

**Council Meeting
Tuesday, January 2, 2024
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Appointment of City Administrator
2. Appointment of City Attorney
3. Designation of Electronic Transfers
4. Designation of Financial Institutions
5. Designation of Official Newspaper
6. Establish 2024 City Council Meetings Dates/Times
7. Consent Agenda
 - Regular Bills
8. Department Heads
9. Resolution Accepting Donation – Library - Dorothy Van Norman
10. Ordinance No 197 2nd Series – Amending Existing City Code
 - Second Reading
 - Title & Summary
11. Agreement For Professional Services – Swimming Pool – Burbach Aquatics, Inc.
12. Personnel – Community Center/Arena Part-Time Maintenance Assistant
13. 2024 Mayor Appointments & Reappointments –Board & Commissions
14. Contractor Payments & Change Orders
 - Truck Garage –Wilcon Construction Services Pmt #7 - \$147,869.02
 - Generator Plant Construction – Wilcon Construction Pmt #2 - \$265,352.04
 - Liquor Store - Sussner Construction Change Order #4 Deduct (\$7,588.00)
 - Liquor Store - Sussner Construction Change Order #5 \$530.00
15. New Business
16. Old Business
17. Council Comments
18. Adjourn



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: December 19, 2023
RE: Appointment of City Officials and Designation of Financial Institutions and Newspaper
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Appoint and designate City officials, financial institutions and the official newspaper as shown.

Issue Summary/Background

The first City Council meeting of the year is primarily an organizational meeting. As such, there are appointments for City officers as required by the City Charter and designations required by State statute. To assist the City Council with these tasks the following is a listing of the current City officers and official designations of Financial Institutions and Newspaper.

City Administrator\Clerk and Assistant City Administrator\Clerk
City Administrator – Steve Nasby

City Attorney
City Attorney – Ron Schramel

Electronic Funds Transfer Designation
City Administrator – Steve Nasby
Finance Director\Controller – Kim Armstrong

Financial Institutions
Bank of the West
Bank Midwest
United Prairie Bank
Leading Edge Credit Union
4M Fund
Multi-Bank Securities

Official Newspaper
Cottonwood County Citizen

Fiscal Impact

Continuation of professional services with contracted employees (City Attorney and City Administrator).
Maintain existing accounts with financial institutions and local newspaper as required by statute.

Attachments

1. Electronic Funds Transfer Policy.

City of Windom

Electronic Funds Transfers Policy

I. Purpose

- Cities are incorporating more activities on the Internet and electronic banking is widely accepted. Effective internal control policies and procedures need to be adopted to protect city funds from fraudulently being disbursed.
- This policy sets citywide guidelines to allow certain payments by electronic funds transfers (EFTs) including wire transfers for payables, payroll and receivables. It also
 - 1) sets guidelines to ensure that the use of electronic funds transfers and receipts are initiated, executed and approved in a secure manner,
 - 2) identifies the proper documents to be completed by city staff who might have a new electronic funds transfer request, receipt or employee payroll deposit change, and
 - 3) seeks to mitigate the risks of fraud within the electronic funds transfer process.

II. Policy

- The City of Windom may make certain payments by electronic funds transfer if certain policies, described in MN Statute 471.38 are in place. Electronic funds are defined as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions.
- The City Council shall annually authorize the Finance Director, City Administrator, or their designee, to make electronic funds transfers.

III. Scope

- This policy applies to all city departments and employees that have control over city disbursement transactions and governs the actions of all city employees.

IV. Accounts Payable

- Vendors Direct Deposit Authorization Form
 - i. Any Vendor that the City pays via electronic funds transfer must have a completed Direct Deposit Authorization Form with handwritten signature and a follow up phone call to verify the vendor identity. The phone call will be made to a trusted number not identified in the same communication as the request to set up electronic payments.
 - ii. This form must be reviewed by the Office Admin Assistant as well as the Finance Director.
 - iii. Any changes requested by a vendor must also follow this process with a follow up phone call to verify the vendor identity and that the vendor initiated the change.
- Vendor Payment Approvals
 - i. Payments must have proper approval by department head or designee.
 - ii. The Office Admin Assistant will prepare the Vendor payments, and the Finance Director will review and approve for payment.
 - iii. With the exception of payroll and investments transfers, a list of all electronic fund transfers shall be submitted to the City Council at the next regular City Council Meeting following the transfer, if not specifically approved beforehand.

- Vendor Payment Verification
 - I. Written confirmation of each online electronic funds transfer shall be available within one business day of each transaction.
- Additional processes:
 - I. Conduct an annual review of vendors
 - 1. Remove duplicate vendors
 - 2. Inactivate old or unused vendors
 - 3. Review for unusual activity such as fluctuation in payment amounts, activity for inactive vendors
 - II. Always require a signed Form W-9 from every new payee in advance of making any payments or change in a mailing address.

V. Payroll

- Direct Deposit Authorization Form
 - I. All employees must bring in a voided check or bank document upon start of employment.
 - II. This will be reviewed by the Finance/Admin Assistant.
- Any changes requested by an employee must be made by bringing in a new voided check or bank document. A follow up phone call (to a trusted phone number not obtained with the change request) is required from the Finance/Admin Assistant to verify identity, if employee did not personally turn in the form.
- Payroll Payments
 - I. The Finance/Admin Assistant will prepare the payroll file and upload to bank. The Finance Director or Billing Clerk will review and approve file.

VI. Receivables

- Online one-time utility billing payments
 - I. Payments are initiated by the customer and reconciled against the city's accounting software to verify the amount sent by the merchant transact processor matches the amount processed through the city's financial software.
- Recurring utility billing ACH and Credit Card payments
 - I. The customer must complete the Automatic Payment form for any ACH or Credit Card recurring payments. Customer has the choice of two payment dates.
 - II. The Billing Clerk creates and uploads the monthly recurring utility bill ACH and Credit Card payment files. The Finance Director or Finance/Admin Assistant reviews and approves file for payment.
- Miscellaneous receipts
 - I. Any Intergovernmental or other payments received electronically by the city are reconciled to the bank by the Finance Director. It is the city's policy to limit customers with authorization to credit the city's bank account. Therefore, unless transactions are part of a professional relationship with a vendor, the city prefers to collect payments via cash, check, or credit card. For example, a fire call invoice should be paid by cash, check, or credit card, but a credit card merchant company can electronically deposit settlement batches into the city's bank account.

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: City Administrator *Steve*
DATE: December 19, 2023
RE: 2024 City Council Meetings – Dates & Times
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Confirm the continuance of Regular City Council meetings on the first (1st) and third (3rd) Tuesdays of each month at 6:30 pm.
2. Set tentative meeting time for Board of Review meeting on May 13, 2024 at 4:30 pm upon confirmation with the County Assessor's Office.
3. The March 5, 2024 City Council meeting falls on a Presidential Primary election date and State statute prohibits public meetings from 6:00 – 8:00 pm. As such, the start time for this meeting has been moved to 8:05 pm.
4. The November 5, 2024 City Council meeting falls on a general election date and State statute prohibits public meetings from 6:00 – 8:00 pm. As such, the start time for this meeting has been moved to 8:05 pm.

Issue Summary/Background

City Code 31.02 states that the City Council shall set annually the meeting dates and times in January of each year.

Fiscal Impact

None.

Attachments

1. Windom City Code Section 31.02
2. Proposed 2024 City Council Meeting Calendar

§ 31.02 COUNCIL MEETINGS; TIME AND PLACE.

Regular meetings of the Council shall be held in the Council Chambers on the first and third Tuesdays of each month. The time of the meeting shall be set annually by the Council in January of each year, except for 2019 when the meeting time will be set in March of 2019. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next day at the same time.
(Prior Code, § 2.02) (Ord. 175, 2nd Series, passed 2-19-2019)

~~§ 31.03 SPECIAL MEETINGS.~~

~~Special meetings, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, may be called by the Mayor or by any two members of the Council by a writing filed with the City Administrator. Notice of a special meeting shall be given by the City Administrator to each member of the Council by mailing a copy of the filing to all members and also to each person who has filed a written request with the Council for notice of special meetings. The mailed notice shall be mailed or delivered by personal service at least three days prior to the time stated therein for the special meeting. Written request to the Council for notice of special meetings shall expire on June 30 of each calendar year. At least 60 days prior to the termination date, the City Administrator shall send written notice to each person appearing on the expiring list notifying him or her of the time and method for submitting renewal requests for notice of special meetings. As an alternative to mailing or personal service of notice of special meetings on all persons who have filed a written request for notice of the meetings, the city may publish the notice once, at least three days before the meeting in the official newspaper. This provision will not waive the obligation of the city to give written notice of special meetings to all journalists, radio stations and television stations who have filed a written request for notice with the Council. Special meetings may be held without prior written notice when all Council members are present at the meeting or consent thereto in writing. The consent shall be filed with the City Administrator prior to the beginning of the meeting. Any special meeting attended by all Council members shall be a valid meeting for the transaction of any business that may come before the meeting. Meetings of the Council which are adjourned from time to time shall not be subject to the foregoing notice requirements; nor shall special meetings which, in the judgment of the Council, require immediate consideration to meet an emergency, require the notice, but may be called by telephone communication or other expeditious means.~~
(Prior Code, § 2.03) (Ord. 6, 2nd Series, eff. 4-27-1995)

SPECIAL ELECTIONS**~~§ 31.10 DEFINITIONS.~~**

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

2024 City Council Meeting Schedule

Meetings held at City Hall, Council Chamber
444 9th Street
Windom, MN
January 2, 2024

6:30 pm	January 2, 2024
6:30 pm	January 16, 2024
6:30 pm	February 6, 2024
6:30 pm	February 20, 2024
8:05 pm	March 5, 2024
6:30 pm	March 19, 2024
6:30 pm	April 2, 2024
6:30 pm	April 16, 2024
6:30 pm	May 7, 2024
4:30 pm	May 13, 2024 (<i>Tentative - Board of Review Meeting</i>)
6:30 pm	May 21, 2024
6:30 pm	June 4, 2024
6:30 pm	June 18, 2024
6:30 pm	July 2, 2024
6:30 pm	July 16, 2024
6:30 pm	August 6, 2024
6:30 pm	August 20, 2024
6:30 pm	September 3, 2024
6:30 pm	September 17, 2024
6:30 pm	October 1, 2024
6:30 pm	October 15, 2024
8:05 pm	November 5, 2024
6:30 pm	November 19, 2024
6:30 pm	December 3, 2024
6:30 pm	December 17, 2024

City Council packets are available on-line at <https://www.windom-mn.com/city-government/mayor-and-council-members/council-packets/>



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/16/2023 - 12/29/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
KAYLA M SCHAEFER	12078-7	12/18/2023	CREDIT BALANCE	100-20191	273.74
JEREMIAH L MISSLING	3883-3	12/18/2023	CREDIT BALANCE	100-20191	90.00
TAYLOR K FRITON	40238-0	12/18/2023	CREDIT BALANCE	100-20191	86.57
BRITTANY LEROHL	42797-0 CREDIT	12/18/2023	CREDIT BALANCE	100-20191	45.68
LOWELL ABRAHAM	9518-3	12/18/2023	CREDIT BALANCE	100-20191	91.67
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	100-20202	5,922.00
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	100-20202	288.00
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	100-20202	11.00
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	100-20202	18,122.00
					24,930.66
Activity: 41310 - Administration					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	100-41310-133	104.00
INDOFF, INC	3695856	12/15/2023	CITY OFFICE/SUPPLIES	100-41310-200	21.38
INDOFF, INC	3697424	12/26/2023	CITY/SUPPLIES	100-41310-200	35.15
INDOFF, INC	3697937	12/26/2023	CITY/SUPPLIES	100-41310-200	277.10
MN State Deferred	12-26-23	12/26/2023	CHERYL ULFERTS SICK PAYOUT	100-41310-480	5,795.48
Activity 41310 - Administration Total:					6,233.11
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	100-41910-133	24.00
WINDOM FIRE & SAFETY, LLC	0008495	12/21/2023	B&Z/SUPPLIES	100-41910-200	15.00
INDOFF, INC	3695857	12/15/2023	B&Z/SUPPLIES	100-41910-200	34.95
Activity 41910 - Building & Zoning Total:					73.95
Activity: 41940 - City Hall					
HOMETOWN SANITATION SER	0000539865	12/07/2023	CITY HALL/REFUSE DISPOSAL	100-41940-384	108.99
WINDOM FIRE & SAFETY, LLC	0008495	12/21/2023	EDA/B&Z/CITY OFFICE	100-41940-402	32.00
US LBM OPERATING CO 3009	2159779-019	12/15/2023	CITY HALL/DOOR	100-41940-406	41.43
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Office	100-41940-480	148.74
Activity 41940 - City Hall Total:					331.16
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	100-42120-133	160.00
ALPHA WIRELESS - MANKATO	22433	12/19/2023	POLICE/RADIO UNITS	100-42120-323	108.00
ALPHA WIRELESS - MANKATO	23228	12/07/2023	POLICE/RADIO UNITS	100-42120-323	108.00
ALPHA WIRELESS - MANKATO	23387	12/21/2023	POLICE/RADIO UNITS	100-42120-323	339.00
SOUTHWEST HEARING TECHN	25158	12/21/2023	POLICE/AUSTIN LASKY/	100-42120-323	75.00
DONNA MARCY	12-19-2023	12/20/2023	POLICE/MEALS	100-42120-334	12.28
PAUL MARSH	29759	12/19/2023	POLICE/MAINTENANCE - VEHI	100-42120-405	70.50
WINDOM FIRE & SAFETY, LLC	0008498	12/21/2023	POLICE/MISC	100-42120-480	149.90
AMAZON CAPITAL SERVICES, I	14LM-J14W-9R6V	12/21/2023	POLICE/MISC	100-42120-480	139.98
Activity 42120 - Crime Control Total:					1,162.66
Activity: 42220 - Fire Fighting					
HOMETOWN SANITATION SER	0000539912	12/07/2023	FIRE/REFUSE DISPOSAL	100-42220-384	43.50
WINDOM FIRE & SAFETY, LLC	0008491	12/26/2023	FIRE/MAINTENANCE - OFFICE	100-42220-404	331.75
Activity 42220 - Fire Fighting Total:					375.25
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	11-30-2023	12/15/2023	CITY POUND	100-42700-300	284.80
Activity 42700 - Animal Control Total:					284.80
Activity: 43100 - Streets					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	100-43100-133	80.00
MASON ANDERSON	12-18-23	12/18/2023	STREET/SAFTY BOOTS	100-43100-218	140.00
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Street	100-43100-218	88.98
JOHNSON HARDWARE	16055	12/26/2023	STREET/SMALL TOOLS	100-43100-241	519.54

Expense Approval Report

Payment Dates: 12/16/2023 - 12/29/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOMETOWN SANITATION SER	0000539866	12/07/2023	STREET/REFUSE DISPOSAL	100-43100-384	108.99
WINDOM FIRE & SAFETY, LLC	0008499	12/21/2023	STREET/SERVICES	100-43100-401	481.80
BAUER BUILT	830155864	12/18/2023	STREET/MAINTENANCE - OFFI	100-43100-404	377.27
ALEX HAUGLID	402	12/21/2023	STREET/TRUCK 51/MAINTENA	100-43100-405	675.00
Activity 43100 - Streets Total:					2,471.58

Activity: 45202 - Park Areas

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	100-45202-133	16.00
SCHILLING SUPPLY COMPANY	944881-00	12/26/2023	STREET/CLEANING/SUPPLIES	100-45202-211	792.87
HOMETOWN SANITATION SER	0000539867	12/07/2023	SQUARE/REFUSE DISPOSAL	100-45202-384	62.98
HOMETOWN SANITATION SER	0000539878	12/07/2023	ISLAND P/REFUSE DISPOSAL	100-45202-384	57.32
HOMETOWN SANITATION SER	0000539879	12/07/2023	TEGELS/REFUSE DISPOSAL	100-45202-384	39.98
HOMETOWN SANITATION SER	0000539880	12/07/2023	KASTLE/REFUSE DISPOSAL	100-45202-384	37.57
HOMETOWN SANITATION SER	0000539890	12/07/2023	MAYFLOWER/REFUSE DISPOS	100-45202-384	45.98
HOMETOWN SANITATION SER	0000539918	12/07/2023	ABBY/REFUSE DISPOSAL	100-45202-384	21.98
JOHNSON HARDWARE	15787	12/18/2023	STREET/MAINTENANCE - OFFI	100-45202-404	76.49
JOHNSON HARDWARE	15904	12/18/2023	STREET/MAINTENANCE - OFFI	100-45202-404	749.99
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Parks	100-45202-405	19.74
Activity 45202 - Park Areas Total:					1,920.90
Fund 100 - GENERAL Total:					37,784.07

Fund: 211 - LIBRARY**Activity: 45501 - Library**

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	211-45501-133	16.00
WINDOM FIRE & SAFETY, LLC	0008490	12/21/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	16.00
ARAMARK	2560203581	12/12/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	36.38
ARAMARK	2560208398	12/21/2023	LIBRARY/MAINTENANCE - STR	211-45501-402	36.38
PLUM CREEK LIBRARY	IV26083	12/26/2023	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	23.99
Activity 45501 - Library Total:					128.75

Activity: 49950 - Capital Outlay

WILLIAM & VANESSA TJENTLA	1290	12/26/2023	LIBRARY/CAPITAL OUTLAY	211-49950-500	3,331.98
Activity 49950 - Capital Outlay Total:					3,331.98
Fund 211 - LIBRARY Total:					3,460.73

Fund: 225 - AIRPORT**Activity: 45127 - Airport**

SOUTHWEST MN BROADBAN	12-15-2023	12/18/2023	AIRPORT/TELEPHONE	225-45127-321	27.49
SOUTH CENTRAL ELECTRIC	11-01-23 - 11-30-23	12/26/2023	ELECTRIC	225-45127-381	338.00
SOUTH CENTRAL ELECTRIC	11-01-23 - 11-30-23	12/26/2023	ELECTRIC	225-45127-381	264.43
WINDOM FIRE & SAFETY, LLC	0008489	12/19/2023	AIRPORT/MAINTENANCE - ST	225-45127-402	24.00
Activity 45127 - Airport Total:					653.92
Fund 225 - AIRPORT Total:					653.92

Fund: 235 - AMBULANCE**Activity: 42153 - Ambulance**

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	235-42153-133	16.00
STREICHER'S, INC	I1670828	12/19/2023	AMBO/OPERATING SUPPLIES	235-42153-217	1,024.99
STREICHER'S, INC	I1670904	12/19/2023	AMBO/UNIFORMS	235-42153-218	335.00
LINDE GAS & EQUIPMENT INC	39797145	12/14/2023	AMBO/MERCH/MEDICATOIN	235-42153-261	851.09
EXPERT BILLING LLC	11919	12/20/2023	AMBO/NURSING	235-42153-312	2,320.00
ROB VISKER	12-11-23	12/26/2023	AMBO/MEALS	235-42153-334	16.29
MEGAN BRAMSTEDT	12-11-23 - 12-20-23	12/26/2023	AMBO/MEALS	235-42153-334	126.64
KRISTEN PORATH	12-13-23 - 12-25-23	12/26/2023	AMBO/MEALS	235-42153-334	79.81
JODI JOHNSON	12-15-23 - 12-17-23	12/26/2023	AMBO/MEALS	235-42153-334	44.26
DONNA MARCY	12-23-23	12/26/2023	AMBO/MEALS	235-42153-334	26.80
HOMETOWN SANITATION SER	0000539912	12/07/2023	AMBO/REFUSE DISPOSAL	235-42153-384	43.49
WINDOM FIRE & SAFETY, LLC	0008492	12/21/2023	AMBO/MAINTENANCE - OFFI	235-42153-404	194.00
PAUL MARSH	29628	12/14/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	149.21
PAUL MARSH	29749	12/19/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	118.70

Expense Approval Report

Payment Dates: 12/16/2023 - 12/29/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SIRIUS XM RADIO INC	X8-1048333978	12/21/2023	AMBO/MAINTENANCE - VEHI	235-42153-405	18.15
Activity 42153 - Ambulance Total:					5,364.43
Fund 235 - AMBULANCE Total:					5,364.43
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	250-46520-133	24.00
WINDOM FIRE & SAFETY, LLC	0008495	12/21/2023	EDA/SUPPLIES	250-46520-200	15.00
INDOFF, INC	3695857	12/15/2023	EDA/SUPPLIES	250-46520-200	34.95
GREATER MN PARTNERSHIP	1360	12/14/2023	EDA/DUES	250-46520-433	500.00
EDAM	2024-11328	12/14/2023	EDA/DUES	250-46520-433	320.00
Activity 46520 - EDA Total:					893.95
Fund 250 - EDA GENERAL Total:					893.95
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	11-01-23 - 11-30-23	12/26/2023	ELECTRIC	254-46520-381	135.20
Activity 46520 - EDA Total:					135.20
Fund 254 - NORTH IND PARK Total:					135.20
Fund: 261 - TIF 1-21 TIBODEAU'S CENTER					
Activity: 46530 - TIF Districts					
WINDSTREAM INNS LLC	12-18-23	12/19/2023	TIF PAYMENT	261-46530-482	41,713.35
Activity 46530 - TIF Districts Total:					41,713.35
Fund 261 - TIF 1-21 TIBODEAU'S CENTER Total:					41,713.35
Fund: 276 - TIF 1-20 NEW VISION					
Activity: 46530 - TIF Districts					
NEW VISION COOP	12-18-23	12/19/2023	TIF PAYMENT	276-46530-482	13,463.68
Activity 46530 - TIF Districts Total:					13,463.68
Fund 276 - TIF 1-20 NEW VISION Total:					13,463.68
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
LAKESIDE APARTMENTS OF W	12-26-23	12/26/2023	TIF PAYMENTS	277-46530-482	30,189.62
COTTONWOOD CO AUD/TREA	12-26-23	12/26/2023	TIF RETURNED TO COUNTY	277-46530-483	14,550.91
Activity 46530 - TIF Districts Total:					44,740.53
Fund 277 - TIF 1-22 CEMSTONE Total:					44,740.53
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
PROFORCE LAW ENFORCEME	536613	12/19/2023	POLICE/CAPITAL OUTLAY	401-49950-501	737.97
DGR ENGINEERING	00264777	12/15/2023	COMMERCIAL PARK CUL-DE-S	401-49950-503	3,956.00
Activity 49950 - Capital Outlay Total:					4,693.97
Fund 401 - GENERAL CAPITAL PROJECTS Total:					4,693.97
Fund: 601 - WATER					
Activity: 49400 - Water					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	601-49400-133	48.00
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Water	601-49400-217	135.54
MN VALLEY TESTING	1230435	12/26/2023	WATER/LAB TESTING	601-49400-310	85.25
GOPHER STATE ONE CALL	3110846	12/05/2023	LOCATES	601-49400-321	8.10
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	POSTAGE	601-49400-322	253.76
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	601-49400-326	876.77
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	PROCESSING	601-49400-326	161.52
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	INSERTS	601-49400-350	1.50
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Water	601-49400-402	99.58
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Water	601-49400-402	169.99
WINDOM FIRE & SAFETY, LLC	0008497	12/26/2023	WATER/MAINTENANCE - OFFI	601-49400-404	247.45
CORE & MAIN LP	U060936	12/26/2023	WATER/MAINTENANCE - OFFI	601-49400-404	76.62

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCOTT VEENKER	30216	12/07/2023	WATER/MAINTENANCE - DIST	601-49400-408	117.15
Activity 49400 - Water Total:					2,798.73
Fund 601 - WATER Total:					2,798.73

Fund: 602 - SEWER

DGR ENGINEERING	00264780	12/15/2023	ROLLING GREEN FORCEMAIN	602-16300	384.00
					384.00

Activity: 49450 - Sewer

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	602-49450-133	32.00
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Sewer	602-49450-217	430.67
MN VALLEY TESTING	1229013	12/21/2023	SEWER/LAB TESTING	602-49450-310	113.30
MN VALLEY TESTING	1229223	12/21/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1229714	12/21/2023	SEWER/LAB TESTING	602-49450-310	201.30
MN VALLEY TESTING	1230155	12/21/2023	SEWER/LAB TESTING	602-49450-310	306.90
MN VALLEY TESTING	1230187	12/21/2023	SEWER/LAB TESTING	602-49450-310	113.30
MN VALLEY TESTING	1230330	12/21/2023	SEWER/LAB TESTING	602-49450-310	66.00
MN VALLEY TESTING	1230363	12/21/2023	SEWER/LAB TESTING	602-49450-310	201.30
MN VALLEY TESTING	1230952	12/21/2023	SEWER/LAB TESTING	602-49450-310	155.76
MN VALLEY TESTING	1231214	12/21/2023	SEWER/LAB TESTING	602-49450-310	16.72
MN VALLEY TESTING	1231388	12/15/2023	SEWER/LAB TESTING	602-49450-310	113.30
GOPHER STATE ONE CALL	3110846	12/05/2023	LOCATES	602-49450-321	8.09
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	POSTAGE	602-49450-322	253.77
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	602-49450-326	876.78
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	PROCESSING	602-49450-326	161.52
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	INSERTS	602-49450-350	1.50
SOUTH CENTRAL ELECTRIC	11-01-23 - 11-30-23	12/26/2023	ELECTRIC	602-49450-381	203.78
HOMETOWN SANITATION SER	0000539869	12/07/2023	WATER/REFUSE DISPOSAL	602-49450-384	113.98
WINDOM FIRE & SAFETY, LLC	0008497	12/26/2023	SEWER/MAINTENANCE - OFFI	602-49450-404	247.45
Activity 49450 - Sewer Total:					4,441.82
Fund 602 - SEWER Total:					4,825.82

Fund: 604 - ELECTRIC

MBS - MULTI-BANK SECURITIE	12-19-2023	12/19/2023	6 MONTHS 5.35% INT CITIBA	604-10400	200,000.00
ELECTRIC FUND	# 506 RETURN	12/19/2023	EL/INVENTORY	604-14200	2.84
ELECTRIC FUND	# 507 RETURN	12/19/2023	EL/INVENTORY	604-14200	5,006.61
AMERICAN ENGINEERING TES	INV-167525	12/14/2023	EL/CIP GEN PLANT	604-16480	3,795.50
JENIFER RODRIGUEZ DELAROS	22574-9	12/18/2023	UTILITY DEPOSIT REFUND	604-22000	300.00
CHRISTIAN BENITEZ GUZMAN	28974-5	12/15/2023	UTILITY PREPAYMENT REFUN	604-22000	300.00
LISA FARAG	39949-7	12/18/2023	UTILITY DEPOSIT REFUND	604-22000	300.00
BRITTANY LEROHL	42797-0	12/15/2023	UTILITY PREPAYMENT REFUN	604-22000	300.00
JOEL A JORGE MORALES	46379-2	12/18/2023	UTILITY DEPOSIT REFUND	604-22000	300.00
ARAVINDH CHELLADURAI	46-4	12/20/2023	UTILITY DEPOSIT REFUND	604-22000	300.00
JOSEPH W FISCHENICH	57899-4	12/18/2023	UTILITY DEPOSIT REFUND	604-22000	300.00
GABRIEL NERI GALLARDO	59948-8	12/15/2023	UTILITY PREPAYMENT REFUN	604-22000	300.00
					211,204.95

Activity: 49550 - Electric

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	604-49550-133	88.00
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-200	16.97
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-217	25.49
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-241	449.98
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-241	596.93
CMP - CENTRAL MUNICIPAL P	7618	12/14/2023	EL/ENERGY	604-49550-263	41,040.67
CMP - CENTRAL MUNICIPAL P	7618	12/14/2023	EL/TRANSMISSION	604-49550-263	124,239.71
DEPARTMENT OF ENERGY	BFPB000801123	12/14/2023	EL/ENERGY	604-49550-263	76,159.65
FRONTIER ENERGY, INC	193389	12/15/2023	EL/CONSULTING & AUDITING	604-49550-301	8,696.75
GOPHER STATE ONE CALL	3110846	12/05/2023	LOCATES	604-49550-321	8.09
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	POSTAGE	604-49550-322	253.76
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	604-49550-326	1,753.54
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	604-49550-326	1,035.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	PROCESSING	604-49550-326	161.52
STEVE NASBY	12-15-2023	12/20/2023	EL/TRAVEL EXPENSE/CMPAS	604-49550-331	165.65
STEVE NASBY	12-20-2023	12/20/2023	EL/TRAVEL EXPENSE/CMPAS	604-49550-331	165.65
CONNOR KNIGGE	12-5-23 - 12-7-23	12/14/2023	EL/MEALS	604-49550-334	9.86
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	INSERTS	604-49550-350	1.50
HOMETOWN SANITATION SER	0000539870	12/07/2023	ELECTRIC SHOP/REFUSE DISP	604-49550-384	111.98
FORKLIFTS OF MINNESOTA, IN	0150178690	12/14/2023	EL/MAINTENANCE - OFFICE	604-49550-404	233.93
MILLER SELLNER EQUIP	644668	12/05/2023	EL/MAINTENANCE - OFFICE	604-49550-404	150.00
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-405	18.98
ELECTRIC FUND	# 849	12/14/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	1.20
ELECTRIC FUND	# 850	12/19/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	193.91
ELECTRIC FUND	# 851	12/19/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	4,368.58
ELECTRIC FUND	# 852	12/19/2023	EL/MAINTENANCE - DISTRIBU	604-49550-408	299.50
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-408	17.96
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Electric	604-49550-408	202.05
MN DEPT OF COMMERCE	1000051116	12/01/2023	EL/DUES	604-49550-433	600.48
MN DEPT OF COMMERCE	1000051116	12/01/2023	EL/CONSERVATION - ENERGY	604-49550-450	850.71
CMP - CENTRAL MUNICIPAL P	7618	12/14/2023	EL/CONSERVATION	604-49550-450	3,610.30
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	604-49550-460	244.00
Activity 49550 - Electric Total:					265,772.30
Fund 604 - ELECTRIC Total:					476,977.25

Fund: 609 - LIQUOR STORE

SCENIC SIGN CORP.	DP28762	12/20/2023	LIQUOR S/BUILDINGS	609-16200	9,295.00
SUSSNER CONSTRUCTION, IN	PAYMENT # 2	12/20/2023	LIQUOR S/BUILDING	609-16200	145,978.17
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	609-20202	17,613.00
					172,886.17

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	609-49751-133	32.00
ARAMARK	2560203587	12/08/2023	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	66.38
ARAMARK	2560208404	12/26/2023	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	66.38
AH HERMEL COMPANY	1000224/1000224	11/28/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	177.00
O'MALLEY'S STORAGE AND RE	3247	12/26/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	200.00
MORGAN CREEK VINEYARDS	7010	12/14/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	-68.69
RITA HACKER -CREATIVE DESI	820	12/19/2023	LIQUOR S/OPERATING SUPPLI	609-49751-217	763.00
BREAKTHRU BEVERAGE MN	113395823	12/08/2023	LIQUOR S/MERCHANDISE/FREI	609-49751-251	3,043.33
BREAKTHRU BEVERAGE MN	113416499	12/13/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	240.00
BREAKTHRU BEVERAGE MN	113495679	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	76.44
BREAKTHRU BEVERAGE MN	113618265	12/26/2023	LIQUOR S/MERCH/FREIGHT	609-49751-251	2,375.20
BREAKTHRU BEVERAGE MN	113638464	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	160.00
DOLL DISTRIBUTING, LLC	1390200	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-251	-1,008.06
DOLL DISTRIBUTING, LLC	1393087	12/08/2023	LIQUOR S/LIQUOR	609-49751-251	1,062.30
DOLL DISTRIBUTING, LLC	1395236	12/08/2023	LIQUOR S/LIQUOR	609-49751-251	60.00
DOLL DISTRIBUTING, LLC	1400100	12/19/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-251	1,438.20
SOUTHERN GLAZER'S OF MN	2417845	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,941.38
SOUTHERN GLAZER'S OF MN	2422969	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,069.85
JOHNSON BROS.	2433819	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	6,549.14
JOHNSON BROS.	2438677	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,482.43
JOHNSON BROS.	2443904	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,519.50
BREAKTHRU BEVERAGE MN	411769994	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	-302.70
PHILLIPS WINE & SPIRITS	6697220	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	582.38
PHILLIPS WINE & SPIRITS	6700824	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	10,764.05
PHILLIPS WINE & SPIRITS	6706454	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	509.80
LOST SANITY BREWING LLC	000711	12/26/2023	LIQUOR S/BEER	609-49751-252	617.00
DOLL DISTRIBUTING, LLC	1390200	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-252	6,501.47
DOLL DISTRIBUTING, LLC	1393092	12/08/2023	LIQUOR S/BEER	609-49751-252	80.00
DOLL DISTRIBUTING, LLC	1395237	12/08/2023	LIQUOR S/BEER/NON-ALCOH	609-49751-252	4,565.40
DOLL DISTRIBUTING, LLC	1395246	12/14/2023	LIQUOR S/BEER	609-49751-252	65.10
DOLL DISTRIBUTING, LLC	1399012	12/14/2023	LIQUOR S/BEER	609-49751-252	146.00
DOLL DISTRIBUTING, LLC	1400098	12/19/2023	LIQUOR S/BEER	609-49751-252	151.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1400100	12/19/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-252	5,969.90
BEVERAGE WHOLESALERS	305573	12/19/2023	LIQUOR S/BEER	609-49751-252	44.80
BEVERAGE WHOLESALERS	305574	12/19/2023	LIQUOR S/BEER/NON-ALCOHL	609-49751-252	4,980.71
ARTISAN BEER COMPANY	3644247	12/07/2023	LIQUOR S/BEER	609-49751-252	283.60
ARTISAN BEER COMPANY	3645761	12/08/2023	LIQUOR S/BEER	609-49751-252	116.90
ARTISAN BEER COMPANY	3647152	12/19/2023	LIQUOR S/BEER	609-49751-252	30.75
BREAKTHRU BEVERAGE MN	113395823	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	104.00
BREAKTHRU BEVERAGE MN	113618265	12/26/2023	LIQUOR S/MERCH/FREIGHT	609-49751-253	456.00
BREAKTHRU BEVERAGE MN	113638464	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	136.00
PAUSTIS WINE COMPANY	222272	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	1,560.00
SOUTHERN GLAZER'S OF MN	2417846	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	276.00
SOUTHERN GLAZER'S OF MN	2422970	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	175.80
JOHNSON BROS.	2433820	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	1,320.54
JOHNSON BROS.	2438678	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-253	1,449.08
JOHNSON BROS.	2443905	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	698.54
CARLOS CREEK WINERY	37739	12/19/2023	LIQUOR S/WINE	609-49751-253	748.50
ROUND LAKE VINEYARDS & W	4036	12/14/2023	LIQUOR S/WINE	609-49751-253	141.00
BREAKTHRU BEVERAGE MN	411769994	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	-104.00
INDIAN ISLAND WINERY	5346	12/19/2023	LIQUOR S/WINE	609-49751-253	318.72
PHILLIPS WINE & SPIRITS	6697221	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	658.35
PHILLIPS WINE & SPIRITS	6700825	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	572.80
PHILLIPS WINE & SPIRITS	6706455	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-253	852.30
MORGAN CREEK VINEYARDS	7011	12/14/2023	LIQUOR S/WINE	609-49751-253	144.80
AH HERMEL COMPANY	1000223/1000223	11/28/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	128.35
BREAKTHRU BEVERAGE MN	113395823	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	79.92
BREAKTHRU BEVERAGE MN	113618265	12/26/2023	LIQUOR S/MERCH/FREIGHT	609-49751-254	121.27
JOHNSON BROS.	2433820	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	44.00
JOHNSON BROS.	2438678	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-254	51.95
RED BULL DISTRIBUTION CO, I	5008742336	12/08/2023	LIQUOR S/SOFT DRINKS & MI	609-49751-254	300.81
HOME CITY ICE COMPANY	7053230711	12/26/2023	LIQUOR S/ICE/FREIGHT	609-49751-257	138.58
DOLL DISTRIBUTING, LLC	1390200	12/08/2023	LIQUOR S/MERCHANDISE	609-49751-259	222.75
DOLL DISTRIBUTING, LLC	1395237	12/08/2023	LIQUOR S/BEER/NON-ALCOH	609-49751-259	96.95
DOLL DISTRIBUTING, LLC	1400100	12/19/2023	LIQUOR S/LIQUOR/BEER/NON	609-49751-259	67.00
BEVERAGE WHOLESALERS	305574	12/19/2023	LIQUOR S/BEER/NON-ALCOHL	609-49751-259	44.70
AH HERMEL COMPANY	1000223/1000223	11/28/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-261	23.32
AH HERMEL COMPANY	1000223/1000223	11/28/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	8.95
BREAKTHRU BEVERAGE MN	113395823	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	52.73
BREAKTHRU BEVERAGE MN	113416499	12/13/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	6.17
BREAKTHRU BEVERAGE MN	113495679	12/21/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	0.62
BREAKTHRU BEVERAGE MN	113618265	12/26/2023	LIQUOR S/MERCH/FREIGHT	609-49751-333	53.65
BREAKTHRU BEVERAGE MN	113638464	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	5.55
PAUSTIS WINE COMPANY	222272	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	22.50
SOUTHERN GLAZER'S OF MN	2417845	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	68.94
SOUTHERN GLAZER'S OF MN	2417846	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	22.89
SOUTHERN GLAZER'S OF MN	2422969	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	48.07
SOUTHERN GLAZER'S OF MN	2422970	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	6.66
JOHNSON BROS.	2433819	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	146.68
JOHNSON BROS.	2433820	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	46.69
JOHNSON BROS.	2438677	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	89.34
JOHNSON BROS.	2438678	12/08/2023	LIQUOR S/MERCHANDISE/FRE	609-49751-333	54.81
JOHNSON BROS.	2443904	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	64.96
JOHNSON BROS.	2443905	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	26.39
JOHNSON BROS.	277897	12/08/2023	LIQUOR S/FREIGHT	609-49751-333	-1.53
BREAKTHRU BEVERAGE MN	411769994	12/26/2023	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	-5.55
PHILLIPS WINE & SPIRITS	6697220	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	6697221	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	22.33
PHILLIPS WINE & SPIRITS	6700824	12/08/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	203.67
PHILLIPS WINE & SPIRITS	6700825	12/08/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	24.36
PHILLIPS WINE & SPIRITS	6706454	12/19/2023	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	6.77
PHILLIPS WINE & SPIRITS	6706455	12/19/2023	LIQUOR S/WINE/FREIGHT	609-49751-333	26.56

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HOME CITY ICE COMPANY	7053230711	12/26/2023	LIQUOR S/ICE/FREIGHT	609-49751-333	7.50
KDOM RADIO	0229 11-30-2023	12/08/2023	LIQUOR S/ADVERTISING	609-49751-340	625.26
COMMUNITY FIRST BROADCA	101449 11-30-23	12/14/2023	LIQUOR S/ADVERTISING	609-49751-340	375.00
HOMETOWN SANITATION SER	0000539868	12/07/2023	LIQUOR S/REFUSE DISPOSAL	609-49751-384	183.99
WINDOM FIRE & SAFETY, LLC	0008494	12/26/2023	LIQUOR S/MAINTENANCE - O	609-49751-404	120.00
CARLSON & STEWART REFRIG	55331	12/14/2023	LIQUOR S/MAINTENANCE - O	609-49751-404	1,393.28
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	609-49751-460	8.00

Activity 49751 - Liquor Store Total: 78,907.39

Fund 609 - LIQUOR STORE Total: 251,793.56

Fund: 614 - TELECOM

CALIX	346075	12/21/2023	TELECOM/MACHINERY	614-16400	1,092.96
					1,092.96

Activity: 49870 - Telecom

NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	614-49870-133	80.00
AMAZON CAPITAL SERVICES, I	1YPF-Y31N-F13Y	12/21/2023	TELECOM/OPERATING SUPPLI	614-49870-200	74.81
AMAZON CAPITAL SERVICES, I	1WW6-XDNV-LTFF	12/19/2023	TELECOM/CLEANING/SUPPLIE	614-49870-211	-70.54
AMAZON CAPITAL SERVICES, I	1YPF-Y31N-F13Y	12/21/2023	TELECOM/OPERATING SUPPLI	614-49870-217	474.50
LOCATORS & SUPPLIES, INC	0311459-IN	12/20/2023	TELECOM/UTILITY SYSTEM	614-49870-227	1,626.95
UNITED TEL SUPPLY, INC	14351	12/26/2023	TELECOM/UTILITY SYSTEM	614-49870-227	1,578.77
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	Telecom	614-49870-227	16.58
AMAZON CAPITAL SERVICES, I	1YPF-Y31N-F13Y	12/21/2023	TELECOM/OPERATING SUPPLI	614-49870-241	16.02
AMAZON CAPITAL SERVICES, I	1YPF-Y31N-F13Y	12/21/2023	TELECOM/OPERATING SUPPLI	614-49870-241	352.22
AMAZON CAPITAL SERVICES, I	1YPF-Y31N-F13Y	12/21/2023	TELECOM/OPERATING SUPPLI	614-49870-241	35.27
MN DEPT OF COMMERCE	1000050823	12/11/2023	TELECOM/LEGAL FEES	614-49870-304	516.38
INTERSTATE TRS FUND	82580760072-1223	12/20/2023	514a OBLIGATION TOTAL 499	614-49870-304	597.44
INTERSTATE TRS FUND	82580760072-1223	12/20/2023	514b OBLIGATION INTERSTAT	614-49870-304	2.05
GOPHER STATE ONE CALL	3110846	12/05/2023	LOCATES	614-49870-321	8.10
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	POSTAGE	614-49870-322	253.76
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-14401	12/14/2023	DATA PROCESSING	614-49870-326	1,753.54
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	PROCESSING	614-49870-326	161.52
NEUSTAR, INC.	L-0000045013	12/11/2023	TELECOM/DATA PROCESSING	614-49870-326	239.50
KDOM RADIO	23110493	12/07/2023	TELECOM/ADVERTISING	614-49870-340	151.98
INNOVATIVE SYSTEMS LLC	INV-14590	12/15/2023	INSERTS	614-49870-350	1.50
HOMETOWN SANITATION SER	0000539871	12/07/2023	TELECOM/REFUSE DISPOSAL	614-49870-384	99.99
WINDOM FIRE & SAFETY, LLC	0008493	12/26/2023	TELECOM/SERVICES	614-49870-401	72.00
WINDOM TOWING LLC	10934	12/20/2023	TELECOM/MAINTENANCE - V	614-49870-405	30.00
CONSOLIDATED COMMUNICA	12-01-23	12/20/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	1,444.95
BIG TEN NETWORK, LLC	260950	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	1,364.88
FOX TELEVISION STATIONS, LL	260951	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	239.76
FOX TELEVISION STATIONS, LL	260952	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	2,980.80
NEXSTAR BROADCASTING GR	545892	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	214.10
MLB NETWORK	546678	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	349.68
SHOWTIME NETWORKS INC	73910	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	171.82
ADARA TECHNOLOGIES INC	AP100223CW-56	12/07/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	11,025.00
BALLY SPORTS NORTH	V60001	12/19/2023	TELECOM/SUBSCRIBER FEES	614-49870-442	6,491.64
UNIVERSAL SERVICE ADMIN C	UBD10001414571	12/26/2023	499A CONTRIBUTION	614-49870-443	2,030.78
CONSOLIDATED CALL CENTER	24380	12/07/2023	TELECOM/SWITCH FEES	614-49870-445	119.29
1623 FARNAM LLC	00008692	12/07/2023	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2023120027696	12/07/2023	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	390046	12/26/2023	TELECOM/INTERNET EXPENSE	614-49870-447	16,427.14
ZAYO GROUP, LLC	202312002376	12/07/2023	TELECOM/CALL COMPLETION	614-49870-451	2,253.82
ONVOY, LLC dba INTELIGUENT	397018	12/07/2023	TELECOM/CALL COMPLETION	614-49870-451	3,064.92
ONVOY, LLC dba INTELIGUENT	397108	12/07/2023	TELECOM/CALL COMPLETION	614-49870-451	225.18
CENTURY LINK	DEC 16 2023	12/26/2023	SERVICE 831-1075 104	614-49870-451	92.04
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	614-49870-460	337.00

Activity 49870 - Telecom Total: 61,026.39

Expense Approval Report

Payment Dates: 12/16/2023 - 12/29/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49950 - Capital Outlay					
MIDWAY TRAILERS, INC.	RR048125	12/15/2023	TELECOM/CAPITAL OUTLAY	614-49950-500	21,595.00
Activity 49950 - Capital Outlay Total:					21,595.00
Fund 614 - TELECOM Total:					83,714.35
Fund: 615 - ARENA					
Activity: 49850 - Arena					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	615-49850-133	32.00
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	615-49850-460	84.00
Activity 49850 - Arena Total:					116.00
Fund 615 - ARENA Total:					116.00
Fund: 617 - M/P CENTER					
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	617-20202	438.00
					438.00
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	617-49860-133	48.00
INDOFF, INC	3696115	12/21/2023	WCC/SUPPLIES	617-49860-200	53.35
HOMETOWN SANITATION SER	0000539873	12/07/2023	WCC/REFUSE DISPOSAL	617-49860-384	327.97
RUNNINGS SUPPLY, INC	RUNNINGS NOV. 2023	12/18/2023	m/p building	617-49860-404	52.45
MN REVENUE	DEC 2023	12/19/2023	SALES TAX	617-49860-460	1,183.00
Activity 49860 - M/P Center Total:					1,664.77
Fund 617 - M/P CENTER Total:					2,102.77
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002378	12/29/2023	Federal Tax Withholding	700-21701	13,453.23
MN Department of Revenue -	INV0002379	12/29/2023	State Withholding	700-21702	6,273.60
Internal Revenue Service-Payr	INV0002378	12/29/2023	Social Security	700-21703	14,819.58
MN Pera	INV0002376	12/29/2023	PERA	700-21704	829.84
MN Pera	INV0002376	12/29/2023	PERA	700-21704	9,680.99
MN Pera	INV0002376	12/29/2023	PERA	700-21704	15,354.62
MN State Deferred	INV0002377	12/29/2023	Deferred Roth	700-21705	1,750.00
MN State Deferred	INV0002377	12/29/2023	Deferred Compensation	700-21705	6,653.66
NECA IBEW FAMILY MEDICAL	JAN 2024	12/20/2023	HEALTH INSURANCE	700-21706	44,856.00
Internal Revenue Service-Payr	INV0002378	12/29/2023	Medicare Withholding	700-21711	4,334.56
WEX Health Inc	12-14-2023	12/19/2023	FLEX SPENDING	700-21712	4.56
WEX Health Inc	12-14-23	12/19/2023	FLEX SPENDING	700-21712	299.23
WEX Health Inc	12-19-2023	12/19/2023	FLEX SPENDING	700-21712	150.00
AFLAC	296381	12/18/2023	DECEMBER INSURANCE	700-21715	263.93
AFLAC	296381	12/18/2023	DECEMBER INSURANCE	700-21716	704.23
MN BENEFIT ASSOCIATION	2023-0232456	12/15/2023	INSURANCE	700-21717	5.84
NCPERS MINNESOTA	12-1-23 - 12-30-23	12/15/2023	INSURANCE	700-21718	16.00
MN BENEFIT ASSOCIATION	2023-0232456	12/15/2023	INSURANCE	700-21719	729.35
WEX Health Inc	INV0002375	12/29/2023	HSA Employee Contribution	700-21723	1,104.58
					121,283.80
Fund 700 - PAYROLL Total:					121,283.80
Grand Total:					1,096,516.11

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	37,784.07
211 - LIBRARY	3,460.73
225 - AIRPORT	653.92
235 - AMBULANCE	5,364.43
250 - EDA GENERAL	893.95
254 - NORTH IND PARK	135.20
261 - TIF 1-21 TIBODEAU'S CENTER	41,713.35
276 - TIF 1-20 NEW VISION	13,463.68
277 - TIF 1-22 CEMSTONE	44,740.53
401 - GENERAL CAPITAL PROJECTS	4,693.97
601 - WATER	2,798.73
602 - SEWER	4,825.82
604 - ELECTRIC	476,977.25
609 - LIQUOR STORE	251,793.56
614 - TELECOM	83,714.35
615 - ARENA	116.00
617 - M/P CENTER	2,102.77
700 - PAYROLL	121,283.80
Grand Total:	1,096,516.11

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	587.66
100-20202	Sales Tax Payable	24,343.00
100-41310-133	Employer Paid Insurance	104.00
100-41310-200	Office Supplies	333.63
100-41310-480	Other Miscellaneous	5,795.48
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	49.95
100-41940-384	Refuse Disposal	108.99
100-41940-402	Repairs & Maint - Struct	32.00
100-41940-406	Repairs & Maint - Groun	41.43
100-41940-480	Other Miscellaneous	148.74
100-42120-133	Employer Paid Insurance	160.00
100-42120-323	Radio Units	630.00
100-42120-334	Meals/Lodging	12.28
100-42120-405	Repairs & Maint - Vehicl	70.50
100-42120-480	Other Miscellaneous	289.88
100-42220-384	Refuse Disposal	43.50
100-42220-404	Repairs & Maint - M&E	331.75
100-42700-300	Charges for Services	284.80
100-43100-133	Employer Paid Insurance	80.00
100-43100-218	Uniforms	228.98
100-43100-241	Small Tools	519.54
100-43100-384	Refuse Disposal	108.99
100-43100-401	Repairs & Maint - Buildi	481.80
100-43100-404	Repairs & Maint - M&E	377.27
100-43100-405	Repairs & Maint - Vehicl	675.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	792.87
100-45202-384	Refuse Disposal	265.81
100-45202-404	Repairs & Maint - M&E	826.48
100-45202-405	Repairs & Maint - Vehicl	19.74
211-45501-133	Employer Paid Insurance	16.00
211-45501-402	Repairs & Maint - Struct	88.76
211-45501-435	Books and Pamphlets	23.99
211-49950-500	Capital Outlay	3,331.98

Account Summary

Account Number	Account Name	Payment Amount
225-45127-321	Telephone	27.49
225-45127-381	Electric Utility	602.43
225-45127-402	Repairs & Maint - Struct	24.00
235-42153-133	Employer Paid Insurance	16.00
235-42153-217	Other Operating Supplie	1,024.99
235-42153-218	Uniforms	335.00
235-42153-261	Other Merchandise-Med	851.09
235-42153-312	Nursing	2,320.00
235-42153-334	Meals/Lodging	293.80
235-42153-384	Refuse Disposal	43.49
235-42153-404	Repairs & Maint - M&E	194.00
235-42153-405	Repairs & Maint - Vehicl	286.06
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	49.95
250-46520-433	Dues & Subscriptions	820.00
254-46520-381	Electric Utility	135.20
261-46530-482	TIF Payments	41,713.35
276-46530-482	TIF Payments	13,463.68
277-46530-482	TIF Payments	30,189.62
277-46530-483	TIF Returned to County	14,550.91
401-49950-501	Capital Outlay - Police	737.97
401-49950-503	Capital Outlay - Streets	3,956.00
601-49400-133	Employer Paid Insurance	48.00
601-49400-217	Other Operating Supplie	135.54
601-49400-310	Lab Testing	85.25
601-49400-321	Telephone	8.10
601-49400-322	Postage	253.76
601-49400-326	Data Processing	1,555.79
601-49400-350	Printing & Design	1.50
601-49400-402	Repairs & Maint - Struct	269.57
601-49400-404	Repairs & Maint - M&E	324.07
601-49400-408	Repairs & Maint - Distrib	117.15
602-16300	Improvements Other Th	384.00
602-49450-133	Employer Paid Insurance	32.00
602-49450-217	Other Operating Supplie	430.67
602-49450-310	Lab Testing	1,594.78
602-49450-321	Telephone	8.09
602-49450-322	Postage	253.77
602-49450-326	Data Processing	1,555.80
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	203.78
602-49450-384	Refuse Disposal	113.98
602-49450-404	Repairs & Maint - M&E	247.45
604-10400	Investments - Current	200,000.00
604-14200	Inventory	5,009.45
604-16480	CIP-Const in Progress	3,795.50
604-22000	Prepayments	2,400.00
604-49550-133	Employer Paid Insurance	88.00
604-49550-200	Office Supplies	16.97
604-49550-217	Other Operating Supplie	25.49
604-49550-241	Small Tools	1,046.91
604-49550-263	Merchandise for Resale -	241,440.03
604-49550-301	Auditing & Consulting Se	8,696.75
604-49550-321	Telephone	8.09
604-49550-322	Postage	253.76
604-49550-326	Data Processing	2,950.06
604-49550-331	Travel Expense	331.30
604-49550-334	Meals/Lodging	9.86

Account Summary

Account Number	Account Name	Payment Amount
604-49550-350	Printing & Design	1.50
604-49550-384	Refuse Disposal	111.98
604-49550-404	Repairs & Maint - M&E	383.93
604-49550-405	Repairs & Maint - Vehicl	18.98
604-49550-408	Repairs & Maint - Distrib	5,083.20
604-49550-433	Dues & Subscriptions	600.48
604-49550-450	Conservation	4,461.01
604-49550-460	Miscellaneous Taxes	244.00
609-16200	Buildings	155,273.17
609-20202	Sales Tax Payable	17,613.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-211	Cleaning Supplies	132.76
609-49751-217	Other Operating Supplie	1,071.31
609-49751-251	Liquor	39,563.24
609-49751-252	Beer	23,552.63
609-49751-253	Wine	9,508.43
609-49751-254	Soft Drinks & Mix	726.30
609-49751-257	Ice	138.58
609-49751-259	Non- Alcoholic	431.40
609-49751-261	Other Merchandise	23.32
609-49751-333	Freight and Express	1,021.89
609-49751-340	Advertising & Promotion	1,000.26
609-49751-384	Refuse Disposal	183.99
609-49751-404	Repairs & Maint - M&E	1,513.28
609-49751-460	Miscellaneous Taxes	8.00
614-16400	Machinery & Equipment	1,092.96
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	74.81
614-49870-211	Cleaning Supplies	-70.54
614-49870-217	Other Operating Supplie	474.50
614-49870-227	Utility System Maint Sup	3,222.30
614-49870-241	Small Tools	403.51
614-49870-304	Legal Fees	1,115.87
614-49870-321	Telephone	8.10
614-49870-322	Postage	253.76
614-49870-326	Data Processing	4,125.81
614-49870-340	Advertising & Promotion	151.98
614-49870-350	Printing & Design	1.50
614-49870-384	Refuse Disposal	99.99
614-49870-401	Repairs & Maint - Buildi	72.00
614-49870-405	Repairs & Maint - Vehicl	30.00
614-49870-442	Subscriber Fees	24,282.63
614-49870-443	Intergovernmental Fees	2,030.78
614-49870-445	Switch Fees	119.29
614-49870-447	Internet Expense	18,577.14
614-49870-451	Call Completion	5,635.96
614-49870-460	Miscellaneous Taxes	337.00
614-49950-500	Capital Outlay	21,595.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-460	Miscellaneous Taxes	84.00
617-20202	Sales Tax Payable	438.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	53.35
617-49860-384	Refuse Disposal	327.97
617-49860-404	Repairs & Maint - M&E	52.45
617-49860-460	Miscellaneous Taxes	1,183.00
700-21701	Federal Withholding	13,453.23
700-21702	State Withholding	6,273.60

Account Summary

Account Number	Account Name	Payment Amount
700-21703	FICA Tax Withholding	14,819.58
700-21704	PERA Contributions	25,865.45
700-21705	Retirement	8,403.66
700-21706	Medical Insurance	44,856.00
700-21711	Medicare Tax Withholdi	4,334.56
700-21712	Flex Account	453.79
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	704.23
700-21717	Individual Insurance-MB	5.84
700-21718	Individual Insurance-NC	16.00
700-21719	Individual Insurance-MB	729.35
700-21723	HSA Employee Contribu	1,104.58
	Grand Total:	1,096,516.11

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
1,096,516.11
1,096,516.11

KA 12/28/23

RESOLUTION #2024-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
DOROTHY VAN NORMAN
TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY**

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$500.00 from Dorothy Van Norman for the Windom Library; and

WHEREAS, the donor requires that the donation be used for the Children's Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 offered by Dorothy Van Norman to be used for the Children's Library.

Adopted by the Council this 2nd day of January, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: JANUARY 2, 2024
RE: PROPOSED NEW ORDINANCE – AMENDING/ADDING CITY CODE SECTIONS and TITLE & SUMMARY (For Publication)
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Approve the second reading of **Ordinance No. 197, 2nd Series** amending existing sections of City Code and adding new language as recommended by the City Attorney and/or City Commissions.
 2. Approve the proposed Title & Summary for Ordinance No. 197, 2nd Series for publication, in lieu of publishing the entire ordinance, **by at least a 4/5 vote of the Council.**
-

Issue Summary/Background

In summary, the purpose of Ordinance No. 197, 2nd Series is to amend the City Code to add a subsection concerning abatement/remediation of costs that covers the City Code as a whole, clarify responsibility for water and sewer service repairs on private property, revise Chapter 56 concerning individual sewage treatment systems to bring this Chapter into conformance with state and county requirements, amend specific subsections to reinstate language in the previous version of the City Code that was inadvertently omitted in Ordinance No. 196, 2nd Series adopted in August 2023.

The City Council approved the first reading of Ordinance No. 197, 2nd Series on December 19, 2023. No changes were requested by the City Council at the December 19th Meeting. The Mayor's questions concerning water meters and septic tanks were reviewed by the Windom Utility Commission and no changes were recommended. Additional information concerning the Commission's recommendations will be provided at the January 2nd City Council Meeting. The second reading is scheduled for January 2, 2024. At that time, the ordinance can be adopted.

Due to the cost for publication of lengthy ordinances, there is a provision in State Law which allows cities to publish a title and summary of an ordinance. A proposed Title and Summary has been prepared.

Pursuant to State law, the Council needs to **approve the text of the summary and determine that it clearly informs the public of the intent and effect of the ordinance.** *Approval of the Title and Summary requires a 4/5 vote of the Council.*

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 197, 2nd Series
2. Title & Summary of Ordinance No. 197, 2nd Series.

AWS:mah

ORDINANCE NO. 197, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CERTAIN EXISTING CITY CODE SECTIONS AND ADDING NEW SECTIONS

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

WHEREAS, City Code Section 10.99, entitled "General penalty and enforcement", needs to be amended to add language concerning recovery of costs for actions taken by the City to remediate or abate a Code violation; and

WHEREAS, it has come to the attention of City Staff that specific Sections of City Code Chapter 54, entitled "Water", and Chapter 55, entitled "Sewers", should be amended to clarify responsibility for repairs to water and wastewater infrastructure on private property; and

WHEREAS, it has also come to the attention of City Staff that Chapter 56, entitled "Individual Sewage Treatment Systems", is not in accordance with current Minnesota Statutes and regulations of Minnesota State Agencies and should be amended; and

WHEREAS, the Windom Utility Commission has reviewed the proposed revisions to City Code Chapters 54, 55, and 56 and recommended that the City Council approve those revisions; and

WHEREAS, on August 1, 2023, the Windom City Council adopted Ordinance No. 196, 2nd Series amending specific Sections in the Windom City Code including Chapter 150, entitled "Building Regulations; Construction", Sections in Chapter 151, entitled "Subdivisions", and Sections in Chapter 152, entitled "Zoning"; and

WHEREAS, since that time, Staff has discovered that certain Sections in the prior Code, which were to remain, were not included in the version of the City Code used for the City Code review and should be added back into those Code Sections; and

WHEREAS, after review of the Sections that had been inadvertently omitted, the Planning Commission made a recommendation to the City Council to approve the following proposed amendments to City Code Chapters 150 and 152; and

WHEREAS, the City Attorney has reviewed and approved the proposed amendments; and

WHEREAS, it is in the best interests of the citizens of Windom that the City Code be amended as set forth in the proposed amendments referenced herein.

NOW, THEREFORE, THE CITY OF WINDOM, MINNESOTA, HEREBY AMENDS THE CITY CODE OF THE CITY OF WINDOM BY ADOPTING REVISIONS TO THE FOLLOWING CODE SECTIONS:

1. **City Code Section 10.99**, entitled "**General penalty and enforcement**", is amended to add the following language as a new Subsection:

(F) Recovery of costs.

(1) *Personal liability.* The owner(s) of the real estate on which a violation of City Code has occurred shall be personally liable for all costs the City has incurred concerning administrative actions regarding the violation and/or to remediate or abate the violation including, but not limited to, costs (labor and equipment) for remediation of the violation or for removal of nuisance items by city departments and/or contractors, landfill costs, impounding fees, disposal costs, sheriff's service fees, court costs, attorney's fees, and the City's administrative fees. As soon as the work has been completed and the costs determined, the City shall prepare an invoice for the costs and mail it to the owner(s). Thereupon the amount shall immediately be due and payable at the Office of the City Clerk.

(2) *Assessment.* If the owner(s) of the real estate fail(s) to pay the fees and costs incurred by the City, as set forth in §10.99(F)(1), the City shall provide notice to the property owner(s) and hold a public hearing as provided by M.S. § 429.061, as it may be amended from time to time. After said hearing and adoption of the proposed assessments by City Council resolution, the City Administrator shall, on or before December 31st next following City actions concerning the City Code violation, transmit to the County Auditor a list of the assessments to be collected with the real estate taxes levied against the applicable parcel(s). The special assessments levied under this chapter shall be payable in installment(s) as the City Council may determine.

2. **City Code Section 54.02**, in the Chapter entitled "**Water**", is amended to read as follows:

§ 54.02 REPAIR OF LEAKS

It is the responsibility of the **property owner** to maintain the service pipe from the curb stop into the house or **any** other building. In case of failure upon the part of the **property owner** to repair any leak occurring in his or her service pipe within 24 hours after oral or written notice has been given the **property owner**, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately.

3. **City Code Section 55.04**, in the Chapter entitled "**Sewers**", is amended to add new Subsections to read as follows:

§ 55.04 REPAIR OF LEAKS AND/OR BLOCKAGES

(A) *General.* It is the responsibility of the property owner to maintain the sewer service line from the house, or any other building, to the City Sewer Main, including the connection to the main.

(B) *Blockages.* In the case of a blockage of the service line, the property owner shall be responsible for all costs to remove the blockage or replace the service line, including street and/or boulevard restoration.

(C) *Leaks.* In any case when the City discovers a leak in the sewer service line, written

notice shall be sent to the property owner requiring the repair of the sewer service line and all costs for the repair shall be the responsibility of the property owner. Repairs shall be made within 30 days from the date of the written notice unless less time is stated in the notice due to the severity of the leak. Failure of the property owner to make repairs within the time established in the written notice may result in the City shutting off the water service to the building or premises. The water service will not be turned on until a reconnection charge has been paid and the sewer service line has been repaired.

4. Existing City Code Section 55.04, entitled “**Unlawful Acts and Costs of Damage**”, shall be re-numbered as **City Code Section 55.05**.

5. Existing City Code Chapter 56, entitled “**Individual Sewage Treatment Systems**”, is hereby deleted in its entirety and replaced with the following **new Chapter 56**:

CHAPTER 56: INDIVIDUAL SEWAGE TREATMENT SYSTEMS

Section

- 56.01 Intent
- 56.02 Scope
- 56.03 Limitations for approval
- 56.04 Permits required
- 56.05 Non-conforming uses
- 56.06 Administration
- 56.07 Inspection
- 56.08 Future sewer hookup provisions

- 56.99 Penalty

§ 56.01 INTENT.

The objectives of this chapter are to provide all areas of the city with adequate and safe means of sewage disposal. In certain areas where the City of Windom wastewater disposal system is not available to a property, individual sewage treatment systems may be allowed under the specific requirements of this chapter.

§ 56.02 SCOPE.

Where differences in requirements of this chapter and other federal, state, county or city code provisions or regulations exist, the most restrictive requirements shall apply.

§ 56.03 LIMITATIONS FOR APPROVAL

(A) *General.* Prior to approval from the City, the following conditions must be met.

(1) *New systems.*

(a) The property must be located in an area that is more than 500 feet from any

City wastewater system or if the property owner can show that there are practical difficulties or natural features that make it infeasible to connect to the City wastewater system.

(b) There must be sufficient land to accommodate a compliant individual system without the need for a variance.

(2) *Annexed land.*

(a) Individual systems that are located on properties annexed into the City shall be allowed to remain as long as the conditions in (A)(1) above are met, in which case all provisions in § 56.07 will apply.

(3) *Existing Systems.*

(a) All existing systems, within six months of written notice from the City, shall be taken out of service unless the property owner submits a written request to the City according to § 56.04. When reviewing the request, the City must find that the conditions of (A)(1) above are met, in which case all provisions of § 56.07 will apply.

§ 56.04 PERMITS REQUIRED.

(A) It is unlawful for any person to install any individual sewage treatment system in the City without first obtaining permission from the City Utility Commission and the City Council, or the City Council's authorized representative. Property owners shall submit a written request to the City Wastewater Superintendent. The written request shall include the property address and reason for requesting an individual system as opposed to connecting to the city system.

(B) After the property owners have received permission from the City to install an individual sewage treatment system, a permit for the construction of the individual system shall be obtained from Cottonwood County. All forms, fees and submittal information shall be submitted to the County according to their requirements.

(C) Property owners shall provide the City Wastewater Superintendent with copies of all approved permits and construction drawings.

(D) All systems shall be subject to inspections and requirements set forth in § 56.07.

§ 56.05 NON-CONFORMING USES.

Any individual sewage treatment system or pertinent part thereof, irrespective of the date of original installation, which is not located, constructed or installed in accordance with the state or County's current regulations shall not be relocated or reconstructed without meeting all provisions of this chapter.

§ 56.06 ADMINISTRATION.

The City Wastewater Superintendent shall be responsible for the administration and enforcement of this chapter.

§ 56.07 INSPECTION.

(A) General.

(1) Property owners shall have all individual systems inspected according to State and County guidelines and requirements. Costs of inspections shall be the responsibility of the property owners.

(2) All existing systems shall be inspected prior to the City's approval allowing the system to remain in service.

(3) All new systems shall be inspected after installation and prior to being put into service.

(B) Periodic Inspections.

(1) All systems, whether new or existing, shall be inspected at least once every three years to determine that the system is still functioning properly and in compliance with all applicable regulations.

(2) Property owners are responsible for hiring a qualified inspector, at their cost, and submitting the inspection report to the County for review.

(3) The County shall submit copies of the inspection report and their review to the City Wastewater Superintendent.

(C) Substandard systems.

(1) If an inspection of a new system reveals any deficiency, the property owners shall be responsible for the correction of all defects. The property owners shall then request another inspection to verify that all defects have been corrected and that the system is in compliance with all requirements.

(a) No system shall be put into service until it has passed inspection and the County has approved the installation.

(2) If an inspection reveals any deficiency, the system shall be taken out of service. The property owners shall then be required to connect to the City wastewater system unless the property owners submit a written request and the procedures set forth in §56.04 are met and follow-up inspections determine that the system is compliant.

§ 56.08 FUTURE SEWER HOOKUP PROVISIONS.

In all new construction, provision must be made for possible future hookup to the City wastewater system when required by the Utility Commission or City Council.

§ 56.99 PENALTY.

Every person who violates a section, division, paragraph or provision of this chapter when he or she performs an act thereby prohibited or declared unlawful, or fails to act when the failure is thereby prohibited or declared unlawful, or performs an act prohibited or declared unlawful or fails to act when the failure is prohibited or declared unlawful by a code adopted by reference by this chapter and, upon conviction thereof, shall be punished as for a misdemeanor, except as otherwise stated in the specific provisions hereof.

6. Amend **City Code Section 150.16(A)**, in the City Code version adopted on August 1, 2023, to read as stated in the previous version of the City Code:

§ 150.16 PERMIT REQUIRED AND APPLICATION.

(A) It is unlawful for any person to move a building on any street without a moving permit issued by the City **EXCEPT** that if a manufactured home/structure permit, building permit, or zoning permit has been issued for the building, no moving permit will be required.

7. Amend **City Code Section 150.18(B)**, in the City Code version adopted on August 1, 2023, to read as stated in the previous version of the City Code:

(B) It is unlawful for any person to move a building without a permit required by the terms of this subchapter **unless the exception listed in § 150.16(A) is applicable.**

8. Amend **City Code Section 152.325**, in the City Code version adopted on August 1, 2023, to include language stated in the previous version of the City Code including Subsection 152.325(A) and language provided in new Subsection 152.325(B); re-letter subsequent Subsections after new Subsection 152.325(B); and amend the citation for re-lettered Subsection 152.325(D) made in several other subsections; and amend the re-lettered Subsection 152.325(H) to read as stated in the previous version of the City Code, all as follows:

ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS

§ 152.325 GENERAL REQUIREMENTS

(A) Each residential lot on which a principal dwelling has been constructed shall be allowed an accessory building(s) pursuant to the provisions set forth herein. All accessory buildings shall require a permit from the city.

(B) Accessory structures are to be used exclusively for the storage of household, yard, and related supplies and equipment.

(C) All accessory buildings shall be constructed of new materials and shall comply with all the requirements of the following section. Prior to the construction or installation of an accessory building or any structure listed in division (D) below, the property owner shall contact Gopher State One Call to determine the location of underground utilities.

(D) Buildings such as gazebos, outdoor living rooms, pool enclosures and similar buildings are not included in the calculation of total accessory floor area, but are subject to the ground coverage and setback requirements in the following section.

(E) No more than two detached accessory buildings and one structure listed in division (D) above shall be constructed or installed on any lot without a variance.

(F) Accessory buildings shall not occupy over 30% of the area of the rear yard.

(G) All structures on a lot, including the dwelling, any accessory building(s), and any structure listed in division (D) above, shall not occupy over 35% of the total lot area in R-1 Districts and shall not occupy over 40% of the total lot area in R-2 and R-3 Districts.

(H) No accessory building or structure, other than a fence or temporary construction, may be constructed prior to the time of construction of the principal building or structure on the lot except if the provisions set forth in Section 152.329 are applicable.

(I) No commercial business shall be conducted in a garage or accessory building on a residential lot except as permitted under § 152.350 et seq.

(J) No accessory building, other than a new building, may be moved into the city without a prior inspection of the building by the Windom Building Official. No accessory building may be relocated from one lot to another lot in the city without a prior inspection of the building by the Windom Building Official.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS that all other existing provisions set forth in City Code Chapters 10, 54, 55, 150, and 152 shall remain in full force and effect.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this
2nd day of January, 2024.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: December 19, 2023
2nd Reading: January 2, 2024
Adoption: January 2, 2024
Published: January 10, 2024

TITLE AND SUMMARY
OF
ORDINANCE NO. 197, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CERTAIN EXISTING CITY CODE SECTIONS AND ADDING NEW SECTIONS

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, it was necessary to amend and update specific chapters and sections of the City Code for the purposes set forth below.

NOW, THEREFORE, THE CITY OF WINDOM, MINNESOTA, HEREBY AMENDS THE CITY CODE OF THE CITY OF WINDOM BY ADOPTING REVISIONS TO THE FOLLOWING CODE SECTIONS.

The following is a summary of the Chapter, Section, Subsection Nos., and Titles in which revisions were made:

Chapter 10 – “General Provisions”

1. Section 10.99: “General Penalty and Enforcement” – Add new Subsections on “Recovery of Costs” including Subsection 10.99(F)(1) - “Personal Liability” and Subsection 10.99(F)(2) – “Assessment”;

Chapter 54 – “Water”

2. Section 54.02: “Repair of Leaks” – Amend to clarify responsibility for repairs to water infrastructure on private property;

Chapter 55 – “Sewers”

3. Section 55.04: “Repair of Leaks and/or Blockages” – Add new Subsections 55.04(A), 55.04(B), and 55.04(C);
4. Existing Section 55.04: “Unlawful Acts and Costs of Damage” – Renumber as Section 55.05;

Chapter 56 – “Individual Sewage Treatment Systems”

5. Chapter 56: Delete existing Chapter and replace with new Chapter 56;

Chapter 150 – “Building Regulations; Construction”

6. Subsection 150.16(A): “Permit Required and Application” (“Moving Buildings”) – Amend to reinstate language from previous City Code omitted in Ordinance No. 196, 2nd Series;
7. Subsection 150.18(B): “Permit Required and Application” (“Moving Buildings”) – Amend to reinstate language from previous City Code that was omitted in Ordinance No. 196, 2nd Series;

Chapter 152 – “Zoning”

8. Section 152.325: “General Requirements” (“Accessory Structures in Residential Districts”) – Amend Subsections 152.325(A) and 152.325(B) to reinstate language from previous City Code that was omitted in Ordinance No. 196, 2nd Series;

9. Existing Subsections 152.325(B) through (I): Re-letter as Subsections 152.325(C) through (J) and amend references to “division (C)” in the text to read “division (D)”; and

10. Re-lettered Subsection 152.325(H): Amend to reinstate language from previous City Code that was omitted in Ordinance No. 196, 2nd Series.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS that all other existing provisions set forth in City Code Chapters 10, 54, 55, 150, and 152 shall remain in full force and effect.

NOTICE: A COPY OF THE ENTIRE TEXT OF ORDINANCE NO. 197, 2ND SERIES AND A COPY OF THE AFFECTED SECTIONS AND CHAPTERS (as incorporated into Ordinance No. 197, 2nd Series) ARE AVAILABLE ON THE CITY’S WEBSITE AT www.windom-mn.com OR PRINTED COPIES ARE AVAILABLE FOR INSPECTION BY ANY PERSON AT:

Building & Zoning Office
Windom City Hall, 444 9th Street
Windom, MN 56101

During regular office hours (Monday thru Friday - 8:00 a.m. to 5:00 p.m.)

AND AT: Windom Public Library
904 4th Avenue, Windom, MN 56101

During regular library hours: Monday – 9:00 a.m. to 7:00 p.m.
Tuesday thru Friday – 9:00 a.m. to 5:30 p.m.
Saturday – 9:00 a.m. to 12:00 p.m.

ORDINANCE NO. 197, 2ND SERIES:

1st Reading: City Council Meeting – December 19, 2023
2nd Reading & Adoption: City Council Meeting – January 2, 2024
Publication – Title and Summary & Effective Date: January 10, 2024

This “Title and Summary” approved for publication by the Windom City Council on January 2, 2024.

CITY OF WINDOM
By Dominic Jones, Mayor

Attest: Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: January 2nd, 2024
RE: Burbach Aquatics, Inc Professional Services Agreement
DEPT: Pool
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Tim is recommending the City Council approve the Professional Services Agreement from Burbach Aquatics, Inc. This agreement is for the feasibility study which was approved by the Council.

Fiscal Impact

Money was budgeted in 2024 for the cost of the feasibility study.

AGREEMENT FOR PROFESSIONAL SERVICES

formph-0.015

This Agreement entered into on ____ day of _____, 2024, between the City of Windom, Minnesota (Owner) and Burbach Aquatics, Incorporated (BAI), is for Professional Services for the new Windom Swimming Pool.

Phase I, Step #2 - Develop New Construction Program

General: Professional service for Step #2 focus on an evaluation of the existing site; determination of optimum size; determination of the Community's aquatic programming needs; probable construction and operating costs; determination of the design of an aquatic facility to best meet the Community's needs and establishment of project concepts.

1. Perform an on-site technical analysis of up to three sites as part of Basic Service. The sites for the placement of a new aquatic facility are to be selected by the Owner. Burbach Aquatics, Inc. will prepare a rating table showing the numerical rating of each site. Our firm has developed rigid technical review requirements in which 18 categories of analyses are provided for each site, including field check of elevations and existing utilities, effect on surrounding neighbors, traffic patterns, accessibility for the users, etc.;
2. Review present and future projections of the Community's demographics;
3. Perform a marketing study including on-site evaluation of surrounding communities' aquatic facilities highlighting their relative strengths and programming;
4. Analyze recent swimming pool usage data provided by the Owner, analyzing demand for aquatics in the Community;
5. Review the Owner's existing and proposed programming to determine optimum programming needs and define which type of aquatic facility can best handle those needs. Develop a system wide approach to meeting the Community's aquatic needs for Owners with multiple aquatic facilities. Burbach Aquatics, Inc. will present a foam board presentation to the Owner illustrating different types of facilities and their respective uses;
6. From the above data, a detailed natant demand analysis will be completed, which will be used to determine the size of the proposed pool vessels. This demand will be calculated to meet the Community's present needs while, a second demand will be calculated, based on supplied demographics, for the next 25 years;
7. A conceptual plan of the proposed facilities will be developed based on the above data. Preparation of three versions of the conceptual plan of aquatic and recreation facilities is included in Basic Service. Conceptual plans will include a bathhouse or natatorium, pools including support areas (site amenities and other assets as appropriate);

8. Burbach Aquatics, Inc. will conduct up to three review and comment sessions with the Owner and interested Community groups to review the proposed conceptual plans and their associated programming, receiving Community input in the development of the final conceptual plan;

9. Burbach Aquatics, Inc. will evaluate and incorporate Owner and Community comments into the final conceptual plan. Individual components of the proposed facility will be analyzed taking into consideration issues such as maintenance, probable operating cost impacts, impact on the quality of the aquatic environment and serviceability;

10. Burbach Aquatics, Inc. will provide opinions of probable construction costs based on recommendations for the pool vessels, surge tanks, piping systems, filter systems, recirculation pumps, chemical systems, pool heaters, wading pools, deck equipment, splash pads, sanitary facilities, site amenities, bathhouses, mechanical buildings, and other project elements for a total of 32 categories;

11. Prepare overall final recommendations regarding the type and size of facilities, extent to which existing site facilities can be reused, location, demolition, phasing, etc.;

12. The labor to prepare six copies of the Step #2 report and the labor to prepare two foam boards are included in Basic Service;

13. Present findings to the Owner for review and approval;

14. A total of seven meetings are included in Basic Service. The trip schedule* for this Step is as follows:

- 1) Site visit to collect data for site ratings;
- 2) On-site evaluation of surrounding competing facilities to collect data;
- 3) Meet with Owner to review programming and conduct information meeting illustrating different types of facilities and their respective uses;
- 4) Meet with Owner to review the natant demand analysis and conceptual plans;
- 5) Conduct review sessions with Community groups;
- 6) Meet with Owner to review final conceptual plans and opinions of probable construction and operating costs;
- 7) Meet with Owner to review the final Step #2 report.

*This meeting schedule outline is suggested and can be varied to meet the Owner's specific needs.

Compensation for basic services for Phase I, Step #2 is a stipulated amount of \$4,450.00, plus reimbursables.

This Agreement adopts by reference the Proposal submitted by BAI, to the Owner, dated September 19, 2023. If a decision is made to proceed with the project the Owner understands

Attest: Steve Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 12/28/23
RE: Community Center/Arena : Part-Time Maintenance Worker
DEPT: Community Center/Arena
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

Director of Community Center and Arena recommends that the City Council approve the hiring of Evan Oltmans for the position at the wage of 15.77 per hour (Step 5) with a 6 month probationary period. Evan is currently an on-call part-time worker at the Community Center. This position allows for 20-28 hours per week as scheduled.

Issue Summary/Background

The Community Center is filling a previous part time worker position vacated in November. Evan is needed to work at events as well as set up and take down for events at the Community Center and Arena. We currently share 1 part-time employee with the arena and he will be working at the arena more in the winter season and at the Community Center as needed.

Fiscal Impact

The Community Center/Arena has budgeted hours for this part time position.

Attachments

1. No attachments

PAY ESTIMATE No. 7
CONSTRUCTION OF A TRUCK GARAGE ADDITION
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425306

For Period From: 11/01/2023 To: 11/30/2023
Contractor: Wilcon Construction Services LLC
Bid Date: May 4, 2023



SUMMARY

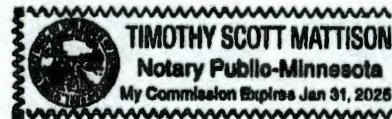
VALUE OF WORK COMPLETED TO DATE \$1,348,172.51
LESS RETAINAGE (5%) \$67,408.63
TOTAL AMOUNT DUE INCLUDING THIS PAYMENT \$1,280,763.88
LESS ESTIMATES PREVIOUSLY APPROVED
Pay Estimate No. 1 \$346,137.50
Pay Estimate No. 2 \$95,077.10
Pay Estimate No. 3 \$249,154.30
Pay Estimate No. 4 \$31,806.95
Pay Estimate No. 5 \$185,802.87
Pay Estimate No. 6 \$224,916.14
Pay Estimate No. 7
Pay Estimate No. 8
Pay Estimate No. 9
Pay Estimate No. 10
Pay Estimate No. 11
Pay Estimate No. 12
TOTAL AMOUNT DUE THIS ESTIMATE \$147,869.02

ORIGINAL CONTRACT PRICE \$1,422,793.95
EXPECTED FINAL CONTRACT COST (w/C.O.s, Additions & Deletions) \$1,422,793.95
LESS TOTAL PAYMENTS, INCLUDING THIS PAYMENT \$1,280,763.88
EXPECTED CONTRACT BALANCE AFTER THIS PAYMENT \$142,030.07
% OF EXPECTED FINAL CONTRACT PRICE PAID, INCL. THIS PAYMENT 90%

The undersigned Contractor hereby certifies that payment has been made in full for all labor and materials incorporated in the project to date, in accordance with the terms of the Construction Contract.

By WILCON CONSTRUCTION SERVICES, LLC, Contractor

By Kristen Bentley CFO Date 12-5-2023



Timothy S. Mattison

CERTIFICATE

THE AMOUNT OF \$147,869.02 IS APPROVED FOR PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT.

CITY OF WINDOM ELECTRIC DEPARTMENT, Owner

By _____

Title _____

Date _____

Jason L...
12-8-23

DGR ENGINEERING, Engineer

By Thomas Z...

Title Project Engineer

Date 12/6/2023

PAY ESTIMATE No. 7

CONSTRUCTION OF A TRUCK GARAGE ADDITION
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425306

For Period From: 11/01/2023 To: 11/30/2023
Contractor: Wilcon Construction Services LLC
Bid Date: May 4, 2023



Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
C1	Excavation and Embankment (cu. yd.)	500	\$ 81.25		\$ 81.25	\$ 40,625.00	500	100%	\$ 40,625.00			\$ -
C2	12" granular building fill (tons)	575	\$ 33.75	\$ 12.50	\$ 46.25	\$ 26,593.75	575	100%	\$ 26,593.75			\$ -
C3	12" Subgrade Preparation (sq. yd.)	900	\$ 11.25		\$ 11.25	\$ 10,125.00	900	100%	\$ 10,125.00			\$ -
C4	7" PCC Surfacing (sq. yd.)	125	\$ 43.62	\$ 49.50	\$ 93.12	\$ 11,640.00	125	100%	\$ 11,640.00			\$ -
C5	Pavement Removal (sq. yd.)	250	\$ 28.75		\$ 28.75	\$ 7,187.50	250	100%	\$ 7,187.50			\$ -
C6	12" Class 5 Surfacing (tons)	600	\$ 25.00	\$ 16.25	\$ 41.25	\$ 24,750.00	600	100%	\$ 24,750.00			\$ -
C7	PVC Water Service (ln. ft.)	115	\$ 70.00	\$ 7.50	\$ 77.50	\$ 8,912.50	115	100%	\$ 8,912.50			\$ -
C8	6" SDR-26 PVC Sanitary Sewer Service (ln. ft.)	65	\$ 142.50	\$ 20.00	\$ 162.50	\$ 10,562.50	65	100%	\$ 10,562.50			\$ -
C9	8" PVC Roof Drain (ln. ft.)	202	\$ 85.00	\$ 20.00	\$ 105.00	\$ 21,210.00	202	100%	\$ 21,210.00			\$ -
C10	4" Perforated Subdrain (ln. ft.)	225	\$ 8.75	\$ 10.00	\$ 18.75	\$ 4,218.75	225	100%	\$ 4,218.75			\$ -
C11	Curb Stop w/ box (ea.)	1	\$ 1,250.00	\$ 2,500.00	\$ 3,750.00	\$ 3,750.00	1	100%	\$ 3,750.00			\$ -
C12	Sanitary Sewer Cleanout (ea.)	1	\$ 1,025.00	\$ 750.00	\$ 1,775.00	\$ 1,775.00	1	100%	\$ 1,775.00			\$ -
C13	Storm Sewer Cleanout (ea.)	3	\$ 1,125.00	\$ 1,375.00	\$ 2,500.00	\$ 7,500.00	3	100%	\$ 7,500.00			\$ -
C14	Connect to Existing Sanitary Service Tee (ea.)	1	\$ 4,282.50	\$ 312.50	\$ 4,595.00	\$ 4,595.00	1	100%	\$ 4,595.00			\$ -
C15	Corporation Stop (ea.)	1	\$ 1,015.00	\$ 1,125.00	\$ 2,140.00	\$ 2,140.00	1	100%	\$ 2,140.00			\$ -
C16	Connect to Existing Storm Outlet (ea.)	1	\$ 1,093.75	\$ 437.50	\$ 1,531.25	\$ 1,531.25	1	100%	\$ 1,531.25			\$ -
C17	Pipe Bollards (ea.)	4	\$ 391.00	\$ 984.00	\$ 1,375.00	\$ 5,500.00	4	100%	\$ 5,500.00			\$ -
C18	Silt Fence (ln. ft.)	250	\$ 5.00	\$ 1.25	\$ 6.25	\$ 1,562.50	250	100%	\$ 1,562.50			\$ -
C19	SWPPP compliance (ea.)	1	\$ 6,400.00	\$ 3,125.00	\$ 9,525.00	\$ 9,525.00	0.96	96%	\$ 9,124.95	0.16	16%	\$ 1,504.95
C20	Seeding, Fertilizing and Mulching (as req.)	1	\$ 4,500.00	\$ 2,125.00	\$ 6,625.00	\$ 6,625.00	1	100%	\$ 6,625.00	1	100%	\$ 6,625.00
C21	Clearing and Grubbing (as req.)	1	\$ 6,125.00		\$ 6,125.00	\$ 6,125.00	1	100%	\$ 6,125.00			\$ -
M22	Building Core-out & Disposal	1,780	\$ 31.25		\$ 31.25	\$ 55,625.00	1,780	100%	\$ 55,625.00			\$ -
M23	6" Granular Fill (cu. yd.)	150	\$ 40.00	\$ 12.50	\$ 52.50	\$ 7,875.00	150	100%	\$ 7,875.00			\$ -
M24	Embankment Borrow (cu. yd.)	1,630	\$ 42.50	\$ 12.50	\$ 55.00	\$ 89,650.00	1,630	100%	\$ 89,650.00			\$ -

PAY ESTIMATE No. 7

CONSTRUCTION OF A TRUCK GARAGE ADDITION

CITY OF WINDOM ELECTRIC DEPARTMENT

DGR Project Number 425306

For Period From: 11/01/2023 To: 11/30/2023

Contractor: Wilcon Construction Services LLC

Bid Date: May 4, 2023



Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
A1	New wood-framed building (as req'd)	1	\$ 154,412.00	\$ 368,000.00	\$ 522,412.00	\$ 522,412.00	0.97	97%	\$ 504,127.58	0.15	15%	\$ 80,451.45
S1	Foundation, building (as req'd.)	1	\$ 31,894.00	\$ 22,605.00	\$ 54,499.00	\$ 54,499.00	1	100%	\$ 54,499.00			\$ -
S2	Concrete floor, building (as req'd)	1	\$ 26,725.00	\$ 36,496.00	\$ 63,221.00	\$ 63,221.00	1	100%	\$ 63,221.00			\$ -
M1	Plumbing system, building (as req'd.)	1	\$ 12,500.00	\$ 35,625.00	\$ 48,125.00	\$ 48,125.00	0.52	52%	\$ 24,918.75	0.208	21%	\$ 10,000.00
M2	HVAC system, building (as req'd.)	1	\$ 12,500.00	\$ 64,360.00	\$ 76,860.00	\$ 76,860.00	0.79	79%	\$ 60,648.28	0.09	9%	\$ 7,000.00
M3	Fuel System (as req'd)	1	\$ 15,000.00	\$ 43,798.00	\$ 58,798.00	\$ 58,798.00	1.00	100%	\$ 58,798.00	0.20	20%	\$ 11,877.20
G1	Mobilization (as req'd)	1	\$ 38,200.00	\$ 46,500.00	\$ 84,700.00	\$ 84,700.00	1	100%	\$ 84,700.00			\$ -
G2	General construction allowance (as req'd.)	1	\$ 50,000.00		\$ 50,000.00	\$ 50,000.00	0.67	67%	\$ 33,481.00			\$ -
ALTERNATE ADDER #1												
AC1	7" PCC Surfacing (sq. yd.)	805	\$ 29.70	\$ 40.34	\$ 70.04	\$ 56,382.20	805	100%	\$ 56,382.20			\$ -
ALTERNATE ADDER #2												
AA2	Standing seam roof system (as req'd)	1	\$ 12,500.00	\$ 25,693.00	\$ 38,193.00	\$ 38,193.00	1	100%	\$ 38,193.00	1	100%	\$ 38,193.00

TOTAL CONTRACT PRICE: \$1,422,793.95

TOTAL TO DATE: \$1,348,172.51

CONTRACT TOTAL

THIS PERIOD: \$155,651.60

PAY ESTIMATE No. 2
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 11/01/2023 To: 11/30/2023
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023



SUMMARY

VALUE OF WORK COMPLETED TO DATE	\$509,023.52	ORIGINAL CONTRACT PRICE	\$5,563,762.48
LESS RETAINAGE (5%)	\$25,451.18	EXPECTED FINAL CONTRACT COST (w/C.O.s, Additions & Deletions)	\$5,563,762.48
TOTAL AMOUNT DUE INCLUDING THIS PAYMENT	\$483,572.34	LESS TOTAL PAYMENTS, INCLUDING THIS PAYMENT	\$483,572.34
LESS ESTIMATES PREVIOUSLY APPROVED		EXPECTED CONTRACT BALANCE AFTER THIS PAYMENT	\$5,080,190.14
Pay Estimate No. 1	\$218,220.30	% OF EXPECTED FINAL CONTRACT PRICE PAID, INCL. THIS PAYMENT	9%
Pay Estimate No. 2			
Pay Estimate No. 3			
Pay Estimate No. 4			
Pay Estimate No. 5			
Pay Estimate No. 6			
Pay Estimate No. 7			
Pay Estimate No. 8			
Pay Estimate No. 9			
Pay Estimate No. 10			
Pay Estimate No. 11			
Pay Estimate No. 12			
TOTAL AMOUNT DUE THIS ESTIMATE	\$265,352.04		

The undersigned Contractor hereby certifies that payment has been made in full for all labor and materials incorporated in the project to date, in accordance with the terms of the Construction Contract.

By WILCON CONSTRUCTION SERVICES, LLC, Contractor

By John Hoffman Date 12.4.2023

CERTIFICATE

THE AMOUNT OF \$265,352.04 IS APPROVED FOR PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT.

CITY OF WINDOM ELECTRIC DEPARTMENT, Owner

By _____
Title _____
Date _____

Jason J. J.
12-8-23

DGR ENGINEERING, Engineer

By Thomas Ziv
Title Project Engineer
Date 12/4/2023

Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
D1	Removal of the existing vehicle storage building above grade (as req'd)	1	\$ 25,912.00	\$ 12,088.00	\$ 38,000.00	\$ 38,000.00	0.80	80%	\$ 30,400.00	0.48	48%	\$ 18,392.00
D2	Removal of existing concrete, including vehicle storage slab and fdms (cu. yd.) (refer to drawing S1)	320	\$ 65.87	\$ 65.87	\$ 131.74	\$ 42,156.80	320	100%	\$ 42,156.80	320	100%	\$ 42,156.80
C1	Embankment Borrow (cu. yd.)	2,200	\$ 28.83	\$ 28.83	\$ 57.66	\$ 126,852.00	700	32%	\$ 40,362.00	700	32%	\$ 40,362.00
C2	Building Subsoils Core-out & Disposal (cu. yd.)	1,880	\$ 22.65	\$ 22.65	\$ 45.30	\$ 85,164.00	1,880	100%	\$ 85,164.00	1,880	100%	\$ 85,164.00
C3	12" Subgrade Preparation (sq. yd.)	620	\$ 2.94	\$ 2.94	\$ 5.88	\$ 3,645.60			\$ -			\$ -
C4	Class 5 Base (tons)	100	\$ 17.65	\$ 17.65	\$ 35.30	\$ 3,530.00			\$ -			\$ -
C5	7" PCC Surfacing (sq. yd.)	620	\$ 36.22	\$ 49.28	\$ 85.50	\$ 53,010.00			\$ -			\$ -
C6	6" PCC Sidewalk (sq. yd.)	30	\$ 36.22	\$ 49.28	\$ 85.50	\$ 2,565.00			\$ -			\$ -
C7	Landscaping Rock (tons)	15	\$ 103.00	\$ 103.00	\$ 206.00	\$ 3,090.00			\$ -			\$ -
C8	Crushed Substation Rock (tons)	15	\$ 75.30	\$ 75.30	\$ 150.60	\$ 2,259.00			\$ -			\$ -
C9	Pavement Removal (sq. yd.)	790	\$ 4.70	\$ 4.70	\$ 9.40	\$ 7,426.00	790	100%	\$ 7,426.00	790	100%	\$ 7,426.00
C10	Sanitary Sewer Service (ln. ft.)	50	\$ 76.47	\$ 76.47	\$ 152.94	\$ 7,647.00	50	100%	\$ 7,647.00	50	100%	\$ 7,647.00
C11	Roof Drainline (ln. ft.)	160	\$ 55.88	\$ 55.88	\$ 111.76	\$ 17,881.60			\$ -			\$ -
C12	4" Perforated Subdrain (ln. ft.)	100	\$ 17.65	\$ 17.65	\$ 35.30	\$ 3,530.00			\$ -			\$ -
C13	Sanitary Sewer Cleanout (ea.)	1	\$ 835.29	\$ 835.29	\$ 1,670.58	\$ 1,670.58	1	100%	\$ 1,670.58	1	100%	\$ 1,670.58
C14	Storm Sewer Cleanout (ea.)	3	\$ 1,175.88	\$ 1,175.88	\$ 2,351.76	\$ 7,055.28			\$ -			\$ -
C15	Connect to Existing Sanitary Sewer (ea.)	1	\$ 2,344.70	\$ 2,344.70	\$ 4,689.40	\$ 4,689.40	1	100%	\$ 4,689.40	1	100%	\$ 4,689.40
C16	Connect to Existing Storm Sewer (ea.)	1	\$ 1,877.00	\$ 1,877.00	\$ 3,754.00	\$ 3,754.00	1	100%	\$ 3,754.00	1	100%	\$ 3,754.00
C17	Pipe Bollard (ea.)	14	\$ 506.25	\$ 1,125.00	\$ 1,631.25	\$ 22,837.50			\$ -			\$ -
C18	PCC Stairs with Railings (ea.)	1	\$ 5,760.00	\$ 5,850.00	\$ 11,610.00	\$ 11,610.00			\$ -			\$ -
C19	Silt fence/wattles/rock socks (ln. ft.)	50	\$ 7.06	\$ 7.06	\$ 14.12	\$ 706.00			\$ -			\$ -
C20	SWPPP management (ea.)	1	\$ 5,441.76	\$ 5,441.76	\$ 10,883.52	\$ 10,883.52	0.30	30%	\$ 3,265.06	0.30	30%	\$ 3,265.06
C21	Seeding, Fertilizing and Mulching (as req.)	1	\$ 4,275.00	\$ 2,018.75	\$ 6,293.75	\$ 6,293.75			\$ -			\$ -

Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
C22	Clearing and Grubbing (as req'd)	1	\$ 735.30	\$ 735.30	\$ 1,470.60	\$ 1,470.60	1	100%	\$ 1,470.60	1	100%	\$ 1,470.60
A1	Building envelope components (as req'd)	1	\$ 141,072.00	\$ 261,990.00	\$ 403,062.00	\$ 403,062.00			\$ -			\$ -
A2	Interior components (as req'd)	1	\$ 375,172.00	\$ 202,015.00	\$ 577,187.00	\$ 577,187.00			\$ -			\$ -
A3	Temporary Enclosure (as req'd)	1	\$ 14,117.00	\$ 9,822.00	\$ 23,939.00	\$ 23,939.00	1	100%	\$ 23,939.00			\$ -
S1	Foundation, bldg footings, fdtn walls, trenches, slab, and engine fdtns (as req'd.)	1	\$ 26,065.00	\$ 26,065.00	\$ 52,130.00	\$ 52,130.00	0.30	30%	\$ 15,639.00	0.30	30%	\$ 15,639.00
S2	Foundation, Transformer Manhole (as req'd)	1	\$ 26,065.00	\$ 26,065.00	\$ 52,130.00	\$ 52,130.00			\$ -			\$ -
S3	Foundation, Exhaust Stacks (as req'd)	2	\$ 13,032.00	\$ 13,032.00	\$ 26,064.00	\$ 52,128.00			\$ -			\$ -
S4	Trench covers and associated steel supports (as req'd)	2	\$ 13,032.00	\$ 13,032.00	\$ 26,064.00	\$ 52,128.00			\$ -			\$ -
S5	Concrete masonry walls and masonry wall modification (as req'd)	1	\$ 34,100.00	\$ 34,100.00	\$ 68,200.00	\$ 68,200.00			\$ -			\$ -
S6	Installation of the floor opening, hoist, and hoist support structure (as req'd)	1	\$ 8,823.00	\$ 12,352.00	\$ 21,175.00	\$ 21,175.00			\$ -			\$ -
S7	Structural Steel and metal deck (as req'd)	1	\$ 241,334.00	\$ 606,373.00	\$ 847,707.00	\$ 847,707.00	0.04	4%	\$ 35,603.69			\$ -
M1	Plumbing System (as req'd)	1	\$ 111,705.00	\$ 208,811.00	\$ 320,516.00	\$ 320,516.00	0.03	3%	\$ 8,012.90	0.03	3%	\$ 8,012.90
M2	HVAC System, Office Area (as req'd)	1	\$ 87,799.00	\$ 154,176.00	\$ 241,975.00	\$ 241,975.00	0.10	10%	\$ 24,197.50			\$ -
M3	Building Ventilation System, Generation Plant (as req'd)	1	\$ 40,000.00	\$ 467,694.00	\$ 507,694.00	\$ 507,694.00			\$ -			\$ -
M4	Compressed Air System (as req'd)	1	\$ 15,588.00	\$ 38,235.00	\$ 53,823.00	\$ 53,823.00			\$ -			\$ -
M5	Engine Cooling System (as req'd)	2	\$ 36,170.00	\$ 61,323.00	\$ 97,493.00	\$ 194,986.00			\$ -			\$ -
M6	Engine Exhaust System (as req'd)	2	\$ 23,294.00	\$ 32,776.00	\$ 56,070.00	\$ 112,140.00			\$ -			\$ -
M7	Fuel System (as req'd)	1	\$ 32,352.00	\$ 21,470.00	\$ 53,822.00	\$ 53,822.00			\$ -			\$ -
M8	Urea System (as req'd)	1	\$ 19,505.00	\$ 26,176.00	\$ 45,681.00	\$ 45,681.00			\$ -			\$ -
E1	Control Panel Modifications (as req'd)	1	\$ 3,529.00	\$ 8,824.00	\$ 12,353.00	\$ 12,353.00			\$ -			\$ -
E2	Station service transformer installation (each)	1	\$ 22,059.00	\$ 20,588.00	\$ 42,647.00	\$ 42,647.00			\$ -			\$ -
E3	Switchgear room electrical equipment (as req'd)	1	\$ 7,294.00	\$ 22,941.00	\$ 30,235.00	\$ 30,235.00			\$ -			\$ -
E4	Generator room and roof electrical equipment (as req'd)	1	\$ 17,647.00	\$ 32,352.00	\$ 49,999.00	\$ 49,999.00			\$ -			\$ -
E5	Existing generation plant modifications (as req'd)	1	\$ 5,882.00	\$ 5,647.00	\$ 11,529.00	\$ 11,529.00			\$ -			\$ -

Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
E6	Office building modifications (as req'd)	1	\$ 23,529.00	\$ 11,176.00	\$ 34,705.00	\$ 34,705.00			\$ -			\$ -
E7	Substation fence modifications (as req'd)	1	\$ 5,294.00	\$ 8,235.00	\$ 13,529.00	\$ 13,529.00			\$ -			\$ -
E8	Generation plant lighting and power (as req'd)	1	\$ 66,176.00	\$ 34,000.00	\$ 100,176.00	\$ 100,176.00	0.12	12%	\$ 11,720.59			\$ -
E9	Cable tray additions (as req'd)	1	\$ 52,941.00	\$ 26,471.00	\$ 79,412.00	\$ 79,412.00			\$ -			\$ -
E10	Grounding additions (as req'd)	1	\$ 20,588.00	\$ 10,118.00	\$ 30,706.00	\$ 30,706.00			\$ -			\$ -
E11	Neutral grounding reactors (each)	2	\$ 7,353.00	\$ 16,706.00	\$ 24,059.00	\$ 48,118.00			\$ -			\$ -
E12	Generator power cable 15 kV (3) 1/0 AWG Cu. (ft.)	380	\$ 12.35	\$ 42.35	\$ 54.70	\$ 20,786.00			\$ -			\$ -
E13	Generator neutral cable 15 kV (1) 1/0 AWG Cu. (ft.)	50	\$ 10.00	\$ 22.65	\$ 32.65	\$ 1,632.50			\$ -			\$ -
E14	Generator neutral cable 600 V (1) 1/0 AWG Cu. (ft.)	360	\$ 5.60	\$ 22.65	\$ 28.25	\$ 10,170.00			\$ -			\$ -
E15	Primary station service cable, 15 kV, (3) 1/0 Str. Al. (ft.)	210	\$ 16.18	\$ 47.35	\$ 63.53	\$ 13,341.30			\$ -			\$ -
E16	Secondary station service cable, 600 V, (4) #350 Str. Cu. (ft.)	150	\$ 17.65	\$ 48.82	\$ 66.47	\$ 9,970.50			\$ -			\$ -
E17	Secondary station service cable, 600 V, (4) #4/0 Str. Cu. (ft.)	75	\$ 16.47	\$ 46.77	\$ 63.24	\$ 4,743.00			\$ -			\$ -
E18	(4) Conductor #4/0, 4/C-4/0 (ft.)	60	\$ 16.47	\$ 46.77	\$ 63.24	\$ 3,794.40			\$ -			\$ -
E19	(4) Conductor #2/0, 4/C-2/0 (ft.)	60	\$ 14.12	\$ 43.00	\$ 57.12	\$ 3,427.20			\$ -			\$ -
E20	(4) Conductor #1/0, 4/C-1/0 (ft.)	60	\$ 12.94	\$ 41.00	\$ 53.94	\$ 3,236.40			\$ -			\$ -
E21	(4) Conductor #2, 4/C-2 VFD (ft.)	700	\$ 7.06	\$ 14.71	\$ 21.77	\$ 15,239.00			\$ -			\$ -
E22	(4) Conductor #4, 4/C-4 (ft.)	260	\$ 5.88	\$ 17.35	\$ 23.23	\$ 6,039.80			\$ -			\$ -
E23	(4) Conductor #4, 4/C-4 VFD (ft.)	380	\$ 5.88	\$ 17.35	\$ 23.23	\$ 8,827.40			\$ -			\$ -
E24	(4) Conductor #6, 4/C-6 (ft.)	120	\$ 5.88	\$ 16.30	\$ 22.18	\$ 2,661.60			\$ -			\$ -
E25	(4) Conductor #6, 4/C-6 VFD (ft.)	640	\$ 5.88	\$ 16.30	\$ 22.18	\$ 14,195.20			\$ -			\$ -
E26	(2) Conductor #8, 2/C-8 (ft.)	170	\$ 3.53	\$ 15.00	\$ 18.53	\$ 3,150.10			\$ -			\$ -
E27	(4) Conductor #8, 4/C-8 (ft.)	215	\$ 4.71	\$ 15.00	\$ 19.71	\$ 4,237.65			\$ -			\$ -
E28	(2) Conductor #12, 2/C-12 (ft.)	680	\$ 3.53	\$ 12.00	\$ 15.53	\$ 10,560.40			\$ -			\$ -
E29	(3) Conductor #12, 3/C-12 (ft.)	5,685	\$ 3.53	\$ 14.71	\$ 18.24	\$ 103,694.40			\$ -			\$ -

PAY ESTIMATE No. 2
 CONSTRUCTION OF A GENERATION PLANT
 CITY OF WINDOM ELECTRIC DEPARTMENT
 DGR Project Number 425305

For Period From: 11/01/2023 To: 11/30/2023
 Contractor: Wilcon Construction Services LLC
 Bid Date: August 9, 2023



Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE				WORK COMPLETED TO DATE (Including this Pay Period)			WORK COMPLETED THIS PERIOD		
			Labor	Material	L & M	Ext. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
E30	(4) Conductor #12, 4/C-12 (ft.)	450	\$ 4.71	\$ 16.71	\$ 21.42	\$ 9,639.00			\$ -			\$ -
E31	(2) Conductor #14, 2/C-14 (ft.)	3,810	\$ 2.36	\$ 12.06	\$ 14.42	\$ 54,940.20			\$ -			\$ -
E32	(12) Conductor #14, 12/C-14 (ft.)	1,420	\$ 8.24	\$ 12.06	\$ 20.30	\$ 28,826.00			\$ -			\$ -
E33	(2) Conductor #16 Shielded, 2/C-16S (ft.)	780	\$ 2.36	\$ 9.65	\$ 12.01	\$ 9,367.80			\$ -			\$ -
E34	(3) Conductor #16 Shielded, 3/C-16S (ft.)	640	\$ 2.95	\$ 3.35	\$ 6.30	\$ 4,032.00			\$ -			\$ -
E35	Cat 6 cables (as req'd)	1	\$ 206.00	\$ 2,530.00	\$ 2,736.00	\$ 2,736.00			\$ -			\$ -
G1	General conditions (as req'd)	1	\$ 438,812.00		\$ 438,812.00	\$ 438,812.00	0.20	20%	\$ 87,762.40	0.09	9%	\$ 39,668.60
G2	Mobilization (as req'd)	1	\$ 74,143.00		\$ 74,143.00	\$ 74,143.00	1	100%	\$ 74,143.00			\$ -
G3	General construction allowance (as req'd.)	1	\$ 100,000.00		\$ 100,000.00	\$ 100,000.00			\$ -			\$ -

TOTAL CONTRACT PRICE: \$5,563,762.48

TOTAL TO DATE: \$509,023.52

CONTRACT TOTAL

THIS PERIOD: \$279,317.94



305 LEGION FIELD ROAD
MARSHALL, MN 56258

TEL / 507.537.9779
FAX / 507.537.9473

sussner@sussnerconstruction.com
www.sussnerconstruction.com

CHANGE ORDER REQUEST

DATE: 12/07/2023

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

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

RE: Job Cost Savings Re: PR 004

DISCRIPTION:

PR 004 is a deduct for the custom color coil stock on the metal panels and a deduct for eliminating 20' of concrete ramp at the exterior.

Deduct Special Color Coil Stock	(\$6,063.00)
Deduct 20' of Concrete Exterior Ramp	
Materials	(\$850.00)
Labor	(\$675.00)
Total Deduct	(\$7,588.00)



305 LEGION FIELD ROAD
MARSHALL, MN 56258

TEL / 507.537.9779
FAX / 507.537.9473

sussner@sussnerconstruction.com
www.sussnerconstruction.com

CHANGE ORDER REQUEST

DATE: 11/27/2023

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

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

RE: Architects PR001R

DISCRIPTION:

PR001R is to furnish and install 2) carbon monoxide detectors.

Sub	\$ 500.00
Margin (6%)	\$ 30.00
TOTAL	\$ 530.00

cc: Attachment



From: Mears Electric Inc.
76 Pleasant View Dr
Slayton Mn 56172
507-829-7009

Proposal Submitted to: Sussner Construction
Date: 10-25-23
Attention: PR001R

We hereby submit specifications and estimates for:

Included:

This quote will provide material and labor to install (2) hard wired CO2 Detectors in identified locations. .

Excluded:

Any work not mentioned above. Painting and or sheet rock repair.

We Propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:

Labor: \$500.00

Payment to be made as follows:

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be become an extra charge over and above the estimate. Orders will not be accepted until initial 30% payment is received. We reserve the right to delay engineering, manufacturing, shipping and construction if payment on invoice(s) are not paid in accordance with stated terms and payment schedule. All terms of payment are subject to approval by our Credit Department. "Pay when Paid" terms will not be accepted. Liquidated damages and any other damages associated with delay will not be accepted. Past Due Invoices will be charged a service charge of 1.5% per month

Date of Acceptance:

Authorizing Personal:

Signature_____

Authorized
Mears Electric Inc.-Owner

Signature_____ Trevor J. Humphrey Owner_____