382	Water Utility	280.17
602-49450-383	Gas Utility	2,313.45
602-49450-408	Repairs & Maint - Distrib	155.88
602-49980-611	Bond Interest	46,567.38
602-49980-720	Transfers - Debt Service	19,596.75
604-10400	Investments - Current	1,264,238.61
604-14200	Inventory	187.96
604-16200	Buildings	149,107.52
604-16400	Machinery & Equipment	2,361.32
604-16480	CIP-Const in Progress	308,596.17
604-49550-131	Employer Paid Insurance	1.80
604-49550-217	Other Operating Supplie	693.40
604-49550-303	Engineering and Surveyi	7,518.01
604-49550-321	Telephone	131.36
604-49550-326	Data Processing	90.00
604-49550-334	Meals/Lodging	520.48
604-49550-381	Electric Utility	281.59

Account Summary

Account Number	Account Name	Payment Amount
604-49550-382	Water Utility	21.17
604-49550-383	Gas Utility	662.45
604-49550-385	Sewer Utility	42.41
604-49550-402	Repairs & Maint - Struct	840.70
604-49550-408	Repairs & Maint - Distrib	217.59
604-49550-409	Repairs & Maint - Utilitie	17.18
604-49550-491	Payments to Other Orga	1,200.00
609-16200	Buildings	4,601.50
609-49751-131	Employer Paid Insurance	1.80
609-49751-200	Office Supplies	34.33
609-49751-217	Other Operating Supplie	146.86
609-49751-251	Liquor	14,506.53
609-49751-252	Beer	40,218.12
609-49751-253	Wine	7,743.97
609-49751-254	Soft Drinks & Mix	729.97
609-49751-256	Tobacco Products	220.94
609-49751-259	Non- Alcoholic	449.20
609-49751-261	Other Merchandise	36.88
609-49751-321	Telephone	226.61
609-49751-326	Data Processing	537.97
609-49751-333	Freight and Express	518.79
609-49751-381	Electric Utility	936.61
609-49751-382	Water Utility	20.46
609-49751-383	Gas Utility	237.89
609-49751-385	Sewer Utility	40.31
609-49751-433	Dues & Subscriptions	1,700.00
609-49751-480	Other Miscellaneous	49.00
614-20201	Excise Tax Payable	797.78
614-20206	911 TAP & TACIP Fees CI	896.10
614-23100	Bond Payable - Noncurre	100,000.00
614-49870-131	Employer Paid Insurance	1.80
614-49870-200	Office Supplies	59.83
614-49870-211	Cleaning Supplies	61.99
614-49870-217	Other Operating Supplie	4,565.35
614-49870-227	Utility System Maint Sup	2,817.62
614-49870-241	Small Tools	1,245.41
614-49870-304	Legal Fees	599.49
614-49870-321	Telephone	509.51
614-49870-381	Electric Utility	2,825.47
614-49870-382	Water Utility	20.23
614-49870-383	Gas Utility	120.36
614-49870-385	Sewer Utility	39.61
614-49870-404	Repairs & Maint - M&E	520.59
614-49870-408	Repairs & Maint - Distrib	1,274.00
614-49870-419	Vehicle Lease	537.16
614-49870-432	Uncollectible	128.69
614-49870-441	Transmission Fees	38.48
614-49870-442	Subscriber Fees	45,893.68
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	6,335.17
614-49870-448	On-Call Support	950.00
614-49870-480	Other Miscellaneous	475.00
614-49980-611	Bond Interest	6,000.00
615-23100	Bond Payable - Noncurre	45,000.00
615-49850-131	Employer Paid Insurance	1.80
615-49850-211	Cleaning Supplies	1,036.66
615-49850-212	Motor Fuels	280.00
615-49850-216	Chemicals and Chemical	803.84

Account Summary

Account Number	Account Name	Payment Amount
615-49850-217	Other Operating Supplie	65.40
615-49850-308	Training & Registrations	250.00
615-49850-321	Telephone	234.80
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	5,373.21
615-49850-382	Water Utility	275.87
615-49850-383	Gas Utility	1,872.18
615-49850-385	Sewer Utility	122.54
615-49850-402	Repairs & Maint - Struct	117.50
615-49850-404	Repairs & Maint - M&E	1,313.72
615-49850-480	Other Miscellaneous	1,421.76
615-49980-611	Bond Interest	13,879.38
617-49860-131	Employer Paid Insurance	1.80
617-49860-211	Cleaning Supplies	111.68
617-49860-217	Other Operating Supplie	65.40
617-49860-251	Liquor	38.80
617-49860-252	Beer	241.67
617-49860-253	Wine	12.70
617-49860-254	Soft Drinks & Mix	129.97
617-49860-259	Non- Alcoholic	33.88
617-49860-261	Other Merchandise	188.09
617-49860-321	Telephone	104.41
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,033.60
617-49860-382	Water Utility	47.66
617-49860-383	Gas Utility	884.08
617-49860-385	Sewer Utility	108.17
617-49860-480	Other Miscellaneous	183.00
700-21701	Federal Withholding	12,672.08
700-21702	State Withholding	5,938.65
700-21703	FICA Tax Withholding	14,322.74
700-21704	PERA Contributions	27,481.75
700-21705	Retirement	7,446.00
700-21706	Medical Insurance	36,386.00
700-21711	Medicare Tax Withholdi	4,259.88
700-21712	Flex Account	3,863.45
700-21723	HSA Employee Contribu	629.23
Grand Total:		3,667,592.34

KA 1/11/24

Project Account Summary

Project: Account Key	Payment Amount
None	3,667,592.34
Grand Total:	3,667,592.34

Windom Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (SC-23)



Office of the State Auditor

Report created on 1/10/2024

Windom Fire Relief Association
2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)
Financial Projections

Calculation of Normal Cost

	2023	2024
Total Active Member Liabilities	657,050	735,210
Total Deferred Member Liabilities	142,650	142,650
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. 799,700	B. 877,860
Normal Cost (Cell B - Cell A)		C. 78,160

Projection of Net Assets for Year Ending December 31, 2023

Special Fund Assets at December 31, 2022 (FIRE-22 ending assets)	1.	1,180,091
Projected Income for 2023		
Fire State Aid	D.	44,424
Supplemental State Aid (actual 2022 supplemental state aid)	E.	8,966
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	30,600
Appreciation / (Depreciation)	H.	0
Member Dues	I.	0
Other Revenues	J.	0
Total Projected Income for 2023 (Add Lines D through J)	2.	83,990
Projected Expenses for 2023		
Service Pensions	K.	0
Other Benefits	L.	0
Administrative Expenses	M.	0
Total Projected Expenses for 2023 (Add Lines K through M)	3.	0
Projected Net Assets at December 31, 2023 (Line 1 + Line 2 - Line 3)	4.	1,264,081

Projection of Surplus or (Deficit) as of December 31, 2023

Projected Assets (Line 4)	5.	1,264,081
2023 Accrued Liability (Page 4, cell A)	6.	799,700
Surplus or (Deficit) (Line 5 - Line 6)	7.	464,381

Windom Fire Relief Association
2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		Amount Left to Retire 1/1/2024
	Original Amount	Amount Retired as of 12/31/2022	Original Amount	Amount Retired as of 12/31/2023	
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
2022	0	0	0	0	0
2023	0	0	0	0	0
Totals	0	0	0	0	0

Normal Cost	8.	78,160
2022 Administrative Expense (FIRE-22)	2022 9.	1,325
2023 Projected Administrative Expense	2023	1,371
Amortization of Deficit (Total of Original Amount X 0.10)	10.	0
10% of Surplus	11.	46,438
Fire and Supplemental Aid	12.	53,390
Member Dues	13.	0
5% of Projected Assets at December 31st, 2023	14.	63,204
Required Contribution	15.	0

Windom Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

To be eligible for fire state aid this Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2023, and submitted to the Office of the State Auditor.

Relief Association Officer Certification

I have obtained a copy of the schedule form with Confirmation Id 6d3ce9e0-0545-48c8-8a2d-4b29a611813d displayed in the lower left corner of each page.

We, the officers of the Windom Fire Relief Association certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that:

- 1) The annual benefit level of \$3,000 per year of service was approved by the Relief Association's board of trustees and, if required by Minn. Stat. § 424A.092, ratified by the affiliated municipal governing board or independent nonprofit firefighting corporation;
- 2) We understand that this form shows that the Relief Association has a projected SURPLUS of \$464,381 and a projected funding ratio of 158.07 percent; and
- 3) The required 2024 contribution is \$0 based on the financial requirements of the Relief Association's Special Fund for the 2023 calendar year.

Signature of President	First Name	Last Name	Date
Signature of Secretary	First Name	Last Name	Date
Signature of Treasurer	First Name	Last Name	Date

Municipal Clerk / Independent Secretary Certification*

I received the completed Schedule Form from the Windom Fire Relief Association with Confirmation Id 6d3ce9e0-0545-48c8-8a2d-4b29a611813d displayed in the lower left corner of each page.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

550d2591-552f-407a-85fd-f6228e1de332	Steve	Nasby	01/10/2024
Signature of Municipal Clerk / Secretary of independent nonprofit firefighting corporation	First Name	Last Name	Date

* See the form instructions for additional information about certification requirements.

Confirmation Id: 6d3ce9e0-0545-48c8-8a2d-4b29a611813d

Form SC-23

Minnesota Office of the State Auditor

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: Street Committee
DATE: January 11, 2024
RE: Snow Plow Naming Contest
DEPT: Streets
CONTACT: Councilmember Quade: jquade.wincouncil@windom-mn.com

Recommendations/Options/Action Requested

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

1. Approval to name the three new snow plows upon delivery to the City of Windom.

Issue Summary/Background

The City Council approved the Street Department to conduct a "Snow Plow Naming Contest" for the three new plow trucks the City is expecting to take delivery on soon.

Contest entries were received at City Hall and these entries were then reviewed by the Street Department crew. The selections from the Street Department were discussed by the Street Committee (Councilmember Esplan and myself) and we are going to be recommending the three winning names to the City Council at the January 16th meeting.

Fiscal Impact

Cost of lettering for names on the trucks, estimated to be \$100 or less.

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: City Council
FROM: Liquor Store Manager
DATE: January 11, 2024
RE: Declaration of Surplus Equipment and Disposition
DEPT: Liquor
CONTACT: John Nelson: John.Nelson@windommn.com or 831-6132

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. City Council declares the items listed herein as surplus equipment and approve their disposition through means provided by City Code.

Issue Summary/Background

The following items have been identified by the Liquor Store as excess\surplus equipment. A description is below.

Used 13 Door Reach-in Cooler (doors, condensing units, compressors and evaporators)

An advertisement was placed in the local newspaper and posted on the Liquor Store's Facebook page, for sealed bids to be turned into City Hall with a January 12, 2024 deadline. Staff is recommending the City Council approve the sale to the highest bidder.

Fiscal Impact

Funds from the sales of these items will be credited to the Liquor Store.

Attachments

1. City Code 96.70 - 96.74

§ 96.57 NOTICE AND SALE.

Upon adoption of a resolution declaring certain property to be abandoned property, the City Administrator shall publish a notice thereof describing the same, together with the names (if known) and addresses (if known) of prior owners and holders thereof, and including a brief description of the property. The text of the notice shall also state the time, place and manner of sale of all property, except cash and negotiables. The notice shall be published once in a legal newspaper at least ten days prior to the sale. Sale shall be made to the highest bidder at public auction or sale or by a non-profit organization with a significant mission of community service in a private sale in the manner authorized by statute. (Prior Code, § 2.70)

§ 96.58 FUNDS AND CLAIMS THEREON.

Expenses shall be paid from the proceeds of the sale. The balance of the proceeds shall be paid into the General Fund of the city if the property was disposed of by a public auction or sale or private sale. Proceeds after expenses may be paid to the non-profit organization authorized by the City Council to conduct the sale or to the former owner, if he or she makes claim within six months from the date the non-profit organization was authorized to conduct the sale. The former owner, if he or she makes claim within six months from the date of publication of the notice herein provided, and upon application and satisfactory proof of ownership, may be paid the amount of cash or negotiables or, in the case of property sold, the amount received therefor, less a pro rata share of the expenses of storage, publication of notice and sale expenses, but without interest.

(Prior Code, § 2.70) (Ord. 102, 2nd Series, eff. 7-29-1998)

EXCESS PROPERTY/EQUIPMENT**§ 96.70 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DONATION. To contribute, donate or give surplus property/equipment at no cost to a governmental agency or nonprofit organization that serves a public purpose and benefits its community as a whole.

ELIGIBLE ORGANIZATION. A governmental agency or nonprofit organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

EXCESS/SURPLUS PROPERTY/EQUIPMENT. Property/equipment used by the city's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the city because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

FAIR MARKET VALUE. The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

NONPROFIT ORGANIZATION. An organization formed under Section 501(c)(3) of the Internal Revenue Code.

(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the city policy adopted by the City Council, or by sale in the manner stated herein.

(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$5,000.

The City Administrator may sell surplus property/equipment with a total value of less than \$5,000 through negotiated sale.

(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$5,000.

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$5,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.

(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.

All receipts from sales of surplus property/equipment under this chapter shall be placed in the general fund.

(Ord. 166, 2nd Series, passed 9-5-2017)

For Sale by Sealed Bid

13 door reach-in cooler & equipment

Items available include: Cooler box, cooler doors, 2 Bohn condensing units, 2 Copeland compressors and 2 Bohn evaporators.

Cooler system can be viewed at:

River Bend Liquor
575 2nd AVE N, Windom
by appointment with manager John Nelson

To submit a bid, please include name, phone number, what equipment you are interested in and bid price in a sealed envelope marked "Liquor Store Cooler". (Bids can be placed on all or individual pieces of equipment). Equipment available mid to end of January.

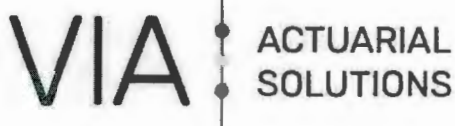
All bids should be mailed to:

City of Windom
PO BOX 23
Windom, MN 56101

or dropped off at:

444 9th Street, Windom

**Sealed bids will be accepted until 5:00 p.m.
January 12, 2024**



January 3, 2024

Cheryl Ulferts
Finance Director
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101

Re: Engagement Letter for GASB 75 Services – City of Windom

Dear Cheryl:

Thank you for this opportunity to provide GASB 75 Other Postemployment Benefit (OPEB) services to City of Windom (the City). This letter documents the services we will provide for the City's retiree health plan and our fees for those services. This letter and attachments (collectively, the "Agreement") document the Scope of Services ("Services") that Northern Consulting Actuaries, Inc. d/b/a VIA Actuarial Solutions (hereafter, "VIA" or "we" or "our") will provide to the City of Windom (hereafter "City" or "you" or "yours" or "Client") and the City of Windom retiree healthcare plan (hereafter "Plan"). It also describes our fees, expenses, and the Terms and Conditions for those services.

After reviewing the enclosed Scope of Services and Terms and Conditions, please sign and date the Acknowledgement and Consent form. Future services will be provided under this same engagement letter for a fee agreed to by both parties, or we can provide an updated engagement letter if you prefer.

Please feel free to contact us if you have any questions about the proposed engagement. We will commence work under this engagement upon receipt of a signed copy of this Agreement.

Thank you again for choosing VIA Actuarial Solutions to be your trusted OPEB consultant.

Sincerely,

A handwritten signature in black ink that reads "Emily Erickson". The signature is written in a cursive, flowing style.

Emily A. Erickson, ASA, MAAA, FCA
Consulting Actuary

L/D/C/R: 3/dmk/eae

Scope of Services

The GASB 75 accounting rules require a "full" actuarial or Alternative Measurement Method (AMM) valuation every two years, while a simplified roll-forward report is required in the "off years". Our proposed scope and fees outlined below include both the "full" and roll-forward valuation reports. An AMM valuation is allowed for plans with fewer than 100 participants (active and inactive). City of Windom currently meets this requirement, so the proposed scope and fees are for an AMM valuation.

Services Provided	Fixed Fee
FYE 2024 "full" GASB 75 Alternative Measurement Method (AMM) valuation report	\$2,000
FYE 2025 GASB 75 roll-forward AMM valuation report	\$1,100

Out-of-scope projects will be billed separately based on the time and expense needed to complete these projects. For calendar year 2024, our hourly rates are \$150 to \$250 for actuarial analysts and managers and \$350 to \$400 for consulting actuaries. We are glad to estimate fees for additional projects as requested. Out-of-scope projects may include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting, or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- accounting updates when the City's financials differ from the figures in our previous reports.

The annual fees and hourly rates stated in this engagement letter are subject to annual inflationary updates beginning in 2026 and each year thereafter. VIA will propose inflationary adjustments to the City before beginning work on the FYE 2026 valuation. The hourly rate schedule is updated automatically each calendar year.

The proposed fees assume no substantial changes to the plan census, assumptions, plan provisions, or funding arrangement. If any of these factors change significantly then we will provide a separate proposed fee.

Out-of-pocket expenses will be passed on to you without markup. Bills are sent as often as monthly, and your payment is due within 30 days of the invoice date. Interest will accrue on the unpaid balance at the rate of ½% per month. If we receive your payment within 30 days, the interest will be waived.

Terms and Conditions

COOPERATION AND WARRANTY REGARDING DOCUMENTS AND INFORMATION.

You understand that in order for us to provide the Services to you we will require your assistance and cooperation. You agree to provide us with all documents and information reasonably requested by us in order for us to perform the Services and you warrant that such documents and information are true and accurate to the best of your knowledge after due inquiry. We will not be liable for any inaccurate results of our Services due to our reliance upon incorrect or incomplete documents or information.

CONFIDENTIALITY. All data, records, and information concerning the Plan and the participants of the Plan provided by you or on your behalf to VIA in connection with this Agreement, other than information that is either in the public domain, obtained from third parties, or which is otherwise developed by VIA shall be considered "Confidential Client Information." VIA agrees to use reasonable efforts to protect all Confidential Client Information and has reasonable safeguards to protect against the disclosure or misuse of Confidential Client Information that is in VIA's care or custody. VIA will protect the Confidential Client Information with the same degree of care that it uses to protect and safeguard VIA's own like information, but not less than the degree of care that would be exercised by a prudent person given the sensitivity of the Confidential Client Information. In preserving the confidentiality of Client communications and information, it is important that we have your agreement on the methods we will use in communicating with you. Unless you tell us otherwise, you agree that it is appropriate to use mail and emails in the course of our providing the Services to you without encryption or other special measures. The exception is transmission of participant census data which must be transmitted using our secure data transfer site or similar method. Please let us know if you have special requests or requirements for the methods of communication or persons to be included in such communications.

RETENTION OF RECORDS. We will retain final copies of actuarial work products for seven years after completion of each project. Although we keep copies of the work we perform for you for seven years, these copies are solely for our files. The plan sponsor is responsible for keeping copies of all documents needed for the Plan's permanent records, including copies of the work we perform for you and the information we send to you.

INDEMNIFICATION. You agree as part of this engagement to indemnify and hold harmless VIA from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys' fees and collection or court costs) arising from or in connection with the operation of the Plan or the rendering of plan-related services by the Client, the Plan Administrator, or any third party. This indemnification does not include claims, losses, damages, liabilities, costs, and expenses attributable solely to any gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

We agree as part of this Agreement to indemnify and hold harmless the Client and the Plan from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys' fees and collection or court costs) (collectively "Claims") arising from or in connection with the operation of the Plan or the rendering of plan-related services by VIA, to the extent that such Claims are attributable solely to gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

Terms and Conditions *(continued)*

REPRESENTATIONS AND WARRANTIES. We represent and warranty that we (a) have the right, power and authority to enter into this Agreement and to fully perform all of our obligations hereunder; and (b) will use commercially reasonable efforts to provide all services required of us under the Agreement in accordance with prevailing industry standards. You represent and warranty that you have the right, power, and authority to enter into this Agreement and to fully perform all of your obligations hereunder.

NO ASSIGNMENT OR DELEGATION. Neither VIA nor you may assign this Agreement in whole or in part, nor delegate any part or all of its duties, without the other's prior written consent.

SEVERABILITY. If any provision of this Agreement is held to be or is invalid or unenforceable, the validity and/or enforceability of the remaining portions shall not be impaired or affected in any way. A waiver of any provision of this Agreement does not likewise waive any other provision of this Agreement.

MODIFYING THIS ENGAGEMENT. The terms of this engagement between you and us represented by this Agreement shall not be subject to modification (except with regard to fees, as outlined above), except as agreed upon in writing by both you and us.

TERM AND TERMINATION. This engagement letter is effective beginning January 1, 2024 and shall automatically renew on an annual basis unless terminated earlier by either party as described below. Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties and described in a new Scope of Services, or we can provide an updated engagement letter if you prefer.

You have the right to terminate our services with 60 days prior written notice. Termination of our services will not relieve you of the obligation to pay for all accrued charges and expenses for work through the end of our engagement. We will have the same right of termination, subject to our obligation to give you 60 days prior written notice. If our billing statements are not timely paid, however, we will have the right to terminate our Services upon 5 days prior written notice following a default in the payment of our fees and expenses, upon the expiration of which notice period we will have the right to not provide any Services or advance any expenses until all amounts due are paid in full. Furthermore, if we are required to take action to collect our fees and expenses, you agree to pay all professional fees (including reasonable attorneys' fees) and expenses incurred by us in such collection action.

ENTIRE AGREEMENT. Our performance of the Services is subject to the terms of this letter, including our Terms and Conditions ("Terms and Conditions"). This letter, together with the Scope of Services and these Terms and Conditions, constitute the entire Agreement between VIA Actuarial Solutions and you and supersede all previous agreements between us whether written or oral. Should the scope of our Services change, you agree that we will either amend the Scope of Services or we will execute a new engagement letter incorporating such changes. We will not be required to provide Services not included in the Scope of Services agreed to in this letter.

Minnesota Actuarial Disclosure

VIA Actuarial Solutions is the actuarial advisor to the Minnesota Legislative Commission on Pensions and Retirement (LCPR). In this role, we assist the LCPR in reviewing actuarial valuations, assumptions, and cost estimates for the three statewide retirement systems: TRA, PERA, and MSRS.

Our professional standards require that we disclose any actual or potential conflict of interest to our clients, and that our clients expressly agree to these services. Although the work we prepare for the LCPR does not directly relate to your GASB 75 OPEB reporting, we believe it's prudent to disclose our assignment to all of our Minnesota public sector clients since you probably have members in at least one of the statewide pension plans that we'll be reviewing. Your approval of this engagement letter is an affirmative response that you agree to our OPEB work with the City along with our LCPR assignment.

Acknowledgement and Consent

The undersigned authorized representative of City of Windom (the City) has read this letter from VIA Actuarial Solutions, understands its contents, and agrees on behalf of the City to the Scope of Services; fees and expenses; and Terms and Conditions set forth in the Agreement. I also expressly agree to VIA Actuarial Solutions' ongoing work for us as well as their LCPR assignment.

Date: _____, 2024

By _____

Title _____

**IN THE MATTER OF THE JOINT
RESOLUTION OF THE TOWN OF
GREAT BEND AND THE CITY OF
WINDOM DESIGNATING AN
UNINCORPORATED AREA AS IN
NEED OF ORDERLY ANNEXATION
AND CONFERRING JURISDICTION
OVER SAID AREA TO THE MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS/
MUNICIPAL BOUNDARY ADJUSTMENTS**

**JOINT RESOLUTION #2023-
FOR ORDERLY ANNEXATION**

INTRODUCED:

SECONDED:

Aye:

Nay:

Absent:

The Township of Great Bend and the City of Windom hereby jointly agree to the following:

1. That the following described area in Great Bend Township is subject to orderly annexation pursuant to Minnesota Statutes 414.0325, and the parties hereto designate this area for orderly annexation, to-wit:

LAND DESCRIPTION: Cottonwood Veterinary Clinic Property 08-024-2600 (2250 HWY 60 E)

DESCRIPTION

A parcel of land in the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section Twenty-four (24), Township One Hundred Five (105), Range Thirty-six (36), described as follows:
Beginning at the Northeast corner of said Southeast Quarter (SE1/4), thence West Six Hundred Twenty-eight (628) feet along the North line of said Southeast Quarter (SE1/4), thence Southeast to a point One Hundred Fifty (150) feet from the center line of Minnesota Trunk Highway Number Sixty, thence Northeast parallel with said Trunk Highway, Two Hundred Twenty-nine (229) feet to the East line of said Southeast Quarter (SE1/4), thence north on said east line Four Hundred Thirty-seven (437) feet to the point of beginning, in Cottonwood County, Minnesota.

THE TRACT CONTAINS 5 ACRES AND IS SUBJECT TO EXISTING EASEMENTS OF RECORD, IF ANY.

2. That the Town Board of the Township of Great Bend and the City Council of the City of Windom, upon passage and adoption of this resolution and upon the acceptance by the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments, confer jurisdiction upon the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency over the various provisions contained in this Agreement.
3. That these certain properties, which abut the City of Windom, are presently urban or suburban in nature or are about to become so. Further, the City of Windom is capable of providing services to this area within a reasonable time, and the annexation is in the best interest of the area proposed for annexation. Therefore, these properties would be immediately annexed to the City of Windom.
4. Upon annexation, the City intends to zone the area as B-2.

5. The Town of Great Bend and the City of Windom agree that no alteration of the stated boundaries of this agreement is appropriate. Furthermore, each party agrees that no consideration by Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments is necessary. Upon receipt of this resolution, passed and adopted by each party, the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of this joint resolution.

Approved by the Town of Great Bend this 8th day of January, 2024.

Town of Great Bend

By:

Douglas Hummer
Town Board Chair

By:

Ray E. E. E.
Town Board Clerk

Approved by the City of Windom this 16th day of January, 2024.

City of Windom

By:

Dominic Jones
Dominic Jones, Mayor

ATTEST:

Steve Nasby, City Administrator



Overview



Legend

-  Corporate Limits
-  Political Townships
-  Parcels

Parcel ID	080242600	Alternate ID	n/a	Owner Address	STONE/ROBERT M & WANDA M
Sec/Twp/Rng	24-105-36	Class	COMM LAND/BLD		45518 COUNTY ROAD 15
Property Address	2250 HWY 60 E	Acreage	5.0		WINDOM MN 56101
	GREAT BEND				
District	n/a				
Brief Tax Description	5 A. IN SE1/4 SW1/4 NW OF HIGHWAY 5.				
	(Note: Not to be used on legal documents)				

Date created: 1/11/2024
Last Data Uploaded: 1/11/2024 4:56:53 AM

Developed by  **Schneider**
GEOSPATIAL

Petition for Annexation

PETITION FOR ANNEXATION OF PARCEL # 08-024-2600

(2250 Hwy 60 E)

TO THE CITY OF WINDOM, County of Cottonwood, Minnesota.

TO: The City Council of Windom, Minnesota

The undersigned, property owners as set forth opposite their respective names, respectfully petition the city council to annex into the city parcel #08-024-2600.

Print Name

Signature

Scott Hecker

x Dr. J. J. Kule

Robert Stone

Robert Stone

Wanda Stone

Wanda Stone

WANDA STONE

Wanda Stone



January 8, 2024

Steve Nasby
City Administrator
City of Windom
444 9th Street PO Box 38
Windom, MN 56101

RE: Interim Finance Staffing Proposal

Dear Mr. Nasby,

Thank you for the opportunity to submit a proposal to provide interim finance staffing for the City of Windom (the "City"). The purpose of this letter is to offer a proposed scope of work as well as to identify anticipated costs. The proposal is predicated on completing the work both on-site and remotely on a City-owned computer. The proposed services are intended to be flexible and are designed to help the City meet its regular and annual accounting needs and respond to changing personnel. We are confident the services outlined below will meet the immediate needs of the City.

Scope of Work

Ehlers will provide interim finance staffing, serving as a resource to staff. Services will include but are not limited to:

- Completing bank and investment reconciliations and associated journal entries.
- Preparing financial reports for the City Council and city departments.
- Preparing 1099's.
- Maintaining and updating fixed asset records.
- Managing the 2023 audit, including but not limited to preparing workpapers, year-end reconciliations and journal entries, and ensuring completion within State guidelines.
- General guidance and oversight; and
- Other accounting functions, as requested.

The work will be agreed upon in advance, with up to one day a month on-site. If more than one day of on-site presence is needed, we request two weeks of notice, if possible. The schedule will be flexible based on your needs and our availability. The primary City contact for Ehlers related to questions, work priorities, and resolving issues shall be Steve Nasby.

Staffing

Robin Roland will serve as the primary contact and directly provide the interim staffing service with assistance from April Weller. The engagement includes access to the entire Ehlers team to ensure we match the right skill set to the right circumstances.

Robin Roland brings more than three decades of direct local government experience, most recently as Finance Director for the City of Cottage Grove. In her role there, she was integral in development of capital improvement plans, constructing the city budget, conducting annual audits, converting software systems, and overseeing finance tasks such as bank reconciliations. Before that, Robin served as the Finance Director for the City of Farmington and the Assistant Finance Director for the City of White Bear Lake. During her time with Ehlers, Robin has filled various interim staffing and financial support roles for communities of varying sizes.

April Weller brings more than seven years of direct local government experience, most recently serving as the Finance Manager for the City of St. Louis Park. In her role there, she was integral in completing and overseeing finance tasks, constructing capital improvement plans and budgets, maintaining financial and accounting systems, managing and overseeing utility billing, and implementing new technology.

Terms and Cost

The engagement will begin upon approval by the City and will continue through June 30, 2024, if needed. The City or Ehlers may terminate at any time. Ehlers will bill on an hourly basis for the work performed at the rate of \$245 per hour. Ehlers does not require a minimum monthly payment and the City will be billed only for the support requested and hours worked. Invoices will be sent monthly for the work performed in the prior month. Ehlers will bill for one-way travel to the City.

We estimate the interim staffing work will take 40 hours per month (\$9,800). If at any time the monthly work requirements are anticipated to exceed 40 hours, we will discuss the time commitment with the City prior to incurring additional time. A maximum of 60 hours of interim staffing will be provided monthly; if additional hours are needed it will be agreed upon in advance by the City and Ehlers.

Thank you for the opportunity to serve the City!

Sincerely,



Todd Hagen
Senior Municipal Advisor



Kyle Sawyer
Senior Fiscal Consultant

Acceptance: _____ Date: _____

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: January 9, 2024
RE: Wage Schedule for Seasonal, Part-time and Swimming Pool Employees
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Adoption of the 2024 wage scale for seasonal and part-time (non-union) employees.

Issue Summary/Background

For 2024 the new minimum wage is \$10.85 per hour. The law does allow for an exemption as a "training" wage at \$8.85 per hour for persons under 20 years old for up to 90 consecutive days of employment.

To be competitive with other employers seeking part-time or seasonal help and to be consistent with the personnel we hire for all positions the recommendation is to adopt a seasonal and part-time wage schedule starting at the \$10.85 per hour minimum. The following is the recommendation for seasonal and part-time (non-union) employees:

Swimming Pool	\$10.85 per hour up to \$14.00 per hour depending on position and years of service. Pool Manager pay range would be \$15.25 to \$16.00 per hour.	
Seasonal & Non-union		
Part-time	\$12.75 per hour to \$14.75 per hour hiring range depending on experience.	
	\$13.75	After 6 months of employment
	\$14.25	1 year
	\$14.75	18 months

Fiscal Impact

The minimum wage for seasonal and part-time (non-union) employees had been included in the proposed 2024 budget.

Attachments

1. None

Steve Nasby

From: Dan Van Schepen <dan.vanschepen@dgr.com>
Sent: Thursday, January 11, 2024 8:45 AM
To: Steve Nasby
Cc: bob@vossplumbing.com; Denise Nichols; Tiffany Lamb; Mary Hensen
Subject: Cemstone Demolition- Cert. for Payment No. 3
Attachments: 369202 PAYREQ 3_signed.pdf

Dear Steve:

Attached is a signed copy of **Certificate for Payment No. 3** in the amount of **\$166,487.50** for work completed on the above referenced project.

DGR recommends this Pay Request for approval by the Council at your regular meeting (this paperwork was intended only to be sent electronically, please use this email as a cover letter and let me know if you would prefer hard copies be mailed). Following approval, one (1) signed copy should be retained for your file, one (1) signed copy sent to the Contractor with payment and one (1) signed copy returned to DGR. Please call with any questions, thank you.

Dan Van Schepen, PE



Voss Plumbing & Heating of Paynesville, Inc.
316 Business 23 East
Paynesville, MN 56362

DGR Project No. 368202

For Period From: December 31, 2022 to December 31, 2023

Payment Requested by:

Date 1-10-24

Date 1-11-24

(signature) Date _____