

Council Meeting
Tuesday, July 16, 2024
City Council Chambers
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – June 24-25, 2024 & July 2, 2024
 - Utility Commission - June 26, 2024
 - EDA Commission – July 8, 2024
 - Community Center Commission – July 8, 2024
 - Planning Commission – July 9, 2024
 - Library Board – July 9, 2024
 - Park & Recreation Commission – July 10, 2024
 - HRA – July 10, 2024
- License Application
 - Amplification Permits
 - Night to Unite – Aug 6th, 2024
 - Cottonwood County Ag Society – August 7-10, 2024
- Regular Bills

2. Resolution Expressing Appreciation

- Tim Hacker
- Kim Powers

3. Public Comment – William Hanson – Flood-Related Permits

4. Department Heads

5. Night to Unite Proclamation

6. Flood Emergency Update

- Information Update
- Resolution Extending
- Funding Options

7. Planning Commission – Variance – 1875 Red Leaf Court

8. Street Closure Request

- Hotdog Night– July 25th - (4 – 8 p.m.)
- Night to Unite – August 6th - (5-7 p.m.)

9. Park & Recreation Commission – Recommendation – Island Park Dump Station

10. Liquor Store – Declaration of Surplus Equipment & Proposed Disposition

11. Personnel – Hiring Recommendation

- Community Center – Administrative Assistant
- Electric Dept. – Seasonal Temporary Line worker

12. New Business

13. Old Business

14. Council Comments

Adjourn



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**Special Council Meeting
City Hall, Council Chamber
June 24, 2024
1:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: James Nelson (June 25)

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jon Ketzenberg, Streets & Parks Superintendent; Ben Derickson, Fire Chief; Ryan Anderson, Water\Wastewater Superintendent; Kristen Porath, Ambulance Director; Tim Snyder, Community Center Director; Tim Hogan, Recreation Director; Tiffany Lamb, EDA Director; Donna Torkelson, Finance Director; Todd Severson, Building Official; Preston Rossow, Electric Foreman; Denise Nichols, Finance\Information Analyst and Mary Hensen, Senior Administrative Assistant **(Includes both June 24 & 25 meetings)**

3. Pledge of Allegiance

4. Resolution Extending the Period of a Mayor-Declared Emergency:

Jones said that the recent flooding caused by heavy rains and ground saturation moved him to make an Emergency Proclamation (No. 2024 – 1) on June 21, 2024. The Council action requested is to extend this local emergency. He noted that the Emergency Management team consisting of State, County and local officials is meeting twice a day to assess the situation and to direct the resources responding. The predicted flooding is worse than the 2018 and 2019 events and the National Weather Service is predicting a 26-foot river crest. Flooding is occurring along the river, Perkins Creek and at Cottonwood Lake.

Council Member Grunig introduced the Resolution No. 2024-25, entitled “A RESOLUTION ENACTED UNDER AUTHORITY OF MINNESOTA STATUTES SECTIONS 12.29 AND 12.37 TO EXTEND THE PERIOD OF A MAYOR-DECLARED LOCAL EMERGENCY” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Nelson, Grunig, Esplan, Quade and Benson Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Nasby showed maps of the FEMA flood plain and noted that Island Park is at 1353.8 ground elevation and the 500-year flood plain is at 1360. The NWS prediction of 26-foot river crest is indicated as being equal to 1357.88 ground elevation.

Preliminary

Ben Derickson, Fire Chief, said the department will go out door to door in the potentially impacted area and let them know of the situation and provide information if the property owners choose to evacuate.

Preston Rossow, Electric Foreman, said their main concern is the primary feed for south Windom that runs through Island Park. The equipment is supposed to be flood proof to a certain level, but the City has requested a temporary generator should it be needed if that primary feed fails.

Scott Peterson, Police Chief, asked the public not to drive around the street barricades and citations will be issued for violations.

Jones said the City is working with the County on a debris removal plan and working to set up a drop-off site at the High School and at the landfill.

Consensus of the City Council to use City funds if needed to help off-set landfill costs associated with the debris clean-up, but likely that much will be FEMA reimbursed.

Nasby said that officials from both Senate offices, Congresswoman Fischbach and the Governor's offices have reached out. He noted that State Senator Bill Weber is present along with State Representative Fogelman and a representative from Congresswoman Fischbach's office. All provided encouragement and support for the community.

Jones reminded the public not to drive around the barricades and stay out of flood waters.

Benson noted both kids and adults wading in the flood waters and asked them to stay out as water is unsafe with currents and/or contaminants. He thanked City staff for all their work.

Quade thanked the City staff and volunteers helping.

Nasby thanked the volunteers doing the sandbagging.

Jones again noted this event is worse than the 2018 and 2019 floods.

Chief Peterson noted that Island Park is closed and encouraged people to be careful.

5. New Business:

None.

6. Recess:

Jones said the Council would recess this meeting and resume at the Call of the Mayor. The meeting was recessed at 2:02 pm.

7. Reconvened Emergency Meeting:

Jones called the re-convened Emergency City Council meeting to order at 1:00 pm on June 25, 2024.

Nasby said there are two items needed for the US Army Corps of Engineers assistance to the City. Both a resolution and agreement need to be approved. The City did get a shipment of sandbags from the US Army Corps of Engineers which has been received and put into service with the sand bagging efforts.

Council Member Benson introduced the Resolution No. 2024-26, entitled "REQUEST FOR EMERGENCY FLOOD ASSISTANCE" and moved its adoption. The Resolution was seconded

by Quade and on roll call vote: Aye: Grunig, Esplan, Quade and Benson Nay: None. Absent: Nelson. Abstain: None. Resolution passed 4 – 0.

Motion by Benson second by Grunig to approve a Cooperation Agreement Between the United States of America and City of Windom for Emergency Flood Assistance (33 CFR 203.31). Motion carried 4 – 0.

Jones said he wanted to provide an update on the flood and response activities. He said that KDOM radio and the Citizen newspaper are putting out information as well as through the Cottonwood County Emergency Management Facebook page. All information goes through the Emergency Management office and then out for dissemination. He said there were river gage issues on Monday but people were out surveying locations from the County and others. Stakes or marks were being placed at the water levels to mark them and use as future information. The US Army Corps of Engineers had delivered the 25,000 sandbags, which were moved to the Windom Rec Area as the Arena location for the volunteer sandbaggers is in potential danger of flooding. He thanked the volunteers for all their work. There is a Regional Emergency Shelter opened by the Red Cross at the Jackson County Central school to handle the flooding in Cottonwood, Jackson and Nobles counties. A berm is in place at Island Park and along Highway 62 to help hold water back from the neighborhood and business district and that four residential homes along the highway are temporarily blocked in. Storm sewers and manholes are bagged to prevent inflow as much as it can. South Windom did lose power and the generator was used, but also the Electric Dept has strung lines over the Highway 60 bridge to connect that area back into a cabinet that is dry. There is also a clay berm on Highway 60 due to flooding.

Jones added that at the Emergency Management meeting this morning, Tuesday, the items were a thanks to the media for getting out information and the new river crest is predicted to be 25.6 which is lower than previous predictions. The crest is still looking like Wednesday. A new potentially flooded area map has been done and put out to the public and this is, thankfully, a smaller flooded area. MN DOT is closing Highway 60 and the detour will be on 6th Street, Lakeview Avenue and 16th Street. There were some voluntary evacuations last night and thanked the fire department for getting out the word to residents. He thanked the work of City staff and County personnel.

Ryan Anderson, Water/Wastewater Superintendent, said that we are utilizing pumps loaned to us and from contractors to help keep the lift stations and main lift operating. There is still a by-pass of wastewater happening but the lifts are maintaining. A few sewer back-ups reported. He asked residents to conserve water not that there is a water issue, but to reduce the amount going into the sewer system.

Jones said that the big bags that were provided by local seed dealers were very helpful and thanked them for the donations. He said the City of Worthington sent some workers and equipment to help which is greatly appreciated. Contractors built the berm on the Highway and by Island Park, Jones thanked Scott Veenker and Brent Staples.

Rain predicted could change the situation. Jones thanked the fire department for all their work and the school for hosting the debris drop-off site. He noted the County operated and staffed the drop off site and landfill. He acknowledged the County for all their departments assistance.

Jones noted that there will not be a visit by Governor Walz but he has been in text contact with them and that Ag Commissioner Thom Peterson has reached out. Last, Jones said that the financial tracking of activities has started by City staff and State HSEM personnel.

Jones requested that the City Council approve Tim Hogan, Recreation Director, as the Incident

Preliminary

Commander for this flooding event as he has been working with all the departments and that activities at the Pool, Arena and recreation fields are temporarily suspended.

Motion by Benson second by Grunig that the City Council confirms the temporary appointment of Tim Hogan as Incident Commander for this event. Motion carried 4 – 0.

Benson asked the public to please stay out of the flood waters and especially watch children.

Quade thanked the public for all the volunteer help and businesses that helped out providing food and water to the volunteers.

8. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 1:42 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jason Sykora, Electric Utility Manager; Jon Ketzenberg, Streets & Parks Superintendent; John Nelson, Liquor Store Manager; Ben Derickson, Fire Chief; Tim Hogan, Recreation Director and Tiffany Lamb, EDA Director;

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – June 18, 2024
 - Housing and Redevelopment Authority – June 12, 2024
- License Applications
 - Exempt Gambling Permit – Windom Fire Relief Association – October 13, 2024
 - Amplification Permit – Phat Pheasant Pub – July 20, 2024 & August 24, 2024
- Regular Bills

**Motion by Benson second by Nelson approving the Consent Agenda and adding flood mitigation items to New Business. New Business will be right after the Emergency Declaration extension resolution.
Motion carried 5 – 0.**

5. Department Heads:

Tim Hogan, Recreation Director, said that the Recreation activities took a pause during the worst of the flooding, but are now back going. The Pool was flooded and a lot of the park remains underwater. They are unsure of the condition of the pool at this time and it will take time to assess the damage. Windom pool passes will be honored at the Lakefield pool and the Parks & Recreation Commission will be talking about pool pass and swimming lesson refunds as a lot of the pool season is either lost or the pool being non-operable.

6. Flood Emergency Update – Consider Resolution Extending Emergency Declaration:

Jones started by thanking the many community volunteers and the individuals that organized those efforts, especially Hilary Mathis, Diane Krueger, Angie Klassen and Jamie Frank. He noted the outstanding efforts undertaken to get out approximately 48,000 sandbags and now for the clean-up assistance to local households. Jones thanked the County landfill for setting up a drop-off site at the High School and thanked the school for hosting the site and the County Commissioners for helping make it happen. He noted the coordination, cooperation and teamwork of State, County, law enforcement and local officials as well as State agencies. The Emergency Operations Center team

included representatives from these offices and local MN DOT staff. Jones said the flooding is a regional event and the drainage area for the river includes about 1,200 square miles. State HSEM officials came to town and assisted as they could to help coordinate efforts. Jones thanked the City staff and the Department Heads for their work and dedication to do what is needed. Local contractors also answered the call to perform work and deliver supplies as the flooding expanded and waters rose. He emphasized the work on Highway 62 and in that area with the temporary levy constructed to save neighborhoods and businesses and all the volunteer efforts that evening. Currently local volunteer groups, Red Cross, Christian Aid Ministries, MN VOAD and others are working on assisting people with clean up and recovery. He said he also appreciated the support of the City Council and other elected leaders. There are flood mitigation efforts that need to be addressed quickly and he would raise some of these during the next agenda item and likely have a discussion item on funding options at the next Council meeting.

Jones said there is a State and Federal declaration for public assistance which will help recover some of the City's costs and repair damage. Individual Assistance from FEMA is difficult to get but he believes it is greatly needed in the community and everyone is working on getting information to FEMA to move that process forward. One part is the Damage Assessment forms. These are key and need to be completed by property owners to help assess the level of damage and unlock FEMA funds.

Tiffany Lamb, EDA Director, said that the Damage Assessment forms are available on the City's website, via QR code on the website and debris drop-off site, on the County's website, being handed out by clean-up volunteers and will be mailed to every utility account holder in Windom. There are about 2,000 households in Windom and every form we get back helps push the case for Individual Assistance with FEMA. Currently there are about 200 of the forms turned in which is 10%.

Jones said that with everything going on he is recommending that the City Council vote to extend the Emergency Declaration until July 17th. At the next Council meeting it can expire or be extended again. With the high-water level and chance for rain this is still needed.

Council Member Grunig introduced the Resolution No. 2024-27, entitled "A RESOLUTION ENACTED UNDER AUTHORITY OF MINNESOTA STATUTES SECTIONS 12.29 AND 12.37 TO FURTHER EXTEND THE PERIOD OF A MAYOR-DECLARED LOCAL EMERGENCY" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Quade, Benson, Grunig, Esplan and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. New Business:

Jones said that he had three items related to flood mitigation efforts that need to be undertaken immediately and he is asking for City Council approval to move them forward.

First, the additional height added to the levy north of Highway 62 needs to stay and the City will need to re-shape it and finish it with dirt and seeding. This work can be done by the contractor that did the emergency work. This is likely something the City will have to pay for itself, but this needs to be done to help with future flood mitigation.

Motion by Esplan second by Grunig that the City Council authorize the hiring of Scott Veenker to re-shape and finish the work on the existing levy north of Highway 62 at a cost not to exceed \$25,000. Motion carried 5 – 0.

Benson clarified that this starts at the Highway 62 bridge and goes north. Nasby said yes.

Second, Jones noted there was quite a bit of discussion on the temporary levy built on Highway 62 to Highway 60/71 and this saved flooding in the neighborhood around Island Park and potentially some of the business district. While the temporary levy cannot stay on the Highway the public is wanting something to be constructed through Island Park to protect those homes and businesses. He is asking the City Council to approve starting the process to build a levy in the park from the Highway 62 right of way to the Highway 60 right of way and cap the cost at the State bidding threshold. He noted that the City has started discussions with the DNR and will move this along as quick as it can.

Nasby noted that a lot of the clay material is already on site and could be used to cut costs and would be stockpiled in Island Park already.

Grunig asked if that would then be a permanent levy. Jones said yes, that is the plan and there may be other measures in the future too such as flood gates and storm sewer valves but these are the ones most immediate to work on given the current circumstances.

Motion by Benson second by Nelson that the City Council authorize City staff to start the process of constructing a levy on City-owned property from the Highway 62 right-of-way to the Highway 60/71 right-of-way at a cost not to exceed \$175,000. Motion carried 5 – 0.

Last, Jones said that there was a lot of discussion by residents in Red Leaf Court about getting work done to mitigate the storm water flooding. Dennis Johnson is a resident in the neighborhood and an engineer. Johnson said he would do a feasibility study with several options for storm water work. Jones said the City Attorney concurred that the feasibility study can be done by Johnson Engineering Group and is asking the City Council to approve action to get that started. Jones said the City has tried for State bonding funds to get this work done and off-set the costs for the residents, but not gotten any State funds.

Motion by Quade second by Esplan to hire Johnson Engineering Group to do a feasibility study for storm water improvements at Red Leaf Court subject to approval of a contract by the City Attorney and City staff. Motion carried 5 – 0.

Jones said that additional projects and actions for Cottonwood Lake, Perkins Creek and River Road will also be worked on with State and local partners.

8. Resolution Accepting Donation – Windom Library from Friends of the Library:
Council Member Grunig introduced the Resolution No. 2024-28, entitled “AUTHORIZATION TO ACCEPT DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM PUBLIC LIBRARY” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Esplan, Nelson, Quade, Benson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.
9. South Cottonwood Lake Subdivision – Inspection Agreement:
Tiffany Lamb, EDA Director, said that the demolition project for the former Cemstone site was nearly completed and the State grant for the work is being closed out. The new subdivision infrastructure is being installed and the contractor is responsible for some of the testing, but there is a need for additional oversight as the City will be accepting the built infrastructure upon completion. The Water\Wastewater Superintendent has been doing some inspections on those utilities as installation happens. The proposed agreement with DGR Engineering is to oversee and inspect the rest of the utility installation and road construction. The costs would be divided between several departments.

Motion by Nelson second by Grunig to approve the task order with DGR Engineering for South Cottonwood Lake subdivision inspection work. Motion carried 5 – 0.

Grunig asked if the recent lake flooding impacted the new subdivision. Lamb said it did not, but the lake elevation data will be good as the future homes to be built will know the potential lake level.

10. Resolution Appointing Election Judges:

Council Member Quade introduced the Resolution No. 2024-29, entitled “A RESOLUTION APPOINTING ELECTION JUDGES FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2024” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Quade, Esplan, Nelson, Grunig and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. Fire Department – Recruitment Authorization:

Ben Derickson, Fire Chief, said they would like to advertise for four or five new firefighters as they currently have a complement of 30 and they have three or four upcoming retirements. There is time to recruit, test and then get training so he wants to start the process.

Motion by Nelson second by Benson to approve the Windom Fire Department recruitment of four to five new members. Motion carried 5 – 0.

12. River Bend Liquor – Fire Department Fundraisers – August 1st to September 11th:

John Nelson, Liquor Store Manager, said that this is a community involvement project through the Minnesota Municipal Beverage Association to raise funds for fire departments via partnership with Coors. The two fundraisers are a pallet of beer raffle and then a donation of a percentage of sales of Coors to the fire department. Last year the Coors fundraiser netted \$607.50 to the fire department.

Motion by Benson second by Quade to approve the liquor store fundraisers in support of the Windom Fire Department as presented. Motion carried 5 – 0.

13. Mayor Appointments:

Jones said he is recommending the appointment of Stacie Sanow to the Economic Development Authority Board.

Motion by Grunig second by Benson to approve the appointment of Stacie Sanow to the Economic Development Authority board. Motion carried 5 – 0.

14. Contractor Payment:

Jason Sykora, Electric Utility Manager, said that this pay request is for the Generation Building project and the work consisted of interior work, electric equipment, concrete work and some steel and roof work. The Utility Commission is recommending payment as is the engineer.

Motion by Grunig second by Esplan to approve Pay Request #8 for Wilcon Construction in the amount of \$450,844.35. Motion carried 5 – 0.

Sykora said that the Electric Department is going to switch south Windom back to the primary feed on Wednesday morning at 6:00 am and expected an outage to be about half an hour. He said residents and businesses have been notified.

15. Old Business:

None.

Preliminary

16. Council Comments:

Benson thanked all the volunteers that helped out and/or donated during the flood. He feels bad for everyone affected by the flood. He asked people to watch out for scammers and to keep away from moving water. He thanked Department Heads and City staff for all their work.

Quade said a big thanks to volunteers, city staff and everyone for all their work. The Street Committee is still looking at projects for 2025 and the flooding may have added some for consideration. The Park and Recreation Commission will be talking about the pool and camper dump station. She said there is a community speaker "Tall Cop" for adults on July 22nd at the Community Center for drug education.

Nelson said it was fantastic to see the community turn out to help those in need.

Grunig thanked everyone for their efforts and noted better days ahead.

Esplan thanked the citizens for their perseverance and thanked the Mayor and City staff.

Nasby thanked volunteers for all their work to fill and place about 48,000 sandbags. He thanked the County, State and other partners for their help and the Mayor for all his time.

Jones thanked everyone again for everything and said the attention now turns to mitigation work.

17. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:56 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
June 26, 2024

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis (10:15 AM)
Member Absent: None
City Council Liaison: Marv Grunig (Left at 11:00 AM)
Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson, Water/Wastewater Superintendent; Steve Nasby, City Administrator and Leesa Arndt, Utility Billing/Analyst

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve May 29, 2024 Minutes. Motion carried 2 – 0.

ELECTRIC ITEMS

Generation Plant Project Update

Sykora stated that the contractors are working on the mechanical items in the plant, along with work in the locker room area. Staff is wiring on rainy days, as allowed. The ceiling was painted black and progress on the second bathroom is being made. According to Sykora, the project is slated for on-time completion.

Generation Plant Pay Request #8

Motion by Riordan second by Schwalbach to approve Pay Request #8 in the amount of \$450,844.35 for the Generation Plant Project. Motion carried 2 – 0.

Other Electric Items

Sykora reviewed the work that his staff has been completing due to the flood event. As water rose on Monday, it created an outage in South Windom. Staff secured a CAT generator, but it kept tripping out after the switch with varying voltages. After several hours of trying to troubleshoot, staff ran extra wiring from the service box at the former Tire One location to the Subway jumpers and re-energized at 6AM on Tuesday morning. Staff secured the line with cones and blockades to prevent anyone from driving over the wire. Once water recedes, a more secure fix will be in place. Sykora stated that providing a redundant feed is in his capital planning.

Sykora also had an issue with the electrical cabinet on River Road. With passing traffic, staff discovered 3 blown fuses due to the water waves. Load lines were moved above and lines are currently active.

The final flooding items noted were manual turnoffs from those serviced at the end of Quevli Avenue and some service boxes at the Country Club.

Sykora ended with thanking his staff for working throughout the flooding event to keep the customers connected to electric service.

WATER/WASTEWATER ITEMS

Wellhead Protection Plan – Part I Proposals

Anderson stated that only one proposal was received for this portion of the Wellhead Protection Program. Utility Commission consensus was to table the item until the next meeting and see if any additional quotes could be obtained.

Water Service Line Inventory Update

Anderson explained that Todd Morrow from Bolton & Menk has preliminary maps downloaded of the water service lines in Windom. Anderson is working with the consultants on a billing insert that allows the homeowner to self-inspect their line, and provides information for the Bolton & Menk staff that will be going door to door inspecting lines.

Other Water/Wastewater Items

Anderson mentioned that his staff had to begin bypassing the lift station due to the high-water amounts flowing into the station. A 6" pump was used. Staff also pumped water from manholes. Anderson said he was made aware of one customer that was impacted due to the low-lying property. The main sewer lift has three pumps now running. Anderson said that staff has been diligently working around the clock maintaining the pumps to mitigate the water damage. The Monday Emergency Service meeting predicts the flood to crest at the 500-year flood mark.

REGULAR BILLS

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

OLD BUSINESS

Nasby stated that the Red Rock Rural Water System contact had a correction in one section of the contract. Both contract parties have the correction identified and agreed to with noted signatures.

Motion by Riordan second by Francis to approve the correction to the Red Rock Rural Water System Agreement as presented. Motion carried 3 – 0.

Nasby and Sykora continue to work with the data mining company on services and a location.

NEW BUSINESS

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

ADJOURN

Schwalbach adjourned the meeting at 11:35 AM.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JULY 8, 2024

1. Call to Order: The meeting was called to order by President Wepplo at 12:02 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Nancy Wepplo, Ryan McNamara, Stacie Sanow, and Marv Grunig.
Absent: James Nelson

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

3. Welcome New EDA Commissioner Stacie Sanow: President Wepplo welcomed Stacie Sanow to the EDA Board. Director Lamb recapped that Stacie Sanow was appointed by the Mayor and ratified by the City Council at the July 2nd Meeting as a new At-Large Commissioner to the EDA Board. Stacie is filling the vacancy created when Tom Seigfreid changed employment positions and moved out of the area. Her current term would end on December 31, 2027.
4. Oath of Office – Stacie Sanow: Stacie Sanow took the oath of office.
5. Election of Secretary-Treasurer – 1-Year Term: President Wepplo called for nominations for EDA Secretary-Treasurer.

Motion by Commissioner McNamara, seconded by Commissioner Grunig, to elect Stacie Sanow as EDA Secretary-Treasurer. Prior to vote: Motion by Commissioner McNamara, seconded by Commissioner Grunig, for nominations to cease. Both motions carried 3-0-1 (Commissioner Sanow abstaining and Commissioner Nelson absent.)

6. Approval of Minutes: June 10, 2024:

Motion by Commissioner Grunig, seconded by Commissioner McNamara, to approve the Minutes of the EDA Meeting held on June 10, 2024. Motion carried 3-0-1. (Commissioner Sanow abstained.)

7. Flood-Related Activities – EDA Staff: City Admin. Nasby advised that the river rose over 6 feet in 24 hours. Director Lamb advised the Board concerning flood-related activities in which EDA Staff has been involved. Director Lamb and Building & Zoning Official Todd Severson have been collecting damage assessment forms from property owners, performing follow-up calls, and documenting damages and damage levels (including major damage and destroyed properties). Damage assessment forms are available in paper form at City Hall, online, and paper forms were also sent out to Windom utility customers. The City is also collecting Damage Assessment forms for properties in Cottonwood County and forwarding those on to the County Emergency Management Director.

Public assistance for City infrastructure, utilities, and debris removal has been approved. Mosquito abatement may also be an eligible expense. The City has received a letter from County Public Health concerning health risk and is working through the process.

Director Lamb has also been working with the Emergency Operations Team regarding documentation required for requesting individual assistance from FEMA and other possible assistance. Director Lamb displayed the matrix that explains damages. FEMA is interested in internal damage including, but not limited to, structural (foundation) damage or failure of structure, water of 18 inches or more, water on

the main floor or essential living space, damage to mechanical or electrical equipment, etc. At this time, approximately 300 residences are reporting some level of damage. FEMA is scheduled to come to Windom for a preliminary visit on Wednesday of this week. FEMA representatives will gather information from the City and drive through areas hardest hit by the flooding (and related events) such as, but not limited to, Cottonwood Lake area, River Road, 11th Avenue, Perkins Creek area, etc. At this time, FEMA representatives will not be going into homes or businesses. Director Lamb, Street Superintendent Jon Ketzenberg, and Incident Commander Tim Hogan will be touring areas with FEMA representatives.

City Admin. Nasby advised that the Park and Recreation Commission will be meeting Wednesday afternoon to discuss status of recreational facilities and the remaining summer schedules. Lakefield's pool is accepting swimming pool passes issued by Windom.

In response to a question by a Commissioner, Director Lamb advised that the EDA has not heard anything regarding any water-related problems at the River Bluff Townhomes, but will check with Van Binsbergen & Associates, the property manager.

In response to a question by a Commissioner, Director Lamb and City Admin. Nasby advised that the City is still in the minor flooding stage. Officials are recommending the sandbags stay in place until the river has dropped below the action stage (17 feet). The gauge for measuring the water level is on the Des Moines River bridge by the golf course. This information is reported on NOAA's website under the listing of "West Fork Des Moines River". Property owners can move their sandbags to the curb area of their property. Sandbags are classified as contaminated and there is a specific protocol for their removal and disposal. The City is coordinating plans for removal of sandbags by the City Departments or contractors, etc. which is a FEMA-eligible activity. In response to Commissioner Sanow's question, City Admin. Nasby replied that residents may need help from volunteers to move sandbags to the curb for pickup.

8. Windom Apartments – Status of Construction: Temporary certificates of occupancy have been issued for four of the apartment buildings. Director Lamb reported that she has talked to the Developer of the Windom Apartments (Windom Landing) and the General Contractor concerning the status of the remaining two apartment buildings. Progress was slowed during the time they were dealing with water issues caused by the rain. There was standing water in the area around the buildings and in areas of the parking lot because the landscaping has not been completed and some storm sewer drains are not open. No damage to the structures has been reported. The contractors are basically done on the insides of the buildings except for final cleaning and they are working on finishing the siding on the remaining buildings. They are hoping to have the buildings completed and temporary certificates of occupancy issued by August 1st. The Developer is hoping to have the formal ribbon cutting in early August. Invitations for this event will be sent to individuals who were involved in securing the special appropriation to complete construction of the apartment buildings including legislators, Minnesota Commissioner of Agriculture, Minnesota Commissioner of Revenue, officials from the Governor's Office and other government officials, DEED officials, etc. The last pay request should be coming within that period of time also. In response to a question, Director Lamb said that the two-bedroom units are all spoken for, and there is interest in some of the four-bedroom units. She has been in contact with the Developer concerning short-term temporary rentals of units for individuals who have been displaced from their homes by flooding.

9. New Business: None.

10. Unfinished Business – Staff Report: Director Lamb updated the Board that there were two potential commercial rehab applications in progress. However, those were put on hold as a result of the flooding.

In response to a question, Director Lamb reported that as of today, there had been no public release of information by Premium Iowa Pork (“PIP”) concerning its planned opening date. They are still working on upgrades to the property. EDA Staff has been communicating with PIP concerning requirements for the allocation of the appropriation set aside for recruitment. The EDA is still receiving inquiries from potential workers concerning the opening of the plant.

Director Lamb briefly updated the Board regarding a potential business considering locating outside the city limits that may be requesting city electrical service.

In response to a question, Director Lamb said that she continues to work on responding to documentation requests etc. from the Bankruptcy Court regarding utility invoices for HyLife, etc.

In response to a question, Director Lamb and City Admin. Nasby recapped that the City Council approved MnDOT’s Highway 60 traffic signal replacement project for the intersections at 10th Street and Highway 62. However, the City Council rejected MnDOT’s proposal for 3-lane striping of Highway 60 and formally requested that MnDOT remove the 3-lane striping and restore the 4-lane striping on Highway 60 south of Highway 62. MnDOT has three options concerning the request to restore the 4-lane striping: (1) Make the modifications requested; (2) Do nothing; or (3) Forward the matter to an arbitration board. The City will take action as needed following MnDOT’s response.

11. Miscellaneous Information

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

12. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:50 p.m.

Attest:

Tiffany Lamb, EDA Director

Stacie Sanow, EDA Secretary-Treasurer

Community Center Commission Minutes

Monday, July 08, 2024

1. Call to Order: President Linda Stuckenbroker called the meeting to order at 5:35 p.m.

2. Present:

President: Linda Stuckenbroker

CC Director: Tim Snyder

Commission Members: Mitch Voehl - Absent

Lenny Thiner

Jan Duscher

Al Baloun - Absent

Commission Liaisons: Scott Benson

Jim Nelson - Absent

City Administrator: Steve Nasby - Absent

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

4. Director Report:

Personnel

- a. Tera Crowell has resigned; Board thanks her for her service to the Community Center. Job will be posted and interviews will be scheduled to fill this position as quickly as possible with a qualified applicant.

Financial

- a. June deposits of \$3,544.38
- b. Monthly city financial statement – Month of June; have not received yet.

5. Old Business:

- a. Accepted quote and recommended director begin purchase request using Building reserve Fund to cover cost of floor scrubber from New Tech of Worthington, MN for \$5750.00. Delivered on 7/9/2024.
- b. Received quote from Event Stable for replacing 10 – Round tables and cart, and 10 8ft rectangle tables. Round tables at a cost of \$1,983.00. Rectangle table's quote is for replacing 20 tables at \$3,037.38. Director will acquire new quote for 10 8" rectangle and 10 round tables with a cart rack for the round tables. Funds for purchase will be from the Building reserve fund. This is a Capitol Improvement plan item scheduled for 2024; of which \$2500.00 will come from CIP fund with remainder \$1466.86 coming from Building Reserve Fund.

Director will get approval from City Council.

6. New Business:

- a. Bar pricing; Director would like to lower the price of Domestic Beer prices from \$5.00 to \$4.00 due to price declines from Distributors. Discussion centered around current prices which fluctuate and with the ability of the Community Center to purchase directly better deals ensue. Currently 5 cases are outdated due to low bar sales at events in June. Customer complaints about pricing has increased the last 2 months as well. Director stated that unless drastic price increases, we will stay at \$4.00 for the remainder of 2024.

Motion was made by J.Duscher to lower the cost of domestic beers to \$4.00 and going forward Director can raise/lower as pricing dictates from Distributors, seconded by L.Thiner. Approved 3-0.

- b. Sr.Center Policies; Discussed current senior center policies and explanation of how funding is acquired for Sr.Club. Director suggested a monthly night-time activity; President J.Duscher suggested once quarterly; she will discuss with their board at next Sr.Center Board Meeting.

7. Commissioners Comments:

President Linda S./Scott B. would like to thank employees for their hard work . Lenny T./Jan D. had positive comments on care and maintenance of building.

**Motion by Lenny Thiner, seconded by Jan Duscher, to adjourn meeting at 6:15 p.m.
Motion approved 3-0**

Next Meeting: August 12th , 2024

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JULY 9, 2024**

1. Call to Order: The meeting was called to order by Zoning Admin. Todd Severson at 7:02 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Jared Baloun (by Zoom), Ben Byam, Lorri Cole, Carol Hartman, Matt Miller, and Tom Tegels.

Absent: Brett Mattson and Brandon Pletcher.

Also Present: B&Z Staff: Zoning Admin. Todd Severson and Admin. Asst. Mary Hensen; Mayor Dominic Jones (Liaison); and Leon Steen (Zoning Applicant).

3. Appointment of Chairperson: Zoning Admin. Severson advised that in the absence of the Chairman and also because the Vice Chairman Jared Baloun was participating by Zoom, an onsite Acting Chairperson needed to be appointed for this meeting.

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to appoint Carol Hartman as Acting Chairperson for this meeting. Motion carried 5-0-1. (Commissioner Hartman abstained.)

4. Approval of Minutes: May 14, 2024 & May 22, 2024 (Special Meeting):

Motion by Commissioner Baloun, seconded by Commissioner Miller, to approve the Planning Commission Minutes for the Meeting held on May 14, 2024, and the Special Meeting held on May 22, 2024. Motion carried 6-0.

5. Public Hearing

A. Zoning Application – Variance – Side Yard Setback

Applicants: Sally Oltmanns (Owner) & Leon Steen – 1875 Red Leaf Court:

Acting Chairperson Hartman announced the agenda item. Zoning Admin. Severson advised that a zoning application was submitted by Sally Oltmanns and Leon Steen concerning property at 1875 Red Leaf Court. The Applicants are requesting a variance on the west side yard setback to allow construction of a garage addition. They propose to construct a garage addition that will be 11 feet in width by 40 feet in depth. A public hearing has been scheduled for tonight's meeting concerning this variance application.

The lot frontage is 100 feet. The house on the property is 62 feet in width which leaves 38 feet for side yard setbacks. The side yard setbacks on the property are 16 feet on the west side and approximately 22 feet on the east side.

The property is situated in an R-1 Zoning District. City Code Section 152.053 requires a minimum side yard setback of twenty percent (20%) of the lot width at front yard setback divided evenly on each side of the structure. The lot width is 100 feet. Twenty feet divided evenly would equal a 10-foot side yard setback on each side of the house. The Applicants/Owner are requesting a reduction of the side yard setback by 5 feet resulting in a side yard setback on the west side of 5 feet.

Notice was sent to the property owners within 350 feet of Applicant Sally Oltmanns' property. The Building & Zoning Office has not received any comments from the public concerning the proposed variance.

Applicant Leon Steen was present and Acting Chairperson Hartman asked if he wished to comment. Mr. Steen advised that he had nothing to add to the comments presented.

Acting Chairperson Hartman said that she had visited Applicant Sally Oltmanns at the property on Monday. She said that there was considerable area between the proposed location of the garage addition and the neighbors' home. (Note: The Applicants' home has a north frontage and the adjoining neighbors' home has a west frontage.)

Acting Chairperson Hartman opened the public hearing at 7:10 p.m. There were no public comments. Acting Chairperson Hartman closed the public hearing at 7:11 p.m.

Zoning Admin. Severson advised that the City Code provides the following criteria for review of variance applications:

- (1) Whether the Applicants propose to use the property in a reasonable manner;
- (2) Whether the Applicants have established that there are practical difficulties, as defined by state statute, in complying with the ordinance;
- (3) The unique circumstances of the property were not created by the landowners;
- (4) The variance is in harmony with the general purposes and intent of the City Code;
- (5) The variance is consistent with the comprehensive plan; and
- (6) The variance will not alter the essential character of the locality.

Zoning Admin. Severson reiterated that the Planning Commission will need findings of fact to support a variance.

The house was built in the 1980's and due to the placement of the house on the property, the side yard setback is greater on the east side of the house than on the garage side. The combined total side yard setback for both sides will be 20 percent as required.

Commissioner Hartman asked if the addition would be included in the number of allowable accessory storage buildings on the property pursuant to City Code restrictions. Admin. Asst. Hensen responded that the addition will be attached to the house and will not be included in the number of accessory buildings allowed in the rear yard of the property.

Motion by Commission Tegels, seconded by Commissioner Byam, to recommend approval of the variance application submitted by Sally Oltmanns and Leon Steen based on the findings that if the variance is approved, the placement of the house on the lot created a practical difficulty in complying with the Code as the side yard setbacks were not equal; that the total side yard setback requirement of 20 feet for the lot is met; and the proposed garage addition is adjacent to an undeveloped space on the adjoining lot providing greater than 10 feet separation between the proposed garage addition and the neighboring house.

The property is located at 1875 Red Leaf Court, Windom, Minnesota, and is described as: Lot 2, Block 4 of Maplewood Estates Subdivision in the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-522-0111).

Findings of Fact for Variance:

- 1. As stated in the narrative herein.**
- 2. The Applicants propose to use the property in a reasonable manner.**
- 3. The variance is in harmony with the general purposes and intent of this ordinance.**
- 4. The variance is consistent with the comprehensive plan.**
- 5. The variance will not alter the essential character of the locality.**

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Voting on Motion: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Miller, and Tegels. Nay: None. Absent: Commissioners Mattson and Pletcher. Motion carried 6-0.

Zoning Admin. Severson advised Applicant Leon Steen that the Planning Commission's recommendation will come before the City Council for the Council's consideration on July 16th. In response to a question from Mr.

Steen, Mayor Jones said that he encourages Applicants to attend the City Council Meeting in the event of any questions from the City Council.

6. Other Business/Reports: None.
7. Unfinished Business: In response to questions, Zoning Staff updated the Board that the two zoning applications for conditional use permits to allow placement of billboards on two separate properties were still pending. The Zoning Office is waiting for surveys and additional information from the Applicants. There were questions concerning proximity of the proposed billboards to the MnDOT right-of-way. Staff advised that MnDOT will be provided notice concerning these applications.
8. New Business: None.
9. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman commented that there were amazing efforts to contain the flood. She also mentioned the legislative representatives who had come to Windom.

Mayor Dominic Jones advised that all of the legislative and congregational leaders are in support of additional assistance. Local officials are working with information from damage assessment forms, pictures, and verification of damages to provide to FEMA in support of individual assistance for property owners in Cottonwood County. Public assistance has been approved for the City's public infrastructure and utilities. He commented on the potential range for assistance.

Mayor Jones commented on the support by volunteers in filling and placing sandbags and helping remove items from flood-damaged properties since the crest. The school sent out an e-mail and over 200 kids participated in sandbag activities. He advised that help had been received from the City of Worthington and the City of Redwood Falls.

Mayor Jones advised that there is a lot of work yet to do. The City is considering permanent levees and potential flood gates. Among others, areas to be investigated include Cottonwood Lake area, Island Park, River Road area, Perkins Creek area, and the Red Leaf Court area.

Mayor Jones reiterated that all sandbags that are wet are considered to be contaminated. Currently the river is not down to the action stage yet. The City will be making arrangements for the pick up of sandbags after the river is below the action stage.

Mayor Jones advised that the City is considering a permanent earthen dam in Island Park that may come before the Planning Commission as a conditional use permit application. The City has been in contact with DNR concerning potential fixes. However that will take additional time and negotiations between the parties. The City has also authorized a feasibility study by a local engineering firm concerning drainage options for the Red Leaf Court area.

Mayor Jones thanked the new Commissioners for their willingness to serve on the Planning Commission. He also thanked all of the Commissioners for the work they do on the Planning Commission.

Commissioner Cole commented that she felt the distribution of evacuation notices, in areas that would have been subject to even more flooding if the crest had been as predicted, was a good idea.

10. Adjourn: On consensus, Acting Chairperson Hartman adjourned the meeting at 7:31 p.m.

Carol Hartman, Acting Chairperson

Attest: _____
Todd Severson, Zoning Administrator

Windom Library Board Meeting

July 9, 2024

5:05p.m.

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

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

3. Agenda and Minutes:

Agenda and minutes were approved on a motion made by F. Swenson and seconded by S. Fresk. Motion carried.

4. Financial Report: No financial report due to flood. Information not available at the time of the meeting. Kari will forward information to the board after she receives it.

5. Librarian's Report:

- Story time very well attended this summer. The morning sessions are very popular with young families. Guest reader, Rhonda Miller, performed story time today.
- Kids are returning their bingo sheets and claiming prizes.
- We are hosting a magician on Tuesday, July 16th at 1:00 PM at the Highland Early Learning Center.
- Library continues to be very busy!

Librarian's Report was approved on a motion by K. Scheitel seconded by S. Fresk.

6. Old Business: None noted.

7. New Business: None noted.

8. Book suggestions

9. Adjourn

Meeting adjourned at 5:15 p.m.

Next board meeting will be August 13th at 5:05 PM

Windom Park & Recreation Commission

Agenda for Wednesday, July 10th, 2024

City Hall Council Chambers

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

- 1. Motion to Approve or amend agenda:** Motion to approve the agenda was made by Ray and second by Jurgens.
- 2. Approve Minutes from June 12th, 2024:** No minutes to approve. No Quorum.
- 3. Island Park Dump Station:** Discussion was held about the future of the dump station in Island Park. Ketzenberg said he still has not received an answer from MNDot about moving it to their property. Discussion was held about the future of Island Park and potential camping in that area. The commission determined that camping may not be an option in Island Park for the rest of the summer and that it may be best to finally close the dump station in Island Park. Hogan and Ketzenberg stated that the dump station is not up to code and needs to be moved because it is in a flood plain. Discussion was held and a motion was made by Jurgens to close and remove the dump station in Island Park permanently. This motion was seconded by Ray. Motion carried.
- 4. Recreation Director report:**
 - a) Flood Updates
 - i. Pool Damage: Hogan updated the commission that he was able to go view the pool on Tuesday morning and that he had taken photos of the pool that revealed about 4-5 inches of water had passed through the deck of the pool. He said that on Friday after the pool had been breached with contaminated river flood water that he was taken by raft with assistance of the Windom Fire Department to kill the power to the pool. Upon entrance Hogan said the pump and motor was completely submerged under water. Hogan stated that it was still running but did not sound good. Hogan said that he anticipates there is extensive damage to most of the mechanical components of the pool. Hogan said in his photos that he observed the heaters were also contaminated with flood water. Hogan said it is unknown if the filtration system is also contaminated and possibly needs to be addressed. It was determined with the recommendation by Hogan that the pool will be closed for the rest of the summer.
 - ii. Refunds Lessons/Passes: Hogan said that based on the condition of the pool and the fact that it will not reopen this summer Hogan recommended that a full refund be returned to all individual and family passes as well as session 2 and session 3 swimming lessons. Discussion was held about Lakefield honoring Windom pool passes for the summer and what impact that may have on that process. Discussion was held and determined that it would be best to refund everyone and terminate the partnership with Lakefield. This decision makes it easier for the City of Windom to ensure everyone is refunded and then citizens can choose to purchase seasonal passes at other local pools or pay the daily admission fee. Hogan said this will make it easier to streamline the refund process.

5. Park Superintendent Report:

a) Parks Flood Update:

- i. Island Park Dike: Ketzenberg said that measures are being made to permanently mitigate flood damage to the residents that reside near Island Park. The new levy would run behind the resident homes along highway 62 up to highway 60. There are still ongoing conversations with getting this accomplished with the DNR, but we are hopeful this will get done. Ketzenberg also mentioned that there is significant damage within Island Park and most likely will be closed for the remainder of the summer.

b) Shelters Flood Update:

- i. Island Park Shelter: Ketzenberg said due to the flooding it will definitely put the construction of the new shelter on hold. Ketzenberg said that while they are working with the DNR on the permanent levy that there may be options to raise the new shelter up and potentially save money on flood proofing the new shelter. Ketzenberg said that there are things that need to be discussed before the construction starts on that shelter.

Ketzenberg also stated that they have also put the fishing pier back in Cottonwood Lake but there was damage to the dock and would need to be fixed when they take it out.

- 6. Old Business:** Benson said that there will be continued discussion on horse shows at the end of the show season. Benson said he has been in contact with the City as well as user groups with some potential options.

- 7. New Business:** None

- 8. Commission Comments:** None

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

- 10. Next Meeting August 14th @ 5:30 in the City Council Chambers**

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

July 10, 2024 at 8:30 a.m.

A regular meeting of the Board of Directors was held on July 10, 2024 at Riverview. Board Members present: Linda Jaakola, Margaret McDonald, Joel LaCanne and Tony Scott. Also present was Executive Director Linda Loewen and Operations Manager Tami Wahdan. Absent: Jean Fast-unexcused, and City Liaison Jim Nelson.

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

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director reported the installation of Directv will begin on July 29th.
2. The Executive Director reported the CNC Policy is in review with our Attorney.
3. The Executive Director reported that the roof at Hillside was inspected and found to be workmanship issues. The contractors have been notified. The roof is currently under warranty.
4. The Executive Director reported she is ready to prepare the RFP for window replacement at Hillside.
5. The Executive Director reported the Jacuzzi tub and toilet have been removed from Riverview 5th floor bathroom.

New Business consists of:

1. The Executive Director reported we have had increased tenant issues and complaints at Hillside Manor.
2. The Executive Director reported the start of the ABDO audit was yesterday.
3. The Executive Director reported on Riverview #113 egress window/damage. The tiling was incorrect causing the water to fill over the edge of the window. Some sheetrock will need to be replaced. Scott Olsem will be realigning the tiles to assure water drain off from the egress window area.
4. The Executive Director reported receiving the payoff for one of the Special Project Loans in the amount of \$3,256.14.
5. The Executive Director presented a quote for repairs needed on the company truck. After some discussion a motion was made to go ahead with the repairs in the amount of \$3,413.46. (Scott/McDonald)
6. The Executive Director reported her Review is coming up. The review will be through the Jackson Board. Per the Management Contract, Windom will pay half of the ED wages monthly and benefits to Jackson HRA.
7. The Executive Director reviewed the July overview.

Upcoming Board Meetings are scheduled for August 14th (HS) at 8:30 a.m. and September 11th (RV) 8:30 a.m.

With no further business, the meeting was adjourned at 9:01 a.m. (McDonald/Scott)

Linda Jaakola, Vice Chairman

Linda Loewen, Executive Director



City of Windom
Windom, Minnesota

Permit Application

Subject:

Permit Application for use of Amplification Equipment in Public

Date of Event

08/06/2024

Location of Event

Around the Square

Start Time

05:50 pm

End Time

07:30 pm

Type of Event

Nite to Unite

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
[Map It](#)

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

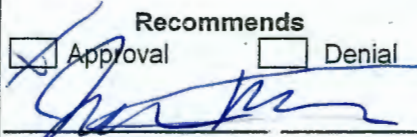
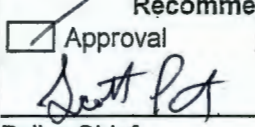
06875

Email

director@windomchamber.com

Would you like a copy of this form?

- Yes

License Fee - None \$0.00	
Recommends	
☒ Approval	☐ Denial
	
Street/Park Superintendent	
Recommends	
☒ Approval	☐ Denial
	
Police Chief	

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



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public
Permit Application for use of Amplification Equipment in Public

Subject:

Date of Event

08/07/2024

Location of Event

Cottonwood County Fairgrounds - East of Arena

Start Time

08:00 pm

End Time

11:00 pm

Type of Event

Music - In the Field - 3-piece band

Applicant Information

Applicant Name

Kay Gross

Address

Cottonwood County Ag Society
%Kay Gross 45589 County Road 13
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 832-8287

Federal ID # - FEIN # or SSN #

41-0730873

Business

8414815

Email

kay.gross@co.cottonwood.mn.us

Would you like a copy of this form?

- Yes

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

License Fee - None \$0.00

Recommends

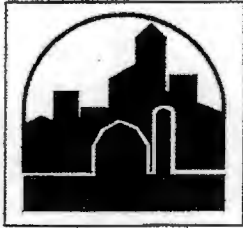
☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☐ Approval ☐ Denial

Police Chief



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Subject:

Permit Application for use of Amplification Equipment in Public

Date of Event

08/08/2024

Location of Event

Cottonwood County Fairgrounds - East of Arena

Start Time

08:00 pm

End Time

11:00 pm

Type of Event

Music - Colt 45 - Band

Applicant Information

Applicant Name

Kay Gross

Address

Cottonwood County Ag Society %Kay Gross
45589 County Road 13
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 832-8287

Federal ID # - FEIN # or SSN #

41-0730873

MIN ID #

8414815

Email

kay.gross@co.cottonwood.mn.us

Would you like a copy of this form?

- Yes

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

License Fee - None \$0.00

Recommends

☒ Approval ☐ Denial

[Signature]
Street/Park Superintendent

Recommends

☐ Approval ☐ Denial

Police Chief



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Subject:

Permit Application for use of Amplification Equipment in Public

Date of Event

08/09/2024

Location of Event

Cottonwood County Fairgrounds - East of Arena

Start Time

08:00 pm

End Time

12:00 pm

Type of Event

Music - Shirts & Skins - Band

Applicant Information

Applicant Name

Kay Gross

Address

Cottonwood County Ag Society %Kay Gross
45589 County Road 13
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 832-8287

Federal ID # - FEIN # or SSN #

41-0730873

MP ID #

8414815

Email

kay.gross@co.cottonwood.mn.us

Would you like a copy of this form?

- Yes

Application ☐ APPROVED ☐ DISAPPROVED this _____ day of _____, 20_____.

License Fee - None \$0.00

Recommends

☐ Approval

☐ Denial

Street/Park Superintendent

Recommends

☐ Approval

☐ Denial

Police Chief



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Subject:

Permit Application for use of Amplification Equipment in Public

Date of Event

08/10/2024

Location of Event

Cottonwood County Fairgrounds - East of Arena

Start Time

08:00 pm

End Time

12:00 pm

Type of Event

Music - Hick Town Mafia - Bank

Applicant Information

Applicant Name

Kay Gross

Address

Cottonwood County Ag Society %Kay Gross
45589 County Road 13
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 832-8287

Federal ID # - FEIN # or SSN #

41-0730873

City ID #

8414815

Email

kay.gross@co.cottonwood.mn.us

Would you like a copy of this form?

- Yes

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

License Fee - None \$0.00

Recommends:

☒ Approval

☐ Denial

Street/Park Superintendent

Recommends:

☐ Approval

☐ Denial

Police Chief



Windom, MN

Expense Approval Report

By Fund

Payment Dates 6/29/2024 - 7/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
US BANK	US BANK JUNE 2024	07/09/2024	Quarterly Purchasing Rebate	100-36200	-488.18
					-488.18
Activity: 41110 - Mayor & Council					
US BANK	US BANK JUNE 2024	07/09/2024	Zoom Meeting	100-41110-308	17.09
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41110-326	27.20
US BANK	US BANK JUNE 2024	07/09/2024	Things Remembered - Employ	100-41110-434	219.20
			Activity 41110 - Mayor & Council Total:		263.49
Activity: 41310 - Administration					
A & B BUSINESS	IN116S139	06/21/2024	MAINTENANCE	100-41310-217	240.90
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41310-321	65.85
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41310-326	278.07
			Activity 41310 - Administration Total:		584.82
Activity: 41910 - Building & Zoning					
VERIZON WIRELESS	996740S304	07/08/2024	TELEPHONE	100-41910-321	41.22
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41910-321	55.50
			Activity 41910 - Building & Zoning Total:		96.72
Activity: 41940 - City Hall					
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41940-381	438.73
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41940-382	61.53
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-41940-385	136.23
SANDRA HERDER	JUNE 2024	07/01/2024	CLEANING/CITY	100-41940-406	234.00
MELISSA PENAS	JUNE 2024	07/01/2024	CLEANING/CITY	100-41940-406	338.00
SCHWICKERT'S TECTA AMERIC	SS10127343	07/02/2024	CITY HALL ROOF REPAIRS	100-41940-406	500.00
SCHWICKERT'S TECTA AMERIC	SS10127347	07/02/2024	CITY HALL/ROOF INSPECTION	100-41940-406	325.00
			Activity 41940 - City Hall Total:		2,033.49
Activity: 42120 - Crime Control					
US BANK	US BANK JUNE 2024	07/09/2024	Kwik Trip	100-42120-212	40.00
US BANK	US BANK JUNE 2024	07/09/2024	Lucky's BP	100-42120-212	23.22
US BANK	US BANK JUNE 2024	07/09/2024	Lucky's BP	100-42120-212	64.01
STREICHER'S, INC	I1703980	07/02/2024	POLICE/UNIFORMSSTREI	100-42120-218	1,165.76
STREICHER'S, INC	I1704216	07/02/2024	POLICE/UNIFORMS	100-42120-218	23.98
STREICHER'S, INC	I1704273	07/02/2024	POLICE/UNIFORMS	100-42120-218	11.99
STREICHER'S, INC	I1705371	07/02/2024	POLICE/UNIFORMS	100-42120-218	224.96
STREICHER'S, INC	I1705912	07/02/2024	POLICE/UNIFORMS	100-42120-218	214.99
STREICHER'S, INC	I1706495	07/02/2024	POLICE/UNIFORMS	100-42120-218	109.98
STREICHER'S, INC	I1706672	07/09/2024	POLICE/UNIFORMS	100-42120-218	129.99
STREICHER'S, INC	I1707186	07/09/2024	POLICE/UNIFORMS	100-42120-218	3.99
STREICHER'S, INC	I1707200	07/09/2024	POLICE/UNIFORMS	100-42120-218	1,019.81
US BANK	US BANK JUNE 2024	07/09/2024	WPSG Officer Store	100-42120-218	651.20
RURAL HEALTH CARE INC	11	07/09/2024	POLICE/MEDICAL FEES/E PAL	100-42120-305	250.00
AT & T MOBILITY	287293102788X07032024	07/09/2024	POLICE/TELEPHONE	100-42120-321	652.28
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42120-321	34.14
LEASE FINANCE PARTNERS	3250 06-20-24	07/02/2024	POLICE/DATA PROCESSING	100-42120-326	398.00
US BANK	US BANK JUNE 2024	07/09/2024	Buffalo Tap & Grill	100-42120-334	37.91
MIKE'S LLC	1074	06/21/2024	POLICE/MAINTENANCE - VEHI	100-42120-405	551.30
PAUL MARSH	31555	07/02/2024	POLICE/UNIT 201/MAINTENA	100-42120-405	102.84
ALEX HAUGLID	UNIT 24-1	07/02/2024	POLICE/UNIT 24-1/MAINTENA	100-42120-405	300.00
COTTONWOOD CO AUD/TREA	JULY 2024	06/21/2024	JULY RENT	100-42120-412	2,050.00
ENTERPRISE FM TRUST	FBNS084188	07/09/2024	POLICE/VEHICLE LEASE-JULY	100-42120-419	791.78
ENTERPRISE FM TRUST	FBNS084188	07/09/2024	POLICE/VEHICLE LEASE-JUNE	100-42120-419	803.66
US BANK	US BANK JUNE 2024	07/09/2024	Post board licensing	100-42120-433	90.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK JUNE 2024	07/09/2024	Post board licensing	100-42120-433	1.94
Activity 42120 - Crime Control Total:					9,747.73
Activity: 42220 - Fire Fighting					
VESTIS GROUP, INC	2560268208	06/20/2024	FIRE/OPERATING SUPPLIES	100-42220-211	34.95
US BANK	US BANK JUNE 2024	07/09/2024	Knox	100-42220-215	234.00
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-215	48.84
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	100-42220-217	187.57
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-217	68.00
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-217	42.56
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-217	34.80
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-217	29.80
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42220-321	42.66
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42220-381	451.31
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42220-382	19.06
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	100-42220-383	53.40
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42220-385	43.00
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	100-42220-404	86.42
SCHWICKERT'S TECTA AMERIC	S510127354	07/03/2024	FIRE/ROOF INSPECTION	100-42220-406	276.00
US BANK	US BANK JUNE 2024	07/09/2024	Johnson outdoors	100-42220-480	1,064.98
US BANK	US BANK JUNE 2024	07/09/2024	Johnson outdoors	100-42220-480	1,653.09
Activity 42220 - Fire Fighting Total:					4,370.44
Activity: 42500 - Civil Defense					
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-42500-381	34.79
Activity 42500 - Civil Defense Total:					34.79
Activity: 43100 - Streets					
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	100-43100-217	59.60
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-217	70.00
COUNTRY PRIDE SERVICE	9033133	06/20/2024	STREET/MAINTENANCE MATE	100-43100-224	60.00
COUNTRY PRIDE SERVICE	9033382	06/21/2024	STREET/MAINTENANCE MATE	100-43100-224	30.00
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	100-43100-321	42.05
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-321	20.55
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-381	1,322.26
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-381	319.80
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-382	20.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-43100-385	43.72
HOFFMAN FILTER SERVICE LLC	97050	07/08/2024	STREET/MAINTENANCE - OFFI	100-43100-404	65.00
Activity 43100 - Streets Total:					2,052.98
Activity: 45120 - Recreation					
GOPHER	IN358416	07/03/2024	REC DEPT/MATERIALS	100-45120-215	998.41
BEACON ATHLETICS	0591562-IN	07/03/2024	REC DEPT/OPERATING SUPPLI	100-45120-217	285.00
BEACON ATHLETICS	0591646-IN	07/03/2024	REC DEPT/OPERATING SUPPLI	100-45120-217	456.00
BEACON ATHLETICS	0591817-IN	07/03/2024	REC DEPT/OPERATING SUPPLI	100-45120-217	470.00
BEACON ATHLETICS	0592242-IN	07/03/2024	REC DEPT/OPERATING SUPPLI	100-45120-217	375.00
AMAZON CAPITAL SERVICES, I	11WJ-CRGC-1NPK	07/03/2024	POOL/OPERATING SUPPLIES	100-45120-217	78.19
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	100-45120-217	14.03
US BANK	US BANK JUNE 2024	07/09/2024	Playpass Business	100-45120-217	9.50
Activity 45120 - Recreation Total:					2,686.13
Activity: 45202 - Park Areas					
COUNTRY PRIDE SERVICE	1803452	06/20/2024	STREET/MOTOR FUEL	100-45202-212	913.80
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-45202-381	863.41
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-45202-382	801.77
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	100-45202-385	190.82
SCHILLING SUPPLY COMPANY	966183-00	07/10/2024	STREET/MAINTENANCE - STR	100-45202-402	271.52
JOHNSON HARDWARE	16036	06/24/2024	STREET/OIL	100-45202-404	19.55
Activity 45202 - Park Areas Total:					3,327.54
Fund 100 - GENERAL Total:					24,709.95

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	211-45501-200	4.90
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	211-45501-217	138.61
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	211-45501-321	164.33
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	211-45501-381	236.88
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	211-45501-382	20.88
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	211-45501-385	46.63
VESTIS GROUP, INC	2560265773	06/24/2024	LIBRARY/MAINTENANCE - STR	211-45501-402	44.65
SANDRA HERDER	JUNE 2024	07/01/2024	CLEANING/LIBRARY	211-45501-402	234.00
MELISSA PENAS	JUNE 2024	07/01/2024	CLEANING/LIBRARY	211-45501-402	338.00
SCHWICKERT'S TECTA AMERIC	S510127350	07/02/2024	LIBRARY/ROOF INSPECTION	211-45501-402	130.00
US BANK	US BANK JUNE 2024	07/09/2024	Jk Windows	211-45501-402	40.00
US BANK	US BANK JUNE 2024	07/09/2024	Bon Appetit	211-45501-433	50.00
US BANK	US BANK JUNE 2024	07/09/2024	People	211-45501-433	135.00
US BANK	US BANK JUNE 2024	07/09/2024	People	211-45501-433	135.00
US BANK	US BANK JUNE 2024	07/09/2024	US Weekly	211-45501-433	80.00
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	211-45501-435	13.15
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	211-45501-435	57.17
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	211-45501-435	19.96
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	211-45501-435	145.31
US BANK	US BANK JUNE 2024	07/09/2024	Amazon- Supplies	211-45501-480	700.00
Activity 45501 - Library Total:					2,804.47
Fund 211 - LIBRARY Total:					2,804.47
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	7-1-2024 READING	07/02/2024	AIRPORT/SERVICES	225-45127-200	29.50
RED ROCK RURAL WATER	7-1-2024 READING	07/02/2024	AIRPORT/SERVICES	225-45127-200	2.00
SOUTH CENTRAL ELECTRIC	05-01-24 - 05-31-24	07/01/2024	ELECTRIC/AIRPORT	225-45127-381	334.00
SOUTH CENTRAL ELECTRIC	05-01-24 - 05-31-24	07/01/2024	ELECTRIC/AIRPORT	225-45127-381	53.52
WINDOM AUTO VALUE	JUNE 2024	07/10/2024	MAINTENANCE	225-45127-404	170.99
LUCAN COMMUNITY TV INC	1856	06/21/2024	AIRPORT/REPAIR PHONE FOR	225-45127-409	910.00
Activity 45127 - Airport Total:					780.01
Fund 225 - AIRPORT Total:					780.01
Fund: 230 - POOL					
Activity: 45124 - Pool					
HAWKINS, INC	6773649	06/13/2024	POOL/CHEMICALS	230-45124-216	2,607.25
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	230-45124-217	14.03
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	230-45124-217	261.66
US BANK	US BANK JUNE 2024	07/09/2024	Industrial Test Systems	230-45124-217	283.85
US BANK	US BANK JUNE 2024	07/09/2024	HyVee	230-45124-260	13.96
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	230-45124-321	113.61
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	230-45124-381	719.29
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	230-45124-382	2,957.65
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	230-45124-383	233.39
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	230-45124-385	52.58
CORE & MAIN LP	V033535	07/03/2024	POOL/MAINTENANCE - OFFIC	230-45124-404	197.60
Activity 45124 - Pool Total:					7,454.87
Fund 230 - POOL Total:					7,454.87
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
ESPENSON GROUP LLC	1604	07/03/2024	AMBO/OPERATING SUPPLIES	235-42153-217	270.00
VESTIS GROUP, INC	2560268208	06/20/2024	AMBO/OPERATING SUPPLIES	235-42153-217	34.95
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	235-42153-217	56.11
AED SUPERSTORE	S3369011	07/01/2024	AMBO/OPERATING SUPPLIES	235-42153-217	226.80
US BANK	US BANK JUNE 2024	07/09/2024	MDS Associates	235-42153-217	586.00
WINDOM AREA HEALTH	734-0024-05-2024-02	07/10/2024	AMBO/NURSING	235-42153-312	3,635.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AT & T MOBILITY	287304392280X07032024	07/09/2024	AMBO/TELEPHONE	235-42153-321	349.32
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	235-42153-321	28.44
REBEKAH ELLINGSON	06-27-24 - 06-30-24	07/09/2024	AMBO/MEALS	235-42153-334	72.00
LEESA ARNDT	07-02-24 - 07-04-24	07/09/2024	AMBO/MEALS	235-42153-334	35.63
JIM AXFORD	07-04-24	07/09/2024	AMBO/MEALS	235-42153-334	16.91
AMBER SVOBODA	07-06-24	07/09/2024	AMBO/MEALS	235-42153-334	22.66
DAN MESNER	6-24-24 - 6-27-24	07/09/2024	AMBO/MEALS	235-42153-334	48.05
CYNDI HANSEN	6-24-24 - 7-7-24	07/09/2024	AMBO/MEALS	235-42153-334	127.58
JENNA VACHUSKA	7-6-24 - 7-7-24	07/09/2024	AMBO/MEALS	235-42153-334	15.71
US BANK	US BANK JUNE 2024	07/09/2024	SAMS CLUB	235-42153-334	33.93
LEAGUE OF MN CITIES INS TR	9052	07/02/2024	LMC CA 000000098500	235-42153-364	1,000.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	235-42153-381	300.88
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	235-42153-382	12.71
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	235-42153-383	36.47
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	235-42153-385	28.66
PAUL MARSH	31443	06/13/2024	AMBO/UNIT 27	235-42153-405	21.00
PAUL MARSH	31613	07/01/2024	AMBO/UNIT #29/MAINTENANA	235-42153-405	256.82
PAUL MARSH	31624	07/03/2024	AMBO/UNIT 30/MAINTENAN	235-42153-405	529.15
WINDOM FARM SERVICE	31896	07/08/2024	AMBO/MAINTENANCE - VEHI	235-42153-405	543.26
SCHWICKERT'S TECTA AMERIC	S510127354	07/03/2024	AMBO/ROOF INSPECTION	235-42153-406	184.00

Activity 42153 - Ambulance Total: 8,472.42

Fund 235 - AMBULANCE Total: 8,472.42

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

US BANK	US BANK JUNE 2024	07/09/2024	Adobe	250-46520-200	21.36
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	250-46520-321	41.22
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	250-46520-321	55.50
FEDERATED RURAL ELECTRIC	06-30-24	07/09/2024	EDA/ELECTRIC UTILITY	250-46520-381	32.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	250-46520-381	50.34

Activity 46520 - EDA Total: 200.42

Fund 250 - EDA GENERAL Total: 200.42

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	05-01-24 - 05-31-24	07/01/2024	ELECTRIC/EDA	254-46520-381	121.36
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Activity 46520 - EDA Total: 121.36

Fund 254 - NORTH IND PARK Total: 121.36

Fund: 266 - TIF 1-10 RUNNINGS

Activity: 46530 - TIF Districts

J R & R PARTNERSHIP	7-2-2024	07/03/2024	TAXES PAYABLE IN MAY 2024	266-46530-482	16,837.88
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Activity 46530 - TIF Districts Total: 16,837.88

Fund 266 - TIF 1-10 RUNNINGS Total: 16,837.88

Fund: 271 - TIF 1- 18 AG BUILDERS GDF

Activity: 46530 - TIF Districts

AG BUILDERS	7-2-2024	07/03/2024	TAXES PAYABLE IN 2024 - JUN	271-46530-482	5,219.96
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Activity 46530 - TIF Districts Total: 5,219.96

Fund 271 - TIF 1- 18 AG BUILDERS GDF Total: 5,219.96

Fund: 274 - TIF 1-19 NWIP II

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	274-49980-611	4,725.00
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Activity 49980 - Debt Service Total: 4,725.00

Fund 274 - TIF 1-19 NWIP II Total: 4,725.00

Fund: 277 - TIF 1-22 CEMSTONE

Activity: 46530 - TIF Districts

LAKESIDE APARTMENTS OF W	7-2-2024	07/03/2024	TAXES PAYABLE IN 2024 - JUN	277-46530-482	19,099.10
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Activity 46530 - TIF Districts Total: 19,099.10

Fund 277 - TIF 1-22 CEMSTONE Total: 19,099.10

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 305 - 2009 STREET IMPROVEMENT					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C GENERAL Ob BOND(20	305-39202	-192.13
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C GENERAL Ob BOND(20	305-39202	-170.38
					-362.51
Activity: 47000 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C Adm Fee	305-47000-480	237.50
Activity 47000 - Debt Service Total:					237.50
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C GENERAL Ob BOND (20	305-49980-611	1,250.00
Activity 49980 - Debt Service Total:					1,250.00
Fund 305 - 2009 STREET IMPROVEMENT Total:					1,124.99
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	306-41000-480	475.00
Activity 41000 - General Government Total:					475.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	306-49980-611	6,485.00
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	306-49980-611	4,150.00
Activity 49980 - Debt Service Total:					10,635.00
Fund 306 - 2013 STREET IMPROVEMENT Total:					11,110.00
Fund: 307 - 2017 STREET PROJECT					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017A GENERAL Ob BOND (Pr	307-49980-611	34,422.50
Activity 49980 - Debt Service Total:					34,422.50
Fund 307 - 2017 STREET PROJECT Total:					34,422.50
Fund: 308 - 2020 STREET PROJECT					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	308-49980-611	3,937.50
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	308-49980-611	34,825.00
Activity 49980 - Debt Service Total:					38,762.50
Fund 308 - 2020 STREET PROJECT Total:					38,762.50
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
CORE & MAIN LP	V140519	07/09/2024	WATER/FLOOD	401-49950-509	1,093.85
CORE & MAIN LP	V140548	07/09/2024	WATER/2024 FLOOD	401-49950-509	2,324.67
Activity 49950 - Capital Outlay Total:					3,418.52
Fund 401 - GENERAL CAPITAL PROJECTS Total:					3,418.52
Fund: 402 - CAPITAL PROJECT - ESF					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	402-49980-612	12,120.00
Activity 49980 - Debt Service Total:					12,120.00
Fund 402 - CAPITAL PROJECT - ESF Total:					12,120.00
Fund: 601 - WATER					
Activity: 49400 - Water					
HAWKINS, INC	6773634	06/14/2024	WATER/CHEMICALS	601-49400-216	714.06
HAWKINS, INC	6793796	07/02/2024	WATER/CHEMICALS	601-49400-216	6,939.74
RED ROCK RURAL WATER	07-01-24 READING	07/02/2024	WATER 104328 JOHNSON AU	601-49400-217	33.40
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	601-49400-217	126.20
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	601-49400-321	91.23
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-321	51.06
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-326	70.00
FEDERATED RURAL ELECTRIC	06-30-24	07/09/2024	WATER/ELECTRIC UTILITY	601-49400-381	31.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-381	3,982.55
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-382	22.03
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	601-49400-383	133.57

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MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	601-49400-383	3.45
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-385	50.42
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	601-49400-386	1,166.42
SCOTT VEENKER	30695	07/02/2024	WATER/MAINTENANCE - DIST	601-49400-408	554.31
MN RURAL WATER ASSOC	08-2024 - 07-2025	07/02/2024	WATER/MEMEBERSHIP	601-49400-433	250.00
SW/WC SERVICE COOPERATIV	JULY 2024	07/01/2024	HEALTH INSURANCE	601-49400-480	944.96
				Activity 49400 - Water Total:	15,164.40

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	601-49980-611	7,190.63
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017A GENERAL Ob BOND (Pr	601-49980-611	7,000.00
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	601-49980-611	4,496.25
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	601-49980-611	1,475.50
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C GENERAL Ob BOND(20	601-49980-720	170.38
				Activity 49980 - Debt Service Total:	20,332.76

Fund 601 - WATER Total: 35,497.16

Fund: 602 - SEWER

Activity: 49450 - Sewer

HAWKINS, INC	6770597	06/06/2024	SEWER/CHEMICALS	602-49450-216	1,309.39
HAWKINS, INC	6792612	07/02/2024	SEWER/CHEMICALS	602-49450-216	2,125.74
HAWKINS, INC	8784147	07/02/2024	SEWER/CHEMICALS	602-49450-216	10.00
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	602-49450-217	120.18
MN VALLEY TESTING	1257340	07/02/2024	SEWER/LAB TESTING	602-49450-310	15.60
MN VALLEY TESTING	1258197	07/02/2024	SEWER/LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1258435	07/02/2024	SEWER/LAB TESTING	602-49450-310	142.00
MN VALLEY TESTING	1258784	07/02/2024	SEWER/LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1259005	07/02/2024	SEWER/LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1259008	07/02/2024	SEWER/LAB TESTING	602-49450-310	134.00
MN VALLEY TESTING	1259023	07/02/2024	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1259120	07/02/2024	SEWER/LAB TESTING	602-49450-310	126.00
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	602-49450-321	121.24
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	602-49450-321	176.60
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	602-49450-326	70.00
SOUTH CENTRAL ELECTRIC	05-01-24 - 05-31-24	07/01/2024	ELECTRIC/SEWER	602-49450-381	127.08
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	602-49450-381	13,575.96
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	602-49450-382	175.66
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	602-49450-383	0.43
STAPLES OIL CO	30369499901	07/02/2024	SEWER/FUEL/DYED FUEL	602-49450-404	3,388.06
GDF ENTERPRISES, INC	A26858	07/02/2024	SEWER/HYD OIL	602-49450-404	147.54
WINDOM AUTO VALUE	JUNE 2024	07/10/2024	MAINTENANCE	602-49450-404	43.98
GDF ENTERPRISES, INC	A26876	07/02/2024	SEWER/FUEL FILTER	602-49450-405	22.06
MN RURAL WATER ASSOC	08-2024 - 07-2025	07/02/2024	SEWER/MEMEBERSHIP	602-49450-433	250.00
				Activity 49450 - Sewer Total:	22,785.52

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	602-49980-611	5,159.38
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	602-49980-611	9,874.50
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017A GENERAL Ob BOND (Pr	602-49980-611	6,530.00
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	602-49980-611	3,832.50
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017C GENERAL Ob BOND(20	602-49980-720	192.13
				Activity 49980 - Debt Service Total:	25,588.51

Fund 602 - SEWER Total: 48,374.03

Fund: 604 - ELECTRIC

DAKOTA SUPPLY GROUP	S103806438.001	07/02/2024	EL/INVENTORY	604-14200	4,717.03
DAKOTA SUPPLY GROUP	S103811886.001	07/02/2024	EL/INVENTORY	604-14200	3,426.35
DAKOTA SUPPLY GROUP	S103817955.001	07/02/2024	EL/INVENTORY	604-14200	1,014.15
DAKOTA SUPPLY GROUP	S103820264.002	07/02/2024	EL/INVENTORY	604-14200	2,001.78
DAKOTA SUPPLY GROUP	S103820264.003	07/02/2024	EL/INVENTORY	604-14200	1,178.36
US BANK	US BANK JUNE 2024	07/09/2024	Covercraft - Parts for new Dod	604-16440	405.90
US BANK	US BANK JUNE 2024	07/09/2024	Covercraft - Parts for new Dod	604-16440	429.95

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DGR ENGINEERING	00268586	07/02/2024	EL/TRANSMISSION LINE PROJ	604-16480	2,331.00
DGR ENGINEERING	00268587	07/02/2024	EL/GENERATION BLDG	604-16480	28,222.00
B & B TRANSFORMER	28995	06/21/2024	EL/GEN ADDITION	604-16480	32,915.00
WILCON CONSTRUCTION SER	PAYMENT 8	07/09/2024	EL/GENERATION PLANT	604-16480	450,844.35
					527,485.87

Activity: 49550 - Electric

SHARE CORP.	270042	07/02/2024	EL/OPERATING SUPPLIES	604-49550-217	304.85
STAPLES OIL CO	30369500105	07/09/2024	EL/2024 FLOOD	604-49550-217	600.00
STAPLES OIL CO	30369499902	07/02/2024	EL/FOOD RENTAL GENERATOR	604-49550-262	2,760.74
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	604-49550-321	51.32
OZ GROUP INC	5073176-070124	07/09/2024	EL/DISPATCHING	604-49550-325	198.94
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	604-49550-326	90.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	604-49550-381	95.26
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	604-49550-382	42.69
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	604-49550-385	87.57
RD OFFUTT COMPANY	P3006404	06/20/2024	EL/MAINTENANCE - OFFICE	604-49550-404	1,752.22
ELECTRIC FUND	# 19 RETURN	07/09/2024	EL/2024 FLOOD	604-49550-408	100.37
ELECTRIC FUND	# 923	07/01/2024	EL/2024 FLOOD	604-49550-408	23,138.78
ELECTRIC FUND	# 924	07/09/2024	EL/2024 FLOOD	604-49550-408	2,961.44
RON'S ELECTRIC INC	152473	07/09/2024	EL/MAINTENANCE - UTILITIES	604-49550-409	298.28
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND(Pr	604-49550-480	318.25
WINDOM AREA DEVELOPME	JULY 2024	07/03/2024	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
					Activity 49550 - Electric Total: 34,080.73

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND(Pr	604-49980-611	108,926.98
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND(Pr	604-49980-611	93,487.92
					Activity 49980 - Debt Service Total: 202,414.90

Fund 604 - ELECTRIC Total: 763,981.50

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

US BANK	US BANK JUNE 2024	07/09/2024	Amazon	609-49751-200	21.34
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	609-49751-200	4.48
VESTIS GROUP, INC	2560265791	06/14/2024	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	69.07
VESTIS GROUP, INC	2560270437	06/19/2024	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	69.07
O'MALLEY'S STORAGE AND RE	3720	07/09/2024	LIQUOR S/STORAGE 6-28-24 -	609-49751-217	100.00
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	609-49751-217	56.11
US BANK	US BANK JUNE 2024	07/09/2024	Amazon	609-49751-217	12.80
BELLBOY CORP	0203993700	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-251	856.00
BREAKTHRU BEVERAGE MN	116274302	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-251	235.72
BREAKTHRU BEVERAGE MN	116375196	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-251	2,246.10
BREAKTHRU BEVERAGE MN	116490134	07/08/2024	LIQUOR S/LIQUOR/WINE/FREI	609-49751-251	259.86
BREAKTHRU BEVERAGE MN	116569224	07/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-251	4,384.63
DOLL DISTRIBUTING, LLC	1523378	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-251	46.30
DOLL DISTRIBUTING, LLC	1533671	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-251	49.88
SOUTHERN GLAZER'S OF MN	2488804	06/14/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,969.66
SOUTHERN GLAZER'S OF MN	2491629	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,432.80
SOUTHERN GLAZER'S OF MN	2494655	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,108.13
JOHNSON BROS.	2559475	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,104.00
JOHNSON BROS.	2564778	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	6,573.30
BEVERAGE WHOLESALERS	332254	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-251	517.00
BEVERAGE WHOLESALERS	334507	07/08/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-251	736.40
BREAKTHRU BEVERAGE MN	412378610	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-251	-79.64
BREAKTHRU BEVERAGE MN	412436535	07/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	-120.00
PHILLIPS WINE & SPIRITS	6798092	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	3,669.97
PHILLIPS WINE & SPIRITS	6801839	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,419.63
BREAKTHRU BEVERAGE MN	116489672	06/27/2024	LIQUOR S/BEER	609-49751-252	120.00
DOLL DISTRIBUTING, LLC	1523378	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-252	7,677.20
DOLL DISTRIBUTING, LLC	1523388	06/18/2024	LIQUOR S/BEER	609-49751-252	25.60

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DOLL DISTRIBUTING, LLC	1528494	06/18/2024	LIQUOR S/BEER	609-49751-252	151.00
DOLL DISTRIBUTING, LLC	1528495	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-252	10,285.40
DOLL DISTRIBUTING, LLC	1533671	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-252	13,782.90
BEVERAGE WHOLESALERS	332254	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-252	13,241.25
BEVERAGE WHOLESALERS	333353	07/01/2024	LIQUOR S/BEER/NON-ALCOH	609-49751-252	8,847.70
BEVERAGE WHOLESALERS	334507	07/08/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-252	11,272.00
BEVERAGE WHOLESALERS	334507-C	07/08/2024	WCC/BEER	609-49751-252	-20.80
BEVERAGE WHOLESALERS	335479	07/08/2024	LIQUOR S/BEER/NON ALCHOL	609-49751-252	6,682.70
BEVERAGE WHOLESALERS	336352	07/08/2024	LIQUOR S/BEER	609-49751-252	387.80
ARTISAN BEER COMPANY	3688164	06/18/2024	LIQUOR S/BEER	609-49751-252	40.00
ARTISAN BEER COMPANY	3689937	07/01/2024	LIQUOR S/BEER	609-49751-252	60.80
BELLBOY CORP	0203993700	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	120.00
BREAKTHRU BEVERAGE MN	116274302	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	424.00
BREAKTHRU BEVERAGE MN	116490134	07/08/2024	LIQUOR S/LIQUOR/WINE/FREI	609-49751-253	80.00
BREAKTHRU BEVERAGE MN	116569224	07/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-253	280.00
DOLL DISTRIBUTING, LLC	1523378	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	97.20
DOLL DISTRIBUTING, LLC	1528495	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	30.00
DOLL DISTRIBUTING, LLC	1533671	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-253	322.50
SOUTHERN GLAZER'S OF MN	2488805	06/14/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	52.00
SOUTHERN GLAZER'S OF MN	2491631	06/21/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	300.56
SOUTHERN GLAZER'S OF MN	2494656	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	750.24
JOHNSON BROS.	2559476	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	469.00
JOHNSON BROS.	2564779	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-253	800.00
BREAKTHRU BEVERAGE MN	412378610	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-253	-192.00
BREAKTHRU BEVERAGE MN	412401644	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	-104.00
PHILLIPS WINE & SPIRITS	6798093	06/21/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	201.00
PHILLIPS WINE & SPIRITS	6801840	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	797.60
WINE MERCHANTS	7477187	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	923.55
BELLBOY CORP	0108504000	06/21/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-254	59.00
BREAKTHRU BEVERAGE MN	116375196	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	54.11
BREAKTHRU BEVERAGE MN	116569224	07/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	24.00
SOUTHERN GLAZER'S OF MN	2491630	06/21/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-254	27.00
JOHNSON BROS.	2559476	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-254	37.00
JOHNSON BROS.	2564779	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	74.00
RED BULL DISTRIBUTION CO, I	5011591213	07/01/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-254	210.92
HOME CITY ICE COMPANY	7039241169	07/09/2024	LIQUOR S/ICE/FREIGHT	609-49751-257	394.36
BELLBOY CORP	0204017900	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-258	230.00
DOLL DISTRIBUTING, LLC	1523378	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-259	92.40
DOLL DISTRIBUTING, LLC	1528495	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-259	152.95
DOLL DISTRIBUTING, LLC	1533671	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-259	84.40
BEVERAGE WHOLESALERS	332254	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-259	142.50
BEVERAGE WHOLESALERS	333353	07/01/2024	LIQUOR S/BEER/NON-ALCOH	609-49751-259	91.05
BEVERAGE WHOLESALERS	334507	07/08/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-259	95.95
BEVERAGE WHOLESALERS	335479	07/08/2024	LIQUOR S/BEER/NON ALCHOL	609-49751-259	61.75
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	609-49751-321	226.59
US BANK	US BANK JUNE 2024	07/09/2024	USPS	609-49751-322	19.40
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	609-49751-326	537.97
BELLBOY CORP	0108504000	06/21/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-333	2.85
BELLBOY CORP	0203993700	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-333	24.00
BELLBOY CORP	0204017900	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-333	4.00
BREAKTHRU BEVERAGE MN	116274302	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-333	16.04
BREAKTHRU BEVERAGE MN	116375196	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	58.58
BREAKTHRU BEVERAGE MN	116490134	07/08/2024	LIQUOR S/LIQUOR/WINE/FREI	609-49751-333	5.55
BREAKTHRU BEVERAGE MN	116569224	07/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	57.35
SOUTHERN GLAZER'S OF MN	2488804	06/14/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	26.95
SOUTHERN GLAZER'S OF MN	2488805	06/14/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2491629	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	49.92
SOUTHERN GLAZER'S OF MN	2491630	06/21/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2491631	06/21/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	10.25
SOUTHERN GLAZER'S OF MN	2494655	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	39.41

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SOUTHERN GLAZER'S OF MN	2494656	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	21.87
JOHNSON BROS.	2559475	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	39.59
JOHNSON BROS.	2559476	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-333	16.59
JOHNSON BROS.	2564778	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	111.65
JOHNSON BROS.	2564779	07/01/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	24.36
BREAKTHRU BEVERAGE MN	412378610	06/21/2024	LIQUOR S/MERCHANDISE	609-49751-333	-5.55
BREAKTHRU BEVERAGE MN	412401644	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	412436535	07/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	-1.85
PHILLIPS WINE & SPIRITS	6798092	06/21/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	53.14
PHILLIPS WINE & SPIRITS	6798093	06/21/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	6.09
PHILLIPS WINE & SPIRITS	6801839	07/01/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	22.50
PHILLIPS WINE & SPIRITS	6801840	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	28.77
HOME CITY ICE COMPANY	7039241169	07/09/2024	LIQUOR S/ICE/FREIGHT	609-49751-333	7.50
WINE MERCHANTS	7477187	07/01/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	14.72
US BANK	US BANK JUNE 2024	07/09/2024	Hyvee	609-49751-340	12.98
US BANK	US BANK JUNE 2024	07/09/2024	Kwik Trip	609-49751-340	29.94
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	609-49751-381	159.34
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	609-49751-382	21.77
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	609-49751-383	14.13
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	609-49751-385	45.11
MEARS ELECTRIC INC	8881	07/02/2024	LIQUOR S/MAINTENANCE - ST	609-49751-402	1,992.82
US BANK	US BANK JUNE 2024	07/09/2024	city hive	609-49751-433	49.31
BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND(Pr	609-49751-480	156.75
Activity 49751 - Liquor Store Total:					114,381.84

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENER Ob BOND(Proje	609-49980-611	17,187.99
Activity 49980 - Debt Service Total:					17,187.99
Fund 609 - LIQUOR STORE Total:					131,569.83

Fund: 614 - TELECOM

CITRUS COMMUNICATION, IN	10655	06/14/2024	MIGRATION UPGRADE - EQUI	614-16400	6,452.61
US BANK	US BANK JUNE 2024	07/09/2024	Ebay	614-16400	1,800.00
					8,252.61

Activity: 49870 - Telecom

CITY LAUNDERING CO.	2020757	07/02/2024	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.91
CITY LAUNDERING CO.	2025015	07/05/2024	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.91
CNA SURETY	08-01-24 - 08-02-26	06/14/2024	TELECOM/08-01-24 - 08-02-2	614-49870-217	250.00
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	614-49870-217	61.16
JONATHAN ENGSTROM	378	07/05/2024	TELECOM/ENG/SURVEYING F	614-49870-303	1,700.00
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	614-49870-321	246.10
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	614-49870-321	274.52
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	614-49870-381	3,565.33
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	614-49870-382	20.98
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	614-49870-385	42.65
SCHWICKERT'S TECTA AMERIC	S510127092	07/02/2024	TELECOM/ROOF INSPECTION	614-49870-402	110.00
SCHWICKERT'S TECTA AMERIC	S510127094	07/02/2024	TELECOM/ROOF REPAIRS	614-49870-402	500.00
RELAY NETWORKS, INC.	32194	07/03/2024	TELECOM/MAINTENANCE - O	614-49870-404	4,833.45
ENTERPRISE FM TRUST	FBN5084188	07/09/2024	TELECOM/VEHICLE LEASE-JUL	614-49870-419	537.16
ENTERPRISE FM TRUST	FBN5084188	07/09/2024	TELECOM/VEHICLE LEASE-JUN	614-49870-419	545.22
ADVANTAGE COLLECTION PR	8568001	07/09/2024	UNCOLLECTIBLE	614-49870-432	28.30
DISPLAY SYSTEMS INTERNATI	217288	07/02/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
NATIONAL CABLE TV COOP	24060465	07/09/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	47,710.89
MLB NETWORK	571516	06/18/2024	SUBSCRIBER FEES	614-49870-442	364.32
SHOWTIME NETWORKS INC	81076	06/18/2024	SUBSCRIBER FEES	614-49870-442	163.20
UNIVERSAL SERVICE ADMIN C	UBDI0001456562	07/08/2024	TELECOM/499A CONTRIBUTI	614-49870-443	2,021.06
WOODSTOCK COMMUNICATI	10294629	07/02/2024	TELECOM/SWITCH FEES	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	JUL 01 2024	07/05/2024	TELECOM/SWITCH FEES	614-49870-445	40.00
JONATHAN ENGSTROM	377	07/05/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,700.00
MANKATO NETWORKS, LLC	390183	07/02/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,242.46
HURRICANE ELECTRIC LLC	98508067-IN	07/02/2024	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00

Expense Approval Report

Payment Dates: 6/29/2024 - 7/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	US BANK JUNE 2024	07/09/2024	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	240600057	07/02/2024	TELECOM/ON CALL SUPPORT	614-49870-448	142.78
SWWC - SOUTHWEST WEST C	75810	06/14/2024	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
Activity 49870 - Telecom Total:					71,735.94

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2017B Principal & Interest (G	614-49980-611	4,500.00
Activity 49980 - Debt Service Total:					4,500.00
Fund 614 - TELECOM Total:					84,488.55

Fund: 615 - ARENA

Activity: 49850 - Arena

JCL SOLUTIONS - JANITORS CL	1364214	07/05/2024	ARENA/CLEANING/SUPPLIES	615-49850-211	573.41
VESTIS GROUP, INC	2560268221	06/20/2024	ARENA/CLEANING/SUPPLIES	615-49850-211	63.47
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	615-49850-217	30.04
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	615-49850-321	68.52
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	615-49850-321	126.52
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	615-49850-381	2,162.56
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	615-49850-382	47.47
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	615-49850-383	91.43
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	615-49850-385	92.11
SW/WC SERVICE COOPERATIV	JULY 2024	07/01/2024	HEALTH INSURANCE	615-49850-480	944.96
Activity 49850 - Arena Total:					4,633.49

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	BOND 2024	06/25/2024	2018A GENERAL Ob BOND (Pr	615-49980-611	13,204.38
Activity 49980 - Debt Service Total:					13,204.38
Fund 615 - ARENA Total:					17,837.87

Fund: 617 - M/P CENTER

NEW TEC, INC	JULY 2 2024	07/10/2024	WCC/FLOOR SCRUBBER	617-16400	5,750.00
					5,750.00

Activity: 49860 - M/P Center

VESTIS GROUP, INC	2560270430	06/21/2024	WCC/CLEANING/SUPPLIES	617-49860-211	18.52
A & B BUSINESS	IN1165139	06/21/2024	MAINTENANCE	617-49860-217	56.11
VESTIS GROUP, INC	26468548	07/02/2024	WCC/UNIFORMS	617-49860-218	168.99
BEVERAGE WHOLESALERS	333352	06/18/2024	WCC/LIQUOR	617-49860-251	123.00
US BANK	US BANK JUNE 2024	07/09/2024	HyVee- Variety of water & so	617-49860-254	53.11
VERIZON WIRELESS	9967405304	07/08/2024	TELEPHONE	617-49860-321	41.22
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	617-49860-321	61.56
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	617-49860-326	403.33
US BANK	US BANK JUNE 2024	07/09/2024	Zola	617-49860-340	42.00
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	617-49860-381	1,392.40
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	617-49860-382	62.55
MN ENERGY RESOURCES	5072885203	07/08/2024	GAS	617-49860-383	229.25
ELECTRIC FUND	July 2024 City Utilities	07/10/2024	MONTHLY UTILITY	617-49860-385	139.27
SCHWICKERT'S TECTA AMERIC	S510127344	07/02/2024	WCC/ROOF REPAIRS	617-49860-402	250.00
SCHWICKERT'S TECTA AMERIC	S510127349	07/02/2024	WCC/REPAIRS ROOF	617-49860-402	335.00
HIGLEY FORD	11985	07/02/2024	WCC/MAINTENANCE - VEHICL	617-49860-404	57.10
TOWN 'N COUNTRY	12131	07/02/2024	WCC/WASHER REPAIR	617-49860-404	150.00
US BANK	US BANK JUNE 2024	07/09/2024	Country Road Greenhouse	617-49860-406	134.62
Activity 49860 - M/P Center Total:					3,718.03
Fund 617 - M/P CENTER Total:					9,468.03

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002464	07/12/2024	Federal Tax Withholding	700-21701	14,453.38
MN Department of Revenue -	INV0002465	07/12/2024	State Withholding	700-21702	7,001.00
Internal Revenue Service-Payr	INV0002464	07/12/2024	Social Security	700-21703	16,355.18
MN Pera	INV0002462	07/12/2024	PERA	700-21704	9,627.56
MN Pera	INV0002462	07/12/2024	PERA	700-21704	15.00
MN Pera	INV0002462	07/12/2024	PERA	700-21704	979.58

Expense Approval Report

Payment Dates: 6/29/2024 - 7/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0002462	07/12/2024	PERA	700-21704	17,889.20
MN State Deferred	INV0002463	07/12/2024	Deferred Roth	700-21705	577.00
MN State Deferred	INV0002463	07/12/2024	Deferred Compensation	700-21705	5,804.00
NECA IBEW FAMILY MEDICAL	AUGUST 2024	07/03/2024	HEALTH INSURANCE	700-21706	46,790.00
SW/WC SERVICE COOPERATIV	JULY 2024	07/01/2024	HEALTH INSURANCE	700-21706	33,905.06
Internal Revenue Service-Payr	INV0002464	07/12/2024	Medicare Withholding	700-21711	4,803.78
WEX Health Inc	06-28-2024	06/28/2024	FLEX SPENDING	700-21712	16.74
WEX Health Inc	6-28-2024	06/28/2024	FLEX SPENDING	700-21712	420.38
WEX Health Inc	INV0002461	07/12/2024	HSA Employee Contribution	700-21723	536.32
					159,174.18
Fund 700 - PAYROLL Total:					159,174.18
Grand Total:					1,441,775.10

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	24,709.95
211 - LIBRARY	2,804.47
225 - AIRPORT	780.01
230 - POOL	7,454.87
235 - AMBULANCE	8,472.42
250 - EDA GENERAL	200.42
254 - NORTH IND PARK	121.36
266 - TIF 1-10 RUNNINGS	16,837.88
271 - TIF 1- 18 AG BUILDERS GDF	5,219.96
274 - TIF 1-19 NWIP II	4,725.00
277 - TIF 1-22 CEMSTONE	19,099.10
305 - 2009 STREET IMPROVEMENT	1,124.99
306 - 2013 STREET IMPROVEMENT	11,110.00
307 - 2017 STREET PROJECT	34,422.50
308 - 2020 STREET PROJECT	38,762.50
401 - GENERAL CAPITAL PROJECTS	3,418.52
402 - CAPITAL PROJECT - ESF	12,120.00
601 - WATER	35,497.16
602 - SEWER	48,374.03
604 - ELECTRIC	763,981.50
609 - LIQUOR STORE	131,569.83
614 - TELECOM	84,488.55
615 - ARENA	17,837.87
617 - M/P CENTER	9,468.03
700 - PAYROLL	159,174.18
Grand Total:	1,441,775.10

Account Summary

Account Number	Account Name	Payment Amount
100-36200	Other Income	-488.18
100-41110-308	Training & Registrations	17.09
100-41110-326	Data Processing	27.20
100-41110-434	Employee Appreciation	219.20
100-41310-217	Other Operating Supplie	240.90
100-41310-321	Telephone	65.85
100-41310-326	Data Processing	278.07
100-41910-321	Telephone	96.72
100-41940-381	Electric Utility	438.73
100-41940-382	Water Utility	61.53
100-41940-385	Sewer Utility	136.23
100-41940-406	Repairs & Maint - Groun	1,397.00
100-42120-212	Motor Fuels	127.23
100-42120-218	Uniforms	3,556.65
100-42120-305	Medical & Dental Fees	250.00
100-42120-321	Telephone	686.42
100-42120-326	Data Processing	398.00
100-42120-334	Meals/Lodging	37.91
100-42120-405	Repairs & Maint - Vehicl	954.14
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	1,595.44
100-42120-433	Dues & Subscriptions	91.94
100-42220-211	Cleaning Supplies	34.95
100-42220-215	Materials & Equipment	282.84
100-42220-217	Other Operating Supplie	362.73
100-42220-321	Telephone	42.66
100-42220-381	Electric Utility	451.31
100-42220-382	Water Utility	19.06

Account Summary

Account Number	Account Name	Payment Amount
100-42220-383	Gas Utility	53.40
100-42220-385	Sewer Utility	43.00
100-42220-404	Repairs & Maint - M&E	86.42
100-42220-406	Repairs & Maint - Groun	276.00
100-42220-480	Other Miscellaneous	2,718.07
100-42500-381	Electric Utility	34.79
100-43100-217	Other Operating Supplie	129.60
100-43100-224	Street Maint Materials	90.00
100-43100-321	Telephone	62.60
100-43100-381	Electric Utility	1,642.06
100-43100-382	Water Utility	20.00
100-43100-385	Sewer Utility	43.72
100-43100-404	Repairs & Maint - M&E	65.00
100-45120-215	Materials & Equipment	998.41
100-45120-217	Other Operating Supplie	1,687.72
100-45202-212	Motor Fuels	913.80
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	863.41
100-45202-382	Water Utility	801.77
100-45202-385	Sewer Utility	190.82
100-45202-402	Repairs & Maint - Struct	271.52
100-45202-404	Repairs & Maint - M&E	19.55
211-45501-200	Office Supplies	4.90
211-45501-217	Other Operating Supplie	138.61
211-45501-321	Telephone	164.33
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	236.88
211-45501-382	Water Utility	20.88
211-45501-385	Sewer Utility	46.63
211-45501-402	Repairs & Maint - Struct	786.65
211-45501-433	Dues & Subscriptions	400.00
211-45501-435	Books and Pamphlets	235.59
211-45501-480	Other Miscellaneous	700.00
225-45127-200	Office Supplies	31.50
225-45127-381	Electric Utility	487.52
225-45127-404	Repairs & Maint - M&E	170.99
225-45127-409	Repairs & Maint - Utilitie	90.00
230-45124-216	Chemicals and Chemical	2,607.25
230-45124-217	Other Operating Supplie	559.54
230-45124-260	Concessions	13.96
230-45124-321	Telephone	113.61
230-45124-381	Electric Utility	719.29
230-45124-382	Water Utility	2,957.65
230-45124-383	Gas Utility	233.39
230-45124-385	Sewer Utility	52.58
230-45124-404	Repairs & Maint - M&E	197.60
235-42153-217	Other Operating Supplie	1,173.86
235-42153-312	Nursing	3,635.38
235-42153-321	Telephone	377.76
235-42153-334	Meals/Lodging	372.47
235-42153-364	Insurance - Worker's Co	1,000.00
235-42153-381	Electric Utility	300.88
235-42153-382	Water Utility	12.71
235-42153-383	Gas Utility	36.47
235-42153-385	Sewer Utility	28.66
235-42153-405	Repairs & Maint - Vehicl	1,350.23
235-42153-406	Repairs & Maint - Groun	184.00
250-46520-200	Office Supplies	21.36

Account Summary

Account Number	Account Name	Payment Amount
250-46520-321	Telephone	96.72
250-46520-381	Electric Utility	82.34
254-46520-381	Electric Utility	121.36
266-46530-482	TIF Payments	16,837.88
271-46530-482	TIF Payments	5,219.96
274-49980-611	Bond Interest	4,725.00
277-46530-482	TIF Payments	19,099.10
305-39202	Contribution from Enter	-362.51
305-47000-480	Other Miscellaneous	237.50
305-49980-611	Bond Interest	1,250.00
306-41000-480	Other Miscellaneous	475.00
306-49980-611	Bond Interest	10,635.00
307-49980-611	Bond Interest	34,422.50
308-49980-611	Bond Interest	38,762.50
401-49950-509	Capital Outlay - Administ	3,418.52
402-49980-612	Other Interest	12,120.00
601-49400-216	Chemicals and Chemical	7,653.80
601-49400-217	Other Operating Supplie	159.60
601-49400-321	Telephone	142.29
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	4,013.55
601-49400-382	Water Utility	22.03
601-49400-383	Gas Utility	137.02
601-49400-385	Sewer Utility	50.42
601-49400-386	Landfill	1,166.42
601-49400-408	Repairs & Maint - Distrib	554.31
601-49400-433	Dues & Subscriptions	250.00
601-49400-480	Other Miscellaneous	944.96
601-49980-611	Bond Interest	20,162.38
601-49980-720	Transfers - Debt Service	170.38
602-49450-216	Chemicals and Chemical	3,445.13
602-49450-217	Other Operating Supplie	120.18
602-49450-310	Lab Testing	1,121.60
602-49450-321	Telephone	297.84
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	13,703.04
602-49450-382	Water Utility	175.66
602-49450-383	Gas Utility	0.43
602-49450-404	Repairs & Maint - M&E	3,579.58
602-49450-405	Repairs & Maint - Vehicl	22.06
602-49450-433	Dues & Subscriptions	250.00
602-49980-611	Bond Interest	25,396.38
602-49980-720	Transfers - Debt Service	192.13
604-14200	Inventory	12,337.67
604-16440	Motor Vehicles	835.85
604-16480	CIP-Const in Progress	514,312.35
604-49550-217	Other Operating Supplie	904.85
604-49550-262	Merchandise for Resale -	2,760.74
604-49550-321	Telephone	131.34
604-49550-325	Dispatching	198.94
604-49550-326	Data Processing	90.00
604-49550-381	Electric Utility	95.26
604-49550-382	Water Utility	42.69
604-49550-385	Sewer Utility	87.57
604-49550-404	Repairs & Maint - M&E	1,752.22
604-49550-408	Repairs & Maint - Distrib	26,200.59
604-49550-409	Repairs & Maint - Utilitie	298.28
604-49550-480	Other Miscellaneous	318.25

Account Summary

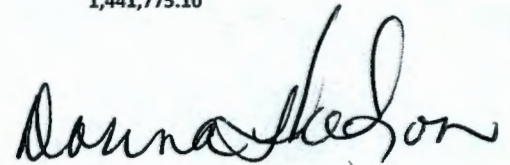
Account Number	Account Name	Payment Amount
604-49550-491	Payments to Other Orga	1,200.00
604-49980-611	Bond Interest	202,414.90
609-49751-200	Office Supplies	25.82
609-49751-211	Cleaning Supplies	138.14
609-49751-217	Other Operating Supplie	168.91
609-49751-251	Liquor	30,409.74
609-49751-252	Beer	72,553.55
609-49751-253	Wine	5,351.65
609-49751-254	Soft Drinks & Mix	486.03
609-49751-257	Ice	394.36
609-49751-258	Liquor Store THC	230.00
609-49751-259	Non- Alcoholic	721.00
609-49751-321	Telephone	226.59
609-49751-322	Postage	19.40
609-49751-326	Data Processing	537.97
609-49751-333	Freight and Express	636.53
609-49751-340	Advertising & Promotion	42.92
609-49751-381	Electric Utility	159.34
609-49751-382	Water Utility	21.77
609-49751-383	Gas Utility	14.13
609-49751-385	Sewer Utility	45.11
609-49751-402	Repairs & Maint - Struct	1,992.82
609-49751-433	Dues & Subscriptions	49.31
609-49751-480	Other Miscellaneous	156.75
609-49980-611	Bond Interest	17,187.99
614-16400	Machinery & Equipment	8,252.61
614-49870-211	Cleaning Supplies	43.82
614-49870-217	Other Operating Supplie	311.16
614-49870-303	Engineering and Surveyi	1,700.00
614-49870-321	Telephone	520.62
614-49870-381	Electric Utility	3,565.33
614-49870-382	Water Utility	20.98
614-49870-385	Sewer Utility	42.65
614-49870-402	Repairs & Maint - Struct	610.00
614-49870-404	Repairs & Maint - M&E	4,833.45
614-49870-419	Vehicle Lease	1,082.38
614-49870-432	Uncollectible	28.30
614-49870-442	Subscriber Fees	48,436.85
614-49870-443	Intergovernmental Fees	2,021.06
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	7,181.46
614-49870-448	On-Call Support	1,092.78
614-49980-611	Bond Interest	4,500.00
615-49850-211	Cleaning Supplies	636.88
615-49850-217	Other Operating Supplie	30.04
615-49850-321	Telephone	195.04
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	2,162.56
615-49850-382	Water Utility	47.47
615-49850-383	Gas Utility	91.43
615-49850-385	Sewer Utility	92.11
615-49850-480	Other Miscellaneous	944.96
615-49980-611	Bond Interest	13,204.38
617-16400	Machinery & Equipment	5,750.00
617-49860-211	Cleaning Supplies	18.52
617-49860-217	Other Operating Supplie	56.11
617-49860-218	Uniforms	168.99
617-49860-251	Liquor	123.00

Account Summary

Account Number	Account Name	Payment Amount
617-49860-254	Soft Drinks & Mix	53.11
617-49860-321	Telephone	102.78
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	42.00
617-49860-381	Electric Utility	1,392.40
617-49860-382	Water Utility	62.55
617-49860-383	Gas Utility	229.25
617-49860-385	Sewer Utility	139.27
617-49860-402	Repairs & Maint - Struct	585.00
617-49860-404	Repairs & Maint - M&E	207.10
617-49860-406	Repairs & Maint - Groun	134.62
700-21701	Federal Withholding	14,453.38
700-21702	State Withholding	7,001.00
700-21703	FICA Tax Withholding	16,355.18
700-21704	PERA Contributions	28,511.34
700-21705	Retirement	6,381.00
700-21706	Medical Insurance	80,695.06
700-21711	Medicare Tax Withholdi	4,803.78
700-21712	Flex Account	437.12
700-21723	HSA Employee Contribu	536.32
	Grand Total:	1,441,775.10

Project Account Summary

Project Account Key	Payment Amount
None	1,441,775.10
Grand Total:	1,441,775.10



RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
TIM HACKER
FOR HONORABLE AND DEVOTED PUBLIC SERVICE
AS AN EMT FOR THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **TIM HACKER** for his untiring and valuable service to the City of Windom faithfully rendered as an EMT for thirty-two years.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **TIM HACKER** its expressions of appreciation for serving the City well as an EMT, and its best wishes for good health, success and prosperity in the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Tim Hacker.

Adopted this 16th day of July, 2024.

Dominic Jones, Mayor

Attest:

Steven Nasby, City Administrator

RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
KIM POWERS
FOR HONORABLE AND DEVOTED PUBLIC SERVICE
AS AN EMT FOR THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **KIM POWERS** for her untiring and valuable service to the City of Windom faithfully rendered as an EMT for thirty-one years.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **KIM POWERS** its expressions of appreciation for serving the City well as an EMT, and its best wishes for good health, success and prosperity in the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Kim Powers.

Adopted this 16th day of July, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

Date/Time received: 11:46 am 7/12/24

Agenda Request Form

(This form can be used only once a month by the same individual(s). It is not a venue to bypass policies and procedures of city commissions and committees.)

Name: William HANSON Telephone No: 612.225.7256

Address: 902 13th St

Date of Council Meeting: 7/16 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Permit over furnaces / flood related

Have you brought this to the attention of the appropriate department head? Yes
Committee? _____

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): _____

OK

This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action. No more than two (2) people should speak on the same topic at one meeting. Remarks should not exceed five (5) minutes per person. They should be directed to the council as a whole and not to any individual member or department head.

William Hanson
Signature

RESOLUTION #2024-

INTRODUCED:

SECONDED:

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

WINDOM'S "NIGHT TO UNITE" PROCLAMATION

WHEREAS, the Minnesota Crime Prevention Association, AAA and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program entitled "Night to Unite" on August 6, 2024; and

WHEREAS, the "Night to Unite" is designed to "get to know one another" in the City of Windom, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, the "Night to Unite" provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Windom by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the Department of Corrections/Cottonwood County Probation and the Southwest Crisis Center play a vital role in assisting the Cottonwood County Sheriff and Windom Police Department through joint crime, drug and violence prevention efforts in Windom and are supporting "Night to Unite 2024" locally; and

WHEREAS, it is essential that all citizens of Windom be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Windom; and

WHEREAS, law enforcement-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that Tuesday, August 6, 2024, is designated as "**Night to Unite**" in Windom, Minnesota, and citizens of Windom are encouraged to support and participate in Windom's 18th Annual "Night to Unite".

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

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2024-

INTRODUCED:

SECONDED:

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

**A RESOLUTION ENACTED UNDER AUTHORITY OF MINNESOTA STATUTES
SECTIONS 12.29 AND 12.37 TO FURTHER EXTEND THE PERIOD OF A
MAYOR-DECLARED LOCAL EMERGENCY**

WHEREAS, the Mayor of Windom found that the following situation exists: flooding within the community due to heavy rains occurring on June 21-24, 2024; and

WHEREAS, the Mayor declared that the situation is a local emergency effective at 1:00 p.m. on Friday, June 21, 2024; and

WHEREAS, the City Council agreed with the Mayor's findings and further found that the situation will last for more than three days; and

WHEREAS, the City Council adopted a Resolution on June 24, 2024, recognizing the local emergency as continuing until July 3, 2024; and

WHEREAS, the City Council adopted a Resolution on July 2, 2024, recognizing the local emergency as continuing until July 17, 2024; and

WHEREAS, the City Council finds that the situation will continue beyond July 17, 2024.

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

The City Council declares that the local emergency is recognized as continuing until _____, 2024.

This declaration of a local emergency will invoke the City's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

Adopted by the City Council of Windom, Minnesota, this 16th day of July, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

MEMORANDUM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: City Administrator *Age*
DATE: July 8, 2024
RE: Funding for Flood Recovery and Mitigation

Due to the recent historic levels of flooding throughout the community, a number of discussions have started and undertaken a renewed urgency related to flood recovery and mitigation projects. Prioritization and identifying funding for these projects will be needed from the City Council. This memorandum outlines some of the possible funding options that could be considered. Each of the funding options have pros and cons.

Debt Funding

The City of Windom could use long-term General Obligation debt to fund projects. The debt would most likely be repaid through general property taxes, which would increase the property tax rates on all taxpayers. Another option, more limited in scope, would be to increase or institute a payment in lieu of property tax such as is done with the Electric Utility and Liquor Store.

A second debt option is for the use of a long-term loan from the U.S. Department of Agriculture for rural community facilities. These funds would need to be repaid, but the length of the loan term (up to 40 years) would make the payments more affordable than a GO bond. The interest rate on the USDA monies currently would be a minimum of 4.0% and are related to community income-eligibility. While the term is attractive for the USDA loan the interest rate charged may be the same or possibly higher than it is for a 15-20 year GO bond issue.

Grant Applications and State Bonding Requests

There are various opportunities that become available for the funding of capital projects. City staff works on these opportunities as they become available and relate to the City's needs that have been identified through the Capital Improvement Plan or City Council goals. Examples include the Blandin Foundation grants, Remick Foundation grants, USDA, State bonding, US Fish & Wildlife grant, FEMA and MN DNR funding as well as others.

To pursue these grants and other financial resources for large projects the City Council will need to provide direction as the commitment of staff resources, planning monies, legislative efforts and ultimately an investment of substantial local funds will be necessary to make applications that potentially could leverage these resources.

State bonding funds were received for the dam removal and wastewater treatment plant. Bond funds were requested for the flood mitigation efforts at Red Leaf Court (twice) and for the Emergency Services Facility but none were received for these projects. In 2024 the legislature did not even pass a bonding bill which is discouraging as generally the big bonding bills are done in even numbered years. As there was not a bonding bill in 2024 there maybe some legislative action to do one in 2025.

Local Sales Tax

Local sales taxes are becoming more common in Minnesota and are used to fund a variety of projects, but public facilities such as trails, recreational complexes, arenas and community centers are the most common. The legislature has established a set of guidelines for local option sales taxes to be projects of "Regional Significance".

An information brief on Local Sales Taxes in Minnesota (Exhibit A) is attached for your review. This document outlines the procedure for cities wishing to implement a local sales tax. Under current legislative policy\procedure a City must have legislative approval before a local sales tax is to be presented to voters at a general election (which would be 2024 for Windom). The rules on local taxes have been amended over the last few years to make it more difficult for cities to enact local sales taxes; however, there may be legislation that could be requested that could allow for waving the legislative restrictions as the possible funding would go to flood recovery and mitigation in response to this year's historic flood.

Exhibit B shows information from the State relating to taxable retail sales. The 2021 numbers show \$73,123,112 in taxable retail sales for Cottonwood County in retail trade; however, specific numbers are not available for the City of Windom. A 2010 estimate from the Department of Revenue suggests that 75% of the taxable sales are in Windom. As such, a one-percent local sales tax would generate about \$548,000 annually. Should the State expand sales taxes to other goods and\or services that would also impact local option taxes, with the likelihood of increasing the amount of revenue generated. A majority of the local option sales taxes would be paid by city and area residents, there is the benefit of also collecting this tax from people living outside of the community as they purchase goods and\or services in Windom. In our area the cities of Blue Earth, Fairmont, Worthington and Marshall have a local option sales tax. A number of others, both large and small, include New Ulm, Mankato, Sauk Centre, Staples, Wilmar, New London and Spicer.

Local option sales taxes are generally one-half percent to one-percent and are collected for a specific length of time or amount of funds to be collected.

Due to the timeframes for the upcoming 2024 general election, ballot questions must be submitted to the County Auditor in August if the Council were to want to get a referendum to the voters. Even if a local option sales tax were approved by the voters in November 2024 the City would need legislative approval in the 2025 legislative session. If legislative approval is obtained and the Governor agrees, a request for a local option sales tax needs to be made to the Minnesota Department of Revenue and they would have a minimum of 90 days to start the collection of local option sales taxes revenues which puts funds coming into the City in mid to late 2025.

Attached for your information is the Windom City Council resolution that was passed in 2013 when the City requested a local option sales tax from the State legislature (Exhibit C).

Storm Water Utility Fee

One idea that was presented during budget discussions several years ago was to begin a stormwater utility as Windom will soon be required by the State to abide by MS4 stormwater rules and regulations. Funds raised through this new utility fee could be used in combination with other funds to address flooding issues. Many cities throughout the State have adopted this type of fee. Attached are Exhibits D and E which provide some information from the cities of Monticello (pop. 14,455) and St. Peter (pop. 12,066). This type of fee is generally based on a formula for contributions to storm water by commercial, industrial and residential properties.

General Fund Reserves

The City does maintain a General Fund reserve for emergencies and to cover cashflow needs. The State Auditor's office recommends a range of 35 – 50% of the general fund to be kept in reserve. The City Council has set a range of 35 – 60% as its policy. The City Council could look into using some of these reserve funds towards flood recovery and mitigation projects. The City Council has already committed up to \$25,000 to be used for finishing work on the existing levy, up to \$175,000 for construction of a new levy in Island Park and to cover any matching funds that maybe needed for FEMA Public Assistance (e.g. debris removal).

Property Tax Increase (One-time or Short-time Duration - Dedication to Flood Recovery and Mitigation)

The City Council's primary method of raising funds is to do so through the collection of property taxes. Windom currently has a property tax levy of \$2,561,842 to cover City facilities and services. A directed tax increase for flood recovery and/or mitigation could be imposed by the City Council for a short-term or longer-term duration. For example, each 1% increase in the property tax levy is equal to \$25,618. As such it would likely require a minimum of a 5%+ property tax levy increase over a multi-year period to raise the level of funds needed to undertake significant projects. Please note: this would be **in addition** to any property tax increase needed to maintain services/facilities and/or take on new projects (e.g. streets).



Starting a Local Sales Tax

Generally, local governments must obtain approval from the Minnesota Legislature before starting any local sales and use taxes.

Local taxes administered by the Minnesota Department of Revenue follow the same tax base as provided in Minnesota Statutes. They're also subject to the same penalties, interest, and enforcement as the general rate sales tax.

Note: If your local government borders or contains an American Indian reservation, consult with the Tribal government before starting the local tax process.

General Guidelines and Steps

These are general guidelines and steps to help you start a local tax. There are three tax types, and each one has specific authorization and implementation information.

After your tax is approved, there are requirements you must follow.

General Local Tax

Authorizing a General Local Tax

Revenue administers all general local sales and use taxes.

To impose a general local sales and use tax, you must receive authorization through the Minnesota Legislature. To receive this authorization, you must complete the following steps:

1. Pass a resolution that includes:
 - Proposed tax rate
 - Detailed description of up to five capital projects to be funded with the tax. A capital project includes:
 - A single building or structure, including associated infrastructure needed to safely access or use the building or structure
 - Improvements within a single park or named recreation area
 - A contiguous trail
 - Documentation of how each project will provide an economic benefit to residents, businesses, and visitors from outside the jurisdiction
 - Amount of revenue to be raised for each project and the estimated time needed to raise funds
 - Total amount of revenue to be raised for all projects
 - Estimated length of time the tax will be in effect if all proposed projects are approved
2. Submit the approved resolution and supporting documents to the senate and house tax committee chairs by January 31.
3. Once legislative approval is given, revise and reaffirm your resolution. The resolution must be passed at least 90 days before a general election.
4. Pass a referendum to impose the tax:
 - Hold a vote at a general election within two years of legislative approval.
 - Each project must have a separate question for approval.
 - Voters must approve by a majority vote. If a project is not approved, the revenue and expiration date must be adjusted.
 - You cannot spend money to advertise or promote the proposed tax, but you may publicize information included in the resolution.
5. If approved, create and pass an ordinance imposing the tax.
6. File a certificate of approval and a copy of the ordinance with the Minnesota Secretary of State.
7. After you file with the Minnesota Secretary of State, you must notify us in writing to start a new local tax.

Implementing the Approved General Local Tax

You must notify Revenue, in writing, at least 90 days before the anticipated begin date.

The letter must include:

- Authorizing session law or Minnesota Statute
- Date you plan to begin the tax (must begin on the first day of a calendar quarter)
- Approved tax rate
- Formal request for the Minnesota Department of Revenue to administer the new tax

You must provide us a copy of the following information:

- Resolution imposing the local tax
- Board meeting minutes approving the resolution
- Your ordinance for sales and use tax regulations
- The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- Referendum questions and results
- Documentation of public informational meetings held prior to the referendum (if held)
- Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected

Send the letter and supporting documents to:

Commissioner of Revenue
Minnesota Department of Revenue
Mail Station 6330
St. Paul, MN 55146

Special Local Tax

Authorizing a Special Local Tax

Follow these suggested guidelines unless your tax was authorized under [Minnesota Statutes 469.190](#), [Minnesota Statutes 645.021](#), or other special laws.

Special local sales and use taxes include food and beverage, lodging, and entertainment. You may administer special local taxes or have Revenue administer the taxes.

To impose a special local tax, complete the following steps:

1. Pass a resolution that includes:
 - Proposed tax rate
 - Intended use of the revenue (project plan)
 - Amount of revenue raised
 - Anticipated expiration date
2. Submit the approved resolution and supporting documents to the senate and house tax committee chairs.
3. Once legislative approval is given, revise and reaffirm your resolution.
4. File a certificate of approval and a copy of the ordinance to the [Minnesota Secretary of State](#).

Implementing the Approved Special Local Tax

This information only applies to local taxes administered by Revenue.

You must notify us, in writing, at least 90 days before the anticipated begin date.

The letter must include:

- Authorizing session law or Minnesota Statute
- Date you plan to begin the tax (must begin on the first day of a calendar quarter)
- Approved tax rate
- Formal request for the Minnesota Department of Revenue to administer the new tax

You must provide us a copy of the following information:

- Resolution imposing the local tax
- Board meeting minutes approving the resolution
- Your ordinance for sales and use tax regulations
- The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- Referendum questions and results
- Documentation of public informational meetings held prior to the referendum (if held)
- Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected
 - The use of funds must be designated 90 days before the referendum.

Send the letter and supporting documents to:

Commissioner of Revenue
Minnesota Department of Revenue
Mail Station 6330
St. Paul, MN 55146

Local Transportation Tax

Authorizing a Local Transportation Tax

Any county may impose a local sales and use tax of up to 0.5% and a \$20 vehicle excise tax on commercial sales of motor vehicles to fund a transportation or transit project. These funds can also be used to fund transit operating costs and safe routes to school programs.

Note: Revenue administers all local transportation sales and use taxes.

To impose a local transportation tax, you must complete the following steps:

1. Publish advanced notification of a public hearing to discuss potential transportation projects. A vote on the proposed tax by county residents in a general election is not required.
2. Pass a resolution that includes:
 - Reference [Minnesota Statutes 297A.993](#)
 - Proposed tax rate up to 0.5%
 - \$20 vehicle excise tax (if applicable)
 - Intended use of the revenue (project plan)
 - Amount of revenue to be raised
 - Anticipated expiration date
 - Intent to have Revenue administer the new tax
 - Reference [Minnesota Statutes 297A.99, subd. 4 and subd. 6-13](#)

Implementing the Approved Transportation Tax

You must notify Revenue, in writing, at least 90 days before the anticipated begin date.

The letter must include:

- Authorizing session law or Minnesota Statute
- Date you plan to begin the tax (must begin on the first day of a calendar quarter)
- Approved tax rate and the \$20 vehicle excise tax if included in your resolution
- Formal request for the Minnesota Department of Revenue to administer the new tax

You must provide us a copy of the following information:

- Resolution imposing the local tax
- Transportation project plan that includes:
 - Proposed tax rate up to 0.5%
 - \$20 vehicle excise tax (if applicable)

- Intended use of the revenue
- Amount of revenue to be raised
- Anticipated expiration date
- Board meeting minutes approving the resolution
- Documentation of public informational meetings held before passing the resolution

Send the letter and supporting documents to:

Commissioner of Revenue
Minnesota Department of Revenue
Mail Station 6330
St. Paul, MN 55146

After Your Tax is Approved

You must notify the public of your new local tax, and if necessary, take our disclosure training.

Notifying the Public

You must notify the public 60 days before the local tax starts by:

- Announcing on your website the new local tax and the effective date
- Posting information on your website that includes:
 - The tax rate
 - The local tax notice
 - A link to Revenue's website

You must leave this information on your website to inform new businesses of the local tax.

Public Utility Service Statements

If you provide and bill for public utility services, you must include a statement that your customers may owe use tax on purchases made outside of the local tax area on your invoices at least once per year. You need to include information on how the customer can calculate and pay the use tax.

Local Government Disclosure Training

If your local taxes are administered by Revenue, the main local government contacts with Revenue must complete annual disclosure training. The training provides data privacy information before you can access non-public taxpayer data. [Take the Annual Disclosure Training](#).

Minnesota Department of Revenue's Responsibilities

We will notify the public of your new local tax at least 60 days before it begins and register businesses located in the taxing jurisdiction for the new local tax.

Contact Us

If you have any questions or need more information:

- Email localgovernmentservices.mdor@state.mn.us
- Call 651-556-6117

(8)

2021 Minnesota State Sales Tax Totals by County
(Listed Alphabetically or from Highest to Lowest)

County	Gross Sales	Taxable Sales	Sales Tax	Use Tax	Total Tax	Number of Businesses	Gross Sales	Taxable Sales	Sales Tax	Rank
AITKIN	\$ 489,987,712	\$ 150,982,415	\$ 10,682,301	\$ 153,294	\$ 10,835,595	492	63	50	50	
ANOKA	16,388,705,400	4,010,180,904	281,186,365	23,872,319	305,058,684	7,405	5	4	4	
BECKER	1,381,617,326	441,676,071	31,144,171	1,546,908	32,691,079	997	34	27	26	
BELTRAMI	2,328,901,215	729,254,848	51,068,323	1,449,153	52,517,476	1,180	24	16	16	
BENTON	2,461,773,686	520,585,978	36,351,262	2,517,289	38,868,551	952	22	20	20	
BIG STONE	107,200,223	28,366,213	2,001,199	41,840	2,043,039	202	86	85	85	
BLUE EARTH	4,777,915,751	1,162,687,812	81,353,055	3,063,048	84,416,103	1,846	11	12	12	
BROWN	2,024,027,950	323,250,535	22,691,412	823,732	23,515,144	779	27	33	32	
CARLTON	860,310,565	264,821,298	18,745,607	1,690,581	20,436,188	784	48	37	37	
CARVER	4,677,089,574	985,281,343	70,028,774	3,494,670	73,523,444	2,494	12	13	13	
CASS	916,010,910	378,436,967	26,708,255	360,074	27,068,329	1,079	46	31	31	
CHIPPEWA	810,603,467	123,482,413	8,664,037	267,982	8,932,019	391	53	56	56	
CHISAGO	1,693,975,431	379,906,693	26,910,858	760,184	27,671,042	1,301	29	30	30	
CLAY	2,082,253,058	450,111,839	31,656,445	894,274	32,550,719	1,079	25	25	25	
CLEARWATER	322,574,774	54,310,271	3,846,406	316,859	4,163,265	248	75	75	75	
COOK	274,213,431	147,204,838	10,376,278	119,731	10,496,009	411	78	51	51	
COTTONWOOD	1,153,364,938	73,123,112	5,141,134	312,303	5,453,437	369	40	69	69	
CROW WING	4,145,814,588	1,436,820,754	100,927,263	1,818,871	102,746,134	2,374	14	11	11	
DAKOTA	24,421,837,383	5,936,708,271	416,936,551	16,099,228	433,035,779	9,102	3	3	3	
DODGE	1,221,840,770	126,966,102	8,866,015	374,740	9,240,755	452	38	54	54	
DOUGLAS	2,360,032,425	674,554,099	47,362,966	1,504,222	48,867,188	1,444	23	17	17	
FARIBAUT	736,540,316	73,742,081	5,215,311	779,976	5,995,287	440	56	68	68	
FILLMORE	886,817,538	212,971,715	14,877,195	203,046	15,080,241	722	47	42	42	
FREEBORN	2,807,142,004	323,900,884	22,623,376	857,101	23,480,477	816	19	32	33	
GOODHUE	2,074,275,361	473,379,927	33,200,620	997,567	34,198,187	1,357	26	24	23	
GRANT	368,542,545	52,372,226	3,659,992	70,911	3,730,903	221	69	77	77	
HENNEPIN	101,392,794,427	28,065,332,758	1,976,076,746	110,119,480	2,086,196,226	31,772	1	1	1	
HOUSTON	349,780,085	89,859,188	6,340,336	235,828	6,576,164	510	73	63	63	
HUBBARD	620,406,742	226,366,065	16,049,246	308,939	16,358,185	735	59	38	38	
ISANTI	1,471,137,445	513,513,746	35,805,913	454,291	36,260,204	979	33	21	21	
ITASCA	1,622,949,585	484,748,227	34,123,467	830,322	34,953,789	1,265	32	22	22	
JACKSON	537,175,577	77,796,672	5,454,313	164,726	5,619,039	401	62	66	66	
KANABEC	279,322,405	95,419,062	6,752,524	418,935	7,171,459	383	77	61	61	
KANDIYOHI	2,635,618,634	667,696,228	46,586,979	1,669,326	48,256,305	1,203	20	18	18	
KITSON	161,185,829	29,045,465	2,051,045	76,810	2,127,855	154	83	84	84	
KOOCHICHING	366,969,962	113,012,603	7,976,462	554,622	8,531,084	357	70	59	59	
LAC QUI PARLE	179,878,710	34,366,795	2,430,091	416,643	2,846,734	240	81	82	82	
LAKE	328,202,895	122,036,289	8,617,359	2,270,666	10,888,025	442	74	57	57	
LAKE OF THE WOODS	195,316,112	75,903,994	5,372,274	52,480	5,424,754	213	79	67	67	
LE SUEUR	1,015,562,718	181,253,423	12,896,978	542,677	13,439,655	777	42	48	47	
LINCOLN	145,211,151	45,519,903	3,176,365	39,900	3,216,265	215	85	80	80	
LYON	2,597,622,644	396,412,063	27,690,463	1,857,485	29,547,948	746	21	29	29	
MCLEOD	1,664,457,753	432,900,233	30,194,353	1,356,285	31,550,638	948	30	28	28	
MAHNOHEN	155,380,749	56,257,915	4,025,547	34,435	4,059,982	115	84	73	73	
MARSHALL	352,951,208	47,357,337	3,328,142	136,231	3,464,373	247	72	79	79	
MARTIN	1,200,656,609	204,736,661	14,333,078	658,957	14,992,035	619	39	44	44	
MEEKER	1,647,277,104	221,883,678	15,470,025	674,427	16,144,452	633	31	40	41	
MILLE LACS	939,337,091	266,357,655	18,824,761	295,300	19,120,061	650	45	36	36	
MORRISON	1,099,204,685	279,442,474	19,734,228	464,854	20,199,082	1,035	41	35	35	
MOWER	1,235,530,591	286,819,413	20,186,405	742,047	20,928,452	823	37	34	34	
MURRAY	734,252,897	49,707,590	3,523,331	78,132	3,601,463	302	57	78	78	
NICOLLET	1,237,354,515	222,523,380	15,751,555	536,895	16,288,450	691	36	39	39	
NOBLES	953,882,083	212,353,358	14,812,684	445,218	15,257,902	573	44	43	43	
NORMAN	188,607,162	37,853,933	2,654,877	64,321	2,719,198	193	80	81	81	
OLMSTED	7,264,004,107	2,312,134,264	162,195,815	13,527,647	175,723,462	3,415	9	8	8	
OTTER TAIL	3,238,295,994	821,756,569	57,323,471	1,631,636	58,955,107	1,865	16	15	15	
PENNINGTON	839,661,659	198,541,906	13,873,195	581,269	14,454,464	367	50	45	45	
PINE	588,160,532	189,923,363	13,531,954	162,377	13,694,331	717	60	46	46	
PIPESTONE	379,521,495	73,009,079	5,102,833	113,636	5,216,469	300	68	70	70	
POLK	850,461,738	221,676,154	15,621,169	578,865	16,200,034	741	49	41	40	
POPE	462,713,521	90,321,210	6,343,939	330,055	6,673,994	360	65	62	62	

(C)

RESOLUTION #2013-12

INTRODUCED: Cooley
SECONDED: Jones
VOTED: Aye: Jones, Cooley, Powers, Ray and Fossing
Nay: None
Absent: None

CITY OF WINDOM

**RESOLUTION APPROVING SPECIFICS OF A PROPOSAL TO IMPOSE A
LOCAL SALES TAX AND AN EXCISE TAX IN THE CITY OF WINDOM**

WHEREAS, the City of Windom has several proposed projects and improvements which cannot be adequately funded with existing resources; and

WHEREAS, the City of Windom desires to submit a proposal to the Minnesota Legislature to allow the City of Windom to propose a local option sales tax of up to one percent and an excise tax of \$20.00 per motor vehicle purchased at retail. The proceeds of the sales and excise taxes would be used to pay for the projects and improvements; and

WHEREAS, Minnesota Statutes Section 297A.99 provides, in part, that a political subdivision may impose a local sales tax if permitted by special law and if approved by the voters of said political subdivision, and that before a governing body requests legislative approval of a special law for local sales tax, it shall adopt a resolution indicating approval of the tax and indicating, at a minimum, the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time the tax will be in effect.

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

1. The City Council hereby approves a local sales tax up to one percent and an excise tax in the amount of \$20.00 per vehicle purchased at retail if approved by the voters of said political subdivision.
2. The tax revenues will be used to pay the costs of public facilities and the option for the capitalization of a Revolving Loan Fund for the Windom Economic Development Authority.
3. The total revenue that will be raised before the sales and excise taxes expire is estimated to be \$4 Million. The sales tax and excise tax will be in effect until the costs of the projects referenced above are paid or fifteen years after imposition of the taxes, whichever is earlier.

Adopted this 5th day of February, 2013.



Corey J. Maricle, Mayor

ATTEST:



Steven Nasby, City Administrator



Stormwater Utility Fee

Stormwater is a leading source of water pollution, and the City is responsible for meeting state and federal environmental regulations as well as maintaining stormwater infrastructure within city limits. To better meet these demands, the City established a stormwater utility fee that will be charged in drainage units. **The 2024 monthly fee is \$4.75 per drainage unit.**

Stormwater Fund

Revenue received from the fee will be kept in a Stormwater Fund, and the money will be used for costs like:

- Compliance and management of the Municipal Separate Storm Sewer System (MS4)
- Storm sewer maintenance and upgrades
- Stormwater pond maintenance
- Street sweeping

Residential Properties

- Residential properties include single-family, multi-family, townhome, mobile home, etc.
- Residential units will each be assigned 1 drainage unit (e.g. a single-family home = 1 unit, a duplex = 2 units)
- Single-family homeowners will see the charge as a \$4 fee on their monthly utility bill.
- Mobile homes will be billed as a group to the mobile home park owner.
- Apartments will be billed as a group to the apartment building owner.
- Any other clustered residential units (townhomes, etc.) will be billed as a group or individually, depending on how the utility bill is currently received.

Non-Residential Properties

- The stormwater utility fee for non-residential properties will be calculated based on 7 drainage units per impervious acre.
- There is a minimum of 7 drainage units for non-residential properties.
- Impervious surface is rounded to the nearest acre.

Quick Links

- [Water Department](#)
- [Stormwater Utility Ordinance \(PDF\)](#)
- [Stormwater and Stormwater Maintenance](#)

[View All](#)



Stormwater Utility Fee: City of Saint Peter



In the face of changing regulatory environment related to stormwater management (e.g., Phase II Small MS4 General Permit requirements), many municipalities have implemented stormwater utility fees to help meet permit requirements, fund needed improvements, and support ongoing utility maintenance and repair. The City of Saint Peter (<https://www.saintpetermn.gov/stormwater>) implemented a stormwater utility fee in 2004. Prior to the development of Saint Peter as an MS4 (Municipal Separate Storm Sewer System)

community, stormwater responsibilities were integrated into the wastewater utility and was being funded by the wastewater utility. Realizing the need to independently support the stormwater utility, City managers proposed adoption of a stormwater utility fee (<https://www.saintpetermn.gov/Faq.aspx?QID=89>). The fee is intended to support all aspects of the utility including improvements for aging infrastructure and funding future stormwater projects.

The City of Saint Peter utilized a model ordinance developed by the League of Minnesota Cities (<https://www.lmc.org/resources/securing-payment-of-utility-charges/>) as a template for developing ordinance language and developing a rate structure (i.e., stormwater utility fees). Coordinating with their municipal engineering firm Bolton and Menk, the City of Saint Peter produced a rate structure that would assign individual properties a rate proportional to their stormwater contribution. To develop a rate structure, the City tracked staff time, maintenance and repairs cost, and improvements needed for approximately two years and worked with Bolton and Menk for an additional six months to come up with a fee that would support the new utility. Ultimately, fees were assigned to individual properties based on a Residential Equivalency Factor (REF), where residential properties receive a value of 1.0, properties which contribute more stormwater runoff than typical residential properties receive a high REF value (e.g., industrial properties: 1.5 REF) and properties with lower stormwater runoff contributions receive lower values (e.g., manufactured housing park: 0.5 REF). As of 2020, the stormwater utility fee for a typical residential household is \$7.50 per month. Using the stormwater utility fee to incentivize stormwater management on individual properties, the City offers a utility fee rebate program for implementation of rain barrels (i.e., rainwater harvesting) on site.



Untreated stormwater entering a storm drain.

A major challenge faced by Saint Peter in implementing a stormwater utility fee program was educating its City Council as to why a separate stormwater utility fee was needed, separate from the existing wastewater utility fee, as well as public acceptance of the fee. Ensuring that implemented stormwater utility fees were reasonable while still being enough to support the utility and demonstrating that fees were related to actual stormwater contributions by property type were important steps in receiving buy-in from the City Council and public acceptance.

After years of implementation, the City has learned many lessons related to implementation and structure of their stormwater utility fee program. The City recognizes that REF methodology which assigns higher fees to properties which typically have higher impervious area ratios may not be appropriate if facilities are implementing modern stormwater runoff control **best management practices** (BMPs). Funding stormwater utility capital improvement projects related to new development can be a challenge due to city ordinances and a variety of sources used to seek funding for these projects, ranging from **tax increment financing** (TIF) to assessments. It is also challenging to account for both funding sources when assessing individual homes in a new development.

More information regarding the City of Saint Peter's stormwater utility fee can be found on their municipal website, or by contacting Pete Moulton, Public Works Director with the City of Saint Peter (petem@saintpetermn.gov).

Project Location: City of Saint Peter

Completion Date: 2004 to Present (Ongoing)

Organizations Involved: City of Saint Peter, Bolton and Menk, and League of Minnesota Cities

Project Budget Summary: Cost of implementing program: approximately \$50,000

Quantitative Outcomes: The City of Saint Peter's stormwater utility fee is collected and used to supplement the City's annual stormwater utility budget of \$0.8 million. Stormwater utility fees are utilized to meet state mandates for monitoring and implementing permit requirements, as well as funding capital improvements projects and routing repair and maintenance.

Retrieved from "https://stormwater.pca.state.mn.us/index.php?title=Stormwater_Utility_Fee:_City_of_Saint_Peter&oldid=63752"

This page was last edited on 8 December 2022, at 18:34.

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ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: July 16, 2024 (City Council Meeting Date)
RE: Planning Commission Recommendation – Variance Application
DEPT: Building & Zoning
CONTACT: Todd Severson, Building & Zoning Official, at 832-8660 or todd.severson@windommn.com

Recommendations/Options/Action Requested

Approve the Application by Sally Oltmanns and Leon Steen for a variance of the side yard setback to allow construction of a garage addition.

Issue Summary/Background

Variance Application:

Applicants/Owner: Sally Oltmanns (Owner) & Leon Steen
Address of Property: 1875 Red Leaf Court, Windom, MN
Description: Lot 2, Block 4 of Maplewood Estates Subdivision in the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: 25-522-0111

The Applicants/Owner filed a zoning application requesting a variance of 5 feet in the side yard setback to allow the construction of a garage addition. Pursuant to City Code, the required side yard setback for their lot is 10 feet on each side of the house/attached garage. The Planning Commission held a public hearing on the application on July 9th.

The house was built in the 1980's and the placement of the house on the lot created a practical difficulty in complying with the Code as the side yard setback is greater on the east side of the house than on the garage side; the combined total of the side yard setbacks will be 20 percent as required; and there is undeveloped space on the adjoining lot adjacent to the proposed garage addition which, with the fact that the frontages of the two homes are in different directions, provides significantly greater than 10 feet separation between the proposed garage addition and the neighboring house.

The Planning Commission recommended that the variance be approved.

The Minutes from the July 9th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Variance Application.

Fiscal Impact

There is no fiscal impact for the City.

Attachments

1. Zoning Application for Variance,

2. Planning Commission's Public Hearing Notice,
3. Beacon Aerial of the Property,
4. Site Plan.

CITY OF WINDOM, MINNESOTA

**444 9th Street
Windom, MN 56101
507-831-6125**

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Sally Oltmanns & Leon Steen
Address 1875 Red Leaf Ct. Leon
City Windom State MN Zip 56101 (Phone: 507-822-0480
Sally
507-822-1259)

Owner(s): (If other than Applicant)

Name(s) Sally Oltmanns
Address _____
City _____ State _____ Zip _____ (Phone: _____)

Property Address: 1875 Red Leaf Ct., Windom

Legal Description of Property: Lot(s) 2 Block(s) 4 Addition Maplewood
Estates Subdivision in the City of Windom, Cottonwood
County, MN Parcel No. 25522011
(If metes and bounds, attach description.)

Existing Use of Property: Home/residential Present Zoning: R-1

Action Requested: Conditional Use Permit _____ Variance ☒

Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____

Planned Unit Development (PUD) _____

Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____

Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required) Garage
Addition will encroach west side. Applicants are
requesting a reduction of side yard setback of 5 feet.
(Proposed garage addition of 11' wide by 40' long)

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

x Sally Oltmann x Leon Steen
[SIGNATURES OF APPLICANT(S)]

Date: 6-17-2024

Fee: ~~\$150.00~~ ^{\$200.00} Paid: Ck. 5752 Date: 6-18-24
Leon Steen

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 21st day of June, 2024.

WINDOM BUILDING & ZONING OFFICIAL: Todd Sauer

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION – SIDE YARD SETBACK**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicant and Owner Sally Oltmanns and Applicant Leon Steen of 1875 Red Leaf Court have submitted a zoning application for a variance for property located in an R-1 District. The Applicants request a variance to reduce the side yard setback to allow the construction of a garage addition which will have a side yard setback less than the minimum required by City Code Section 152.053. The existing structure, setbacks, lot area, and proposed placement of the garage addition are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in **the City Hall Council Chambers, 444 Ninth Street, Windom, Minnesota, on Tuesday, July 9, 2024, at the meeting which begins at 7:00 p.m.**

The application and a preliminary site plan may be reviewed in the Building & Zoning Office in City Hall prior to the Public Hearing. Members of the public may also contact the Building & Zoning Office by phone at 507-832-8660 or 507-832-8659 or by e-mail at todd.severson@windommn.com to obtain information concerning the application.

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting.

Legally described as follows: Lot 2, Block 4 of Maplewood Estates Subdivision in the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-522-0111

Address of the Property is: 1875 Red Leaf Court, Windom, MN 56101

By Order of the City of Windom
Todd Severson, Zoning Administrator

Published: Cottonwood County Citizen (June 26, 2024)



Parcel ID	255220111	Alternate ID	n/a	Owner Address	OLTMANN/SALLY I
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\SINGLE UNIT		1875 RED LEAF CT
Property Address	1875 RED LEAF CT WINDOM	Acreage	n/a		WINDOM MN 56101

District n/a

Brief Tax Description n/a

(Note: Not to be used on legal documents)

Date created: 7/12/2024

Last Data Uploaded: 7/12/2024 4:52:19 AM

Developed by  **Schneider**
GEOSPATIAL



Parcel ID	255220111	Alternate ID	n/a	Owner Address	OLTMANN/SALLY I
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		1875 RED LEAF CT
Property Address	1875 RED LEAF CT	Acreage	n/a		WINDOM MN 56101
	WINDOM				
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 6/20/2024
Last Data Uploaded: 6/20/2024 4:48:25 AM

Developed by  **Schneider**
GEOSPATIAL

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: July 25, 2024
RE: Street Closure on 9th Street Between 3rd & 4th Ave
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 9th Street between 3rd & 4th Ave for Hotdog night on July 25th from 4pm to 8pm. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

The Chamber will have bouncy houses, possibly a dunk tank & a kid zone on 9th street. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: **August 6th, 2024**
RE: Street Closure on 4th Avenue Between 9th & 10th street
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 4th Avenue between 9th & 10th Street for Night to Unite August 6th from 5pm to 7pm. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

Hy-vee will be serving burgers & Ice cream. Windom PD, Fire, Ambulance & Street department will have vehicles & equipment on display. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments

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, Parks & Recreation Director
DATE: July 16th, 2024
RE: Island Park Dump Station
DEPT: Parks & Recreation Department
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Recommendation has been made by the Park and Recreation Commission to permanently close the Island Park dump station due to the recent flooding and unknown future of the Island Park campground.

Issue Summary/Background

The dump station has been a topic of concern with the commission due to the fact that it is not up to code and also in a flood plain which is in violation of Brown/Nicollet Health Department. The commission feels with the damage to Island Park with the recent flooding that this should be eliminated until a new location is established. City staff has looked at several options but has not been able to secure a new location.

Fiscal Impact

There would not be any fiscal impact to the City of Windom to discontinue the use of the current dump station in Island Park.

Action Memo



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: John Nelson, Manager, River Bend Liquor
DATE: July 12, 2024
RE: Declaration of Surplus Equipment and Disposition
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

It is recommended that the City Council declare excess gondola shelving as surplus equipment and approve their disposition through means provided by City Code.

Issue Summary/Background

As the liquor store remodel is nearing completion, after the purchase of all new shelving for the store there was additional shelving left over from the previous setup. These include:

- (2) – 12' Long Island Gondola, 56" High, 22" Deep Base plus 3 levels of shelves.
- (1) – 8' Long Island Gondola, 56" High, 22" Deep Base plus 3 levels of shelves.

An advertisement will be placed in the local newspaper, sent out in an MMBA newsletter, and posted on the Liquor Store's Facebook Page for sealed bids to be turned into City Hall with an August 9th Deadline. After sealed bids are opened, a recommendation to approve the sale to the highest bidder will be submitted.

Fiscal Impact

Per City Code Section 96.74, any receipts from sale of surplus property/equipment under this chapter shall be placed in the general fund.

Attachments

1. City Code Sections 96.70 – 96.74

§ 96.57 NOTICE AND SALE.

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

§ 96.58 FUNDS AND CLAIMS THEREON.

Expenses shall be paid from the proceeds of the sale. The balance of the proceeds shall be paid into the General Fund of the city if the property was disposed of by a public auction or sale or private sale. Proceeds after expenses may be paid to the non-profit organization authorized by the City Council to conduct the sale or to the former owner, if he or she makes claim within six months from the date the non-profit organization was authorized to conduct the sale. The former owner, if he or she makes claim within six months from the date of publication of the notice herein provided, and upon application and satisfactory proof of ownership, may be paid the amount of cash or negotiables or, in the case of property sold, the amount received therefor, less a pro rata share of the expenses of storage, publication of notice and sale expenses, but without interest. (Prior Code, § 2.70) (Ord. 102, 2nd Series, eff. 7-29-1998)

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

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

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

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

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

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

NONPROFIT ORGANIZATION. An organization formed under Section 501(c)(3) of the Internal Revenue Code.
(Ord. 166, 2nd Series, passed 9-5-2017)

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

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the city policy adopted by the City Council, or by sale in the manner stated herein.
(Ord. 166, 2nd Series, passed 9-5-2017)

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

The City Administrator may sell surplus property/equipment with a total value of less than \$5,000 through negotiated sale.
(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

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

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$5,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.
(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.

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

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

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: 7/12/24
RE: Community Center- Full Time Admin.Asst / Receptionist Position
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

The Community Center Commission and Director recommends the hiring of Mackenzie Cirksema for the Grade 3 Union Full-Time Administrative/Receptionist position Step 3 (17.54) of the 2024 Union Wage Schedule with a 6-month probationary period. Upon successful completion, a step increase would be received.

Issue Summary/Background

This position was vacated on July 8th after a resignation. This position was posted internally and externally; we received 3 applicants for the position. After interviews, Mackenzie was the most qualified for the position due to her clerical, computer skills, event planning and website design skills which separated her from the other applicants.

Fiscal Impact

This position is budgeted for in the 2024 fiscal year.

Attachments

1. EventStable Quote

ACTION



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Jason Sykora, Electric Utility Manager
DATE: July 11, 2024
RE: Hiring Recommendation for Seasonal Temporary Lineworker
DEPT: Electric
CONTACT: Jason Sykora

Recommendations/Options/Action Requested

Staff is recommending that the City Council approve the hiring of Cragun Porath as a Seasonal Temporary Lineworker at 80% of the IBEW Union Lineman Grade, Step 1 at \$24.03.

Issue Summary/Background

Due to the impact of a wet spring, already busy construction season and development of a very large electrical feeder build out, the need for extra staff is needed.

Cragun is a recent graduate from the Jackson Powerline program and is from the Windom area. Earlier this spring as part of his schooling he job shadowed with our electric crew. After discussion with the Electric Dept. staff we feel Cragun would be a good fit for the position.

Fiscal Impact

A seasonal worker was not in the Electric Budget for 2024. The extra labor cost of approximately \$15,000.00 will come from the Electric Operating budget.

Attachments

1. None