# CITY COUNCIL MEETING
**Tuesday, October 1, 2024**
**City Council Chamber**
**6:30 p.m.**

**CITY OF WINDOM, MN**
444 Ninth Street, P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

## AGENDA

Call to Order

Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes – September 17 & 24, 2024
        - Library Board – September 10, 2024
        - Telecom Commission – September 16, 2024
        - EDA Commission – Special Meeting - September 23, 2024
    - License/Permit Applications
        - Exempt Gambling Permit – Windom Youth Hockey Association – December 18, 2024
        - Exempt Gambling Permit - BARC – November 19, 2024
        - Temporary Liquor Permit – 1-Day Temporary Consumption & Display Permit - Windom Area Chamber of Commerce – October 9, 2024 (Location: Shannon Lynn's Boutique & Floral)
    - Regular Bills
2. Department Heads
3. Windom Police Department – Swearing In New Officers
    - Daniel Gardiner
    - Ethan Palmer
4. 2024-2026 Audit – Response to RFP - Proposal
5. CSAH 15 Bridge Replacement Project – Resolution - Municipal Consent
6. Residential Property Tax Abatement Application – 2025 Cottonwood Lake Drive
    - Call for Public Hearing
7. Liquor Store – 6th Annual MMBA Fire Department Fundraiser Report
8. Personnel
    - Building Official Resignation
    - Authorization to Hire 6 New Firefighters
    - Airport Manager Resignation
    - Liquor Store – Non-Union Part-time Clerk – Hiring Recommendation
9. Contractor Payment
    - Generation Plant Construction – Wilcon Construction Services LLC – Payment No. 11 - $310,356.89

10. New Business

11. Old Business
    - MnDOT - Commissioner Reply

12. Council Comments

13. Adjourn

# Regular Council Meeting
# City Hall, Council Chamber
# September 17, 2024
# 6:30 p.m.

1. Call to Order:
   The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

| | |
|---|---|
| Council Present: | Mayor Dominic Jones, Dennis Esplan, Marv Grunig, Jenny Quade, James Nelson and Scott Benson |
| Council Absent: | |
| City Staff Present: | Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jon Ketzenberg, Streets & Parks Superintendent; Donna Torkelson, Finance Director; Ben Derickson, Fire Chief and Jordan Bussa, Assistant Fire Chief |

3. Pledge of Allegiance

4. Consent Agenda:

   - Minutes
     - Council Minutes – September 3, 2024
     - Telecom Commission – August 19, 2024
     - Utility Commission – August 21, 2024
     - Economic Development Authority – September 9, 2024
     - Community Center Commission – September 9, 2024
     - Housing and Redevelopment Authority – September 11, 2024
   - Regular Bills

   **Motion by Benson seconded by Quade approving the Consent Agenda. Motion carried 5 – 0.**

5. Department Heads:
   None.

6. 2023 City Audit Presentation – Schlenner Wenner & Company:
   Ryan Schmidt, Schlenner Wenner & Company, joined the meeting via Zoom and reviewed the audit with the Council. The auditors are issuing an unmodified opinion which is a "clean" audit. He reviewed the process the auditors go through and the Minnesota compliance standards. He said the two items stated are for internal controls which are common, these being the auditors making audit adjustments and preparing financial statements. He said that revenues in 2023 were up due to the one-time State aid the City received due to the Hylife plant closure. Much of the funds that were received in 2023 went to pay down a wastewater loan from the State amounting to $2 million and about another $2.5 million in grant funds were used to make a loan for the completion of an apartment project. The General Fund has a balance of about 62% which is very close to the City's policy of maintaining a 35 – 60% balance, which is in line with the State Auditor's recommendations. Cash trends in the General Fund and Enterprise Funds were reviewed with all being in good condition. Last he reviewed the last five years of Government Assets and Liabilities. Schmidt asked if there were any questions.

Grunig asked if anything in the 2023 audit provided cues for 2024. Schmidt said they got a late start on the audit due to City staff turnover and scheduling the work at their firm.

**Motion by Grunig second by Nelson to accept the 2023 City of Windom audit as presented. Motion carried 5 – 0.**

7. Windom Area Health – Audit Presentation – CliftonLarsonAllen LLP:
Ryan Strusz, of CLA also presented via Zoom and introduced himself. He said that the Board of Windom Area Health (WAH) was presented their audit a couple weeks ago and he would be going through some highlights and comparisons with other facilities. Strusz went through the procedures they used to conduct the audit and noted they do a risk-based audit and focus on estimates for reasonableness. The new Medical Office Building (MOB) started in fiscal 2024 (ending April 30, 2024) but there were not any draws on the bond\loan yet as WAH used cash. This use of cash was evident as the days of cash on-hand dropped from about 400 to 257, but the 257 is still a good number in comparison to other facilities. The financial ratios saw the WAH have a 3.4% operating margin with $1.3 million of income. This is also shown as 7.1% total margin which includes non-operating income. The days in accounts receivable is 80, which is high but that was due to the "Change Health" incident and now WAH has their days in accounts receivable in the mid-50-day range. WAH received an unmodified or "clean" audit opinion. Strusz asked if there were any questions.

Jones asked what is the "Change Health" incident. Strusz said that Change Health is a third-party processor of claims and they had a data breach incident so that backed up the processing of insurance claims which caused the spike in days in accounts receivable for WAH. John Peyerl, WAH CFO, said that incident caused disruptions for WAH and a number of other facilities. The delay was about 60 days and now WAH is back to about 50 days in accounts receivable.

Jones asked if there are any changes in the schedule or planned use of funds for the MOB. Peyerl replied that they are still on schedule for a Spring 2025 completion and just made the first draw on the loan. WAH has put in the $10 million cash to get the project this far along.

Jones thanked Strusz and CLA for their work and the presentation.

Grunig asked if there is interest in the new MOB space from providers. Peyerl said that there is interest and a lot of the space use was in the prior plan when construction started. WAH is now looking to move some of its operations into the new MOB for expansions of their own service lines. This will free up space in the outreach clinic space for additional providers to utilize.

8. Resolutions Accepting Donations:
**Council Member Esplan introduced the Resolution No. 2024-40, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM PUBLIC LIBRARY" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Benson, Quade, Nelson, Grunig and Esplan. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

Ben Derickson, Fire Chief, said that he is pleased to present a new Toro UTV and accessories to the City for donation. The UTV unit was donated to the Windom Relief Association with a value of $26,205 and the Windom Relief Association outfitted the unit with $34,627.99 of equipment and accessories. The total value of the donation is $60,832.99. He thanked Toro for their generosity, which is greatly appreciated by the Department. He said the funds from the Windom Relief Association have been saved up for a large project like this so it is good to see the funds in action.

Nasby noted that this UTV project was part of a USDA grant project along with the new boat and wildland truck. These items should meet the local match requirements.

Jones noted the donations and grants are a big help to the City and Fire Department as they work on updating equipment.

**Council Member Grunig introduced the Resolution No. 2024-41, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM FIREMEN'S RELIEF ASSOCIATION TO THE WINDOM FIRE DEPARTMENT" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Grunig, Esplan, Benson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

9. Annual Fire Relief Association Report:
Nasby said that the Relief Association is the organization that provided for the pension of the firefighters and a State report is required each year based on an audit. The report shows that the Windom Relief Association has investments and the fund is solvent to cover their current and long-term liabilities. He noted the report shows a current surplus of about $600,000 over liabilities even as the benefit amount was recently raised to $3,300 per service year. He is recommending Council acceptance of the SC-24 report.

**Motion by Benson second by Nelson to accept the 2024 Annual Firefighters Relief Association report as presented. Motion carried 5 – 0.**

10. Personnel:
Donna Torkelson, Finance Director, said that staff is recommending the hiring of Meghann Bergstrom for the City Office Administrative Assistant position. This position has recently been approved for full-time so she is hoping for more longevity in that job. This new hire would be at Step 1 and move to Step 2 on the scale after satisfactory completion of the six-month probationary period.

**Motion by Quade second by Benson to approve the hiring of Meghann Bergstrom at Step 1 with a move to Step 2 as presented. Motion carried 5 – 0.**

Torkelson said that at the last City Council meeting it was approved to promote Leesa Arndt into the Finance\Information Analyst position. That change opened up the Utility Billing\Payroll position that Leesa held. This Utility Billing\Payroll position was advertised and three people were interviewed. She is recommending the hiring of Leslie Heffele for the position as she has 25 years of local government experience as a city clerk in two smaller communities in the area and has experience with both billing and payroll. She is recommending to hire Ms. Heffele at Step 7 with a move to Step 8 upon successful completion of the six-month probationary period.

**Motion by Benson second by Quade to approve the hiring of Leslie Heffele at Step 7 with a move to Step 8 as presented. Motion carried 5 – 0.**

Torkelson said she is looking forward to having these positions filled and being back to full staff.

11. Highway 60/71 – Update on Mayor/Council Letter:
Jones thanked the Council for their support and backing for the letter sent to the MN DOT Commissioner and elected officials. He said that he had gotten an email response from the MN DOT Commissioner which acknowledged receipt of the letter and that she spoke to the MN DOT District 7 staff and has an understanding of the issues. Jones read the email reply to the Council and noted that the Commissioner will be getting back into touch with the City for more discussion.

12. New Business:
    Nasby asked about setting a Special City Council meeting for September 24th to approve a preliminary levy as staff is still working on finishing the budget projections.

    **Motion by Benson second by Nelson to set a Special City Council meeting for September 24, 2024 at 6:30 pm to set a preliminary levy for 2025. Motion carried 5 – 0.**

13. Old Business:
    Jones said that the City's Urban Archery hunt is full and thanked Sergeant Kopperud for coordinating the effort.

14. Council Comments:
    Benson thanked Department Heads for all their work. He noted Fall temperatures are starting and leaves are falling so please help your neighbors if you can.

    Nelson thanked the Fire Chief and the Fire Department for all the donations. He thanked the City office staff and appreciates their work.

    Grunig said he is glad the City office is back to full staff able to resume normal operations.

    Quade said that the RISE Against the River appreciation event is Friday, September 20th at Tegel's Park. She encouraged the public to attend. She asked the Council to permit attendance at the Fall CGMC Conference in Alexandria on November 21 – 22. Consensus of the Council for permission.

    Nasby thanked the Windom Fire Relief Association for their donations.

    Jones said he looks forward to the upcoming budget discussions and hopefully a good outlook.

15. Adjournment:
    **Mayor Jones adjourned the meeting by unanimous consent at 7:55 p.m.**

____________________________ Attest: ____________________________

Dominic Jones, Mayor Steve Nasby, City Administrator

# Special Council Meeting
# City Hall, Council Chamber
# September 24, 2024
# 6:30 p.m.

1. Call to Order:
   The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

| | |
|---|---|
| Council Present: | Mayor Dominic Jones, Dennis Esplan, Marv Grunig, Jenny Quade, James Nelson and Scott Benson |
| Council Absent: | |
| City Staff Present: | Steve Nasby, City Administrator; Scott Peterson, Police Chief; Donna Torkelson, Finance Director and Devin Kopperud, Police Sergeant |

3. Pledge of Allegiance

4. Preliminary 2025 Budget Levy - Resolution:
   Nasby said that the Finance Director and Department Heads have been working on the budget preparation. The staff is recommending that the City Council set a budget levy for 2025 in the amount of $2,685,000 which is an increase of 4.81%. Nasby thanked the Finance Director and Department Heads for their work on the budget and noted the amount of the increase is less than previous years due to a number of factors. Some of the factors included $87,000 in Street aid from the State, higher investment earnings, no elections in 2025 and some newer staff which lead to lower costs. The amount for debt service was the same as 2024 as no new debt issued last year which is repaid with property tax levy funds; whereas, the bonds for the Electric Department, Liquor and Hospital are all repaid through their revenues. Capital spending is budgeted to be slightly higher than 2024 to adjust for price increases and City Council flexibility.

   Jones noted the Police Chief and Sergeant are here with a proposal for a body camera replacement system and tasers which would potentially impact the preliminary tax levy so he asked Peterson and Kopperud to discuss the proposal.

   Peterson said that the current body cameras are several years old and showing their age. Additionally, the Minnesota Bureau of Criminal Apprehension (BCA) is requiring cloud storage of data and Windom's system is server based.

   Kopperud said the Police Department looked at two options, one from Motorola and the other from Axon. Side by side comparisons show that Axon is better with video quality, redaction technology, report writing, taser and sidearm camera activation, free upgrades and future AI module. Motorola has the advantage in cost and is used by the Cottonwood County Sheriff Department. The quote from Axon includes all new tasers as well, which is not in the Motorola quote.

   Peterson said the total cost for 10 body cameras and 10 tasers is $185,744. The cost can be partially covered by $80,000 or more in savings from 2024 as the Department was short staffed for much of the year. Axon would then do interest free financing for five years on the balance, which equals $21,148 per year. Peterson said the annual $21,148 cost would be off-set by $12,500 already in the annual budget for data processing which leaves about $8,648 left to be paid each year for the next five years.

Nasby said the $8,648 would be about .34% of an increase to the preliminary tax levy if the City Council wants to include it for 2025 or Council can choose to fit it into the proposed 2025 budget and reduce costs in another area such as capital projects.

Grunig asked if the Police Department has a 2025 Capital project request. Peterson said it would be $8,000 as the tasers are included in this proposal.

Nelson asked about the viability of data from the old system if the BCA is making changes. Kopperud said the data previously collected is fine and is audited by BCA, but want cloud storage. Axon will convert the old data to cloud storage.

Benson said he feels we need to do what we can to help and protect our officers so he is in favor of the proposal.

Esplan said it looks like the $8,648 can be fit into the existing proposed levy.

Quade asked if the 2025 budget and preliminary levy includes a street project. Nasby said that if the Council does a 2025 street project that would be paid for with bonds and that debt payment would not start until 2026, so no increased debt service is included in the 2025 budget.

Esplan said he appreciated the work on the budget and preliminary levy. He expected the amount to be a higher percentage increase.

Grunig said he found the memo well done and laid out the rationale for everything.

**Council Member Benson introduced the Resolution No. 2024-42, entitled "RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Benson, Grunig, Esplan, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

**Motion by Benson second by Quade to approve the proposed body camera and taser replacement project with Axon including the five-year financing plan as presented. Motion carried 5 – 0.**

5. <u>2025 Budget Workshop Schedule:</u>
   Nasby said the City Council usually has two or three meetings to hear from the Department Heads on their budgets and capital requests. He has included the "off" Tuesday dates in October as possibilities including October 8, 22 and 29. Several Council members had other commitments so other dates were discussed. These budget workshop meetings are generally held at the Community Center, but can be at City Hall.

   **Motion by Benson second by Nelson to set Special City Council Meetings for October 8th at 6:00 pm; October 28th at 6:00 pm and October 29th at 7:00 pm for 2025 Budget Workshops. All these Special City Council Meetings for the 2025 Budget Workshops will be at Windom Community Center. Motion carried 5 – 0.**

6. <u>New Business:</u>
   None.

7. <u>Old Business:</u>
   None.

8. Council Comments:
   None.

9. Adjournment:
   **Mayor Jones adjourned the meeting by unanimous consent at 7:22 p.m.**

____________________________ Attest: ____________________________

Dominic Jones, Mayor Steve Nasby, City Administrator

**Windom Library Board Meeting**
**Tuesday, September 10, 2024**
**5:05 PM**

**Call to order** – Called to order @ 5:03 PM by John Duscher

**Board members present** – John Duscher, Steve Fresk, Anita Winkel, Wade Pfeiffer, Fran Swenson, Chris Wolf and Kari Scheitel

**Library Staff present** – Kari Hanson

**City Council member** – Dennis Esplan **Building & Zoning** – Todd Severson

**Agenda & Minutes** – Motion by F. Swenson & second by A. Winkel to approve the agenda and minutes from September meeting. Motion carried.

**Special Guest** – Todd Severson updated the board on the necessary roof repairs. He referenced the report from Schwickerts. A lot of discussion on timing and what needs to happen first. This repair project will take place in several steps. Board agreed that the first step needs to take place this fall. Motion by A. Winkel and second by S. Fresk to complete minor repairs this fall to get us through the winter of 2025, and completing the remainder of the repairs in the spring of 2025. Motion carried.

**Financial Report** – August financials not available as of meeting date, Kari will send out report when information is received. Motion to accept the financial report from July by K. Scheitel & second by W. Pfeiffer. Motion carried.

**Librarians Report** – July was a very BUSY month!

- 124 kids were part of the Summer Reading Program. Kids and families participated in Bingo, allowing them to collect prizes a few times each month. Kids were excited to receive a book to add to their home collection as the big prize each month.
- Several adults participated in the Adult Summer Reading Program which was a Bingo card with various reading challenges. Those that returned their Bingo sheet at the end of August had their names entered for a prize drawing. 2 winners were chosen to receive a Barnes & Noble gift card generously donated by the "Windom Friends of the Library".
- The library will be doing a "Saturday Shenanigans" event on October 26, 2024. "Five Sleeps Until Halloween" is the theme. Stations will be set up throughout the library for children and families to do together. This will take place during regular hours from 9:00 AM ~ 12:00 PM for families of children ages 1-5.
- Des Moines Valley Public Health donated several books on breastfeeding. Public Health will come to do a story time with a Spanish interpreter on Monday, September 16th at 6:00 PM and also on Tuesday, September 17th at 10:30 AM.
- 2 weeks ago Des Moines Valley Public Health held a story time here at the library about dental health. They gave away toothbrushes to all the kids in attendance.
- Total circulation was 3,756 for kids/adults and the Interlibrary loan we sent out 420 books while we received 257 books and ILL Non-System was 46 books. Motion by F. Swenson & seconded by A. Winkel. Motion carried.

**Old Business** – NONE

**New Business** – The library addressed the need for a policy regarding bed bugs and how this affects a patron's account. Motion to adopt policy by S. Fresk and second by K. Scheitel. Motion carried.

**Adjourn** – Meeting adjourned by John Duscher at 5:35 PM

**Next Library Board meeting is Tuesday, October 8, 2024**

**TELECOMMUNICATIONS COMMISSION MEETING**
**City of Windom Council Chambers September 16th, 2024**

**I.** Call Meeting to Order. The meeting was called to order by Pres. Abraham at 6:00PM

**II.** Roll Call:

| | | | |
|---|---|---|---|
| President: | Dirk Abraham | City Staff: | Steve Nasby |
| V President: | Josh Peterson | City Staff: | Jeff Dahna |
| Secretary: | *vacant* | Council Liaison: | Scott Benson |
| Commissioner: | Jayesun Sherman | Council Liaison: | Dennis Esplan |
| Commissioner: | Tim Hiley | Commissioner: | Jake Voth |

**III.** Approval of Minutes from August 19th, 2024 meeting.

**Motion by commissioner Voth, to approve minutes from the May 20th, 2024 meeting. Seconded by commissioner Sherman. Motion approved 5 to 0.**

**IV. Project Updates:** Dahna updated commissioners on the various projects.
- Migrations –Staff is working on the North side of town Customer Serving Area (CSA) subscribers to E7-2. New subscribers are migrated if applicable. Migration is at 80% complete.
- Outside Plant – Techs have been installing fiber, splicing distribution fiber cable routes.
- NG911 System - NOC tech has completed SIP trunks and testing. Migrated over the NG911 SIP connections. Working on turning down the legacy 911 circuits with MN State and IES911..

**V. Manager's Report:** Dahna reports:
Cable TV Headend – Maintaining as necessary. Ch 12 was reformatted.
- Working with Innovative Systems and Southern Fibernet to meet and discuss what needs to be done to finish up the plugin for the billing system API. Scheduled 9/19/2024 at 1:30PM.
- NOC and City Network – NOC Tech and IT professional making great progress with improvements and updates to the core infrastructure elements. Moving several elements that only use Windows XP to new virtual system.
- Webcam certificate expired and was renewed.
- Technicians are cycling through vacations.
-Zayo Bandwidth outages- Reason for outage given was Fiber Optic Cable Cut.

**VI. New Business**: Telecom GM and commissioners discussed
- Zayo Bandwidth fiber transport outages. Telecom GM has pricing for an alternate Ethernet Route to MPLS from Consolidated Communications.
-NOC building roof repairs will move forward this year with 2024 budget available funds.

**VII. Old Business**: No Business to move on.
**VIII. Commissioner's concerns and questions:**
**IX. Set Next Telecom meeting:** October 21st, 2024 at 6:00 pm at the City Council Chambers or City Hall.

**X. Adjourn:** Meeting adjourned by unanimous consent at 6:40 pm.

_______________________________
Dirk Abraham, Telecom Commission President

_______________________________
XXXX, Telecom Commission Secretary

Attest: _______________________________
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
SPECIAL MEETING
MINUTES
SEPTEMBER 23, 2024

1. Call to Order: The meeting was called to order by President Wepplo at 12:01 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; and Steve Nasby, City Administrator.

3. River Bluff Townhomes
   A. Review of Furnace/Air Conditioner Quotes: At the September 9th EDA Meeting, the Board asked that Scott Burdorf from Van Binsbergen & Associates obtain quotes for replacement of the remaining 10 furnaces and 12 air conditioners at the River Bluff Townhomes. Also, on September 9th, the Board agreed to hold a Special Meeting to review the quotes to expedite purchase and installation of the new equipment.

   Director Lamb reported that Scott Burdorf has now received the new furnace and air conditioner quotes from both Schwalbach Plumbing, Heating & Cooling and Elite Mechanical Systems. The quotes are based on purchase and installation of the units in 2024. There had been some discussion concerning a potential cost increase for 2025. Schwalbach's indicated to Mr. Burdorf that the change for 2025 will be the type of refrigerant in the air conditioners and that will increase the cost of those units. Mr. Burdorf is recommending purchase of the equipment in 2024 as he estimates these purchases will save between $12,500 and $17,550 over making the purchases in 2025. He also indicated that he believes both vendors would provide excellent products and excellent customer service.

   The Commissioners received copies of both bids in their meeting packets. After review of the two bids--Elite Mechanical Systems ($83,050) and Schwalbach Plumbing, Heating & Cooling ($62,138)--and further discussion, the following action was taken.

   **Motion by Commissioner McNamara, seconded by Commissioner Grunig, to approve the bid from Schwalbach Plumbing, Heating & Cooling in the amount of $62,138 for the purchase and installation of 10 furnaces and 12 air conditioning units at the River Bluff Townhomes in 2024. Motion carried 4-0.**

4. New Business: None.

5. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:06 p.m.

Attest: ______________________________ ______________________________
Tiffany Lamb, EDA Director Stacie Sanow, EDA Secretary-Treasurer

# LG220 Application for Exempt Permit



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

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

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

**Application Fee (non-refundable)**

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

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

## ORGANIZATION INFORMATION

Organization Name: Windom Youth Hockey Association

Previous Gambling Permit Number: X-00998-19-022

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: PO Box 41

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

Name of Chief Executive Officer (CEO): Steven Heil

CEO Daytime Phone: 763-479-9770 CEO Email: steveheil74@gmail.com

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

Email permit to (if other than the CEO):

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Midwest Ag Advisors

Physical Address (do not use P.O. box): 955 1st Ave

Check one:

☑ City: Windom Zip: 56101 County: Cottonwood

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): December 18th, 2024

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

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

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

# LG220 Application for Exempt Permit

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

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

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

Print City Name: Windom

Signature of City Personnel:

Title: Administrator Date:

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

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

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

Print County Name:

Signature of County Personnel:

Title: Date:

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

Print Township Name:

Signature of Township Officer:

Title: Date:

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [signature] Date: 9/4/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Steven Heil

## REQUIREMENTS

**Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

**Financial report to be completed within 30 days after the gambling activity is done:**
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

## MAIL APPLICATION AND ATTACHMENTS

**Mail application with:**

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

# LG220 Application for Exempt Permit



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

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

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

**Application Fee (non-refundable)**

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

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

## ORGANIZATION INFORMATION

Organization Name: Business, Arts & Recreaton Center, Inc.

Previous Gambling Permit Number: X- 94904-24-013

Minnesota Tax ID Number, if any: ______

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

Mailing Address: 1012 5th Avenue PO Box 123

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

Name of Chief Executive Officer (CEO): Ashley Johnson

CEO Daytime Phone: 1-507-822-0764 CEO Email: ______

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

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

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

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

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Business, Arts & Recreaton Center Inc.

Physical Address (do not use P.O. box): 1012 5th Avenue

Check one:

☑ City: Windom Zip: 56101 County: Cottonwood

☐ Township: ______ Zip: ______ County: ______

Date(s) of activity (for raffles, indicate the date of the drawing): November 19, 2024

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

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

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

# LG220 Application for Exempt Permit

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

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

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel: ______________________

Title: ______________ Date: __________

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

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

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel: ______________________

Title: ______________ Date: __________

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

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________ Date: __________

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ashley Johnson Date: 9/25/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Ashley Johnson

## REQUIREMENTS

**Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

**Financial report to be completed within 30 days after the gambling activity is done:**
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

## MAIL APPLICATION AND ATTACHMENTS

**Mail application with:**

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY TEMPORARY CONSUMPTION AND DISPLAY PERMIT**

(City or county may not issue more than 10 permits in any one year)

| Name of organization | Date organized | Tax exempt number |
|---|---|---|
| Windom Area Chamber of Commerce | 2-4-1965 | |

| Organization Address | City | State | Zip Code |
|---|---|---|---|
| 303 9th St. | Windom | MN | 56101 |

| Name of person making application | Business phone | Home phone |
|---|---|---|
| Darci Jones | 507-831-2752 | |

Date(s) of event: 10-9-24

Type of organization: ☐ Club ☐ Charitable ☐ Religious ☑ Other non-profit

| | Organization officer's name | City | State | Zip |
|---|---|---|---|---|
| X | Darci Jones | Windom | MN | 56101 |

Add New Officer

Location where permit will be used. If an outdoor area, describe.

Shannon Lynn's Boutique and floral - Business After Hours
314 10th St. Windom MN

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license ____________ Date Approved ____________

Fee Amount ____________ Permit Date ____________

Date Fee Paid ____________ City or County Email Address ____________

City or County phone number ____________

Please Print Name of City Clerk or County Official ____________

Signature City Clerk or County Official ____________

Approved Director Alcohol and Gambling Enforcement ____________

**CLERKS NOTICE:** **Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

***ONE SUBMISSION PER EMAIL, APPLICATION ONLY.***

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL.** ***E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US***

# Expense Approval Report
By Fund

Windom, MN

CITY OF WINDOM

Payment Dates 9/14/2024 - 9/27/2024

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Fund: 100 - GENERAL** | | | | | |
| LINNI K MAZARIEGOS OCHOA | 16686-1 | 09/24/2024 | CREDIT REFUND | 100-20191 | 12.97 |
| CODY W HANDY | 33069-0 | 09/24/2024 | CREDIT REFUND | 100-20191 | 25.26 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 100-20202 | 25,662.00 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 100-20202 | 5,561.00 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 100-20202 | 30.00 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 100-20202 | 1,290.00 |
| | | | | | **32,581.23** |
| **Activity: 41110 - Mayor & Council** | | | | | |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | SPORTS | 100-41110-350 | 109.00 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | DID YOU KNOW-BUDGET | 100-41110-350 | 245.25 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | DID YOU KNOW-ELECTRIC | 100-41110-350 | 245.25 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | CLOSED AD | 100-41110-350 | 247.50 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | COUNTY FAIR | 100-41110-350 | 95.00 |
| LEAGUE OF MN CITIES | 411103 | 09/16/2024 | CITY OF WINDOM/SEPT 1 - DE | 100-41110-433 | 2,064.00 |
| | | | **Activity 41110 - Mayor & Council Total:** | | **3,006.00** |
| **Activity: 41310 - Administration** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 100-41310-131 | 3.60 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 100-41310-133 | 72.00 |
| INDOFF, INC | 3748917 | 09/13/2024 | CITY OFFICE/SUPPLIES | 100-41310-200 | 13.23 |
| INDOFF, INC | 3749702 | 09/13/2024 | CITY OFFICE/SUPPLIES | 100-41310-200 | 79.99 |
| INDOFF, INC | 3751209 | 09/23/2024 | CITY HALL/SUPPLIES | 100-41310-200 | 83.98 |
| INDOFF, INC | 3752680 | 09/24/2024 | CITY HALL/SUPPLIES | 100-41310-200 | 7.98 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 100-41310-200 | 6.00 |
| COALITION OF GREATER MN C | 10596 | 09/23/2024 | LABOR & EMPLOYMENT SEMI | 100-41310-308 | 60.00 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | RFP AUDIT SERVICES | 100-41310-350 | 84.00 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | FINANCE/ADMIN ASSIST | 100-41310-350 | 2,946.94 |
| MN DEPT OF EMPLY & ECON | 09-10-2024 | 09/13/2024 | UNEMPLOYMENT BENEFIT | 100-41310-480 | 8.00 |
| | | | **Activity 41310 - Administration Total:** | | **3,365.72** |
| **Activity: 41410 - Elections** | | | | | |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | FILING NOTICES | 100-41410-350 | 310.80 |
| | | | **Activity 41410 - Elections Total:** | | **310.80** |
| **Activity: 41910 - Building & Zoning** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 100-41910-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 100-41910-133 | 24.00 |
| INDOFF, INC | 3750012 | 09/17/2024 | B&Z/SUPPLIES | 100-41910-200 | 3.54 |
| INDOFF, INC | 3752677 | 09/24/2024 | B&Z/SUPPLIES | 100-41910-200 | 1.60 |
| | | | **Activity 41910 - Building & Zoning Total:** | | **30.94** |
| **Activity: 41940 - City Hall** | | | | | |
| HOMETOWN SANITATION SER | 0000577766 | 09/09/2024 | CITY HALL/REFUSE DISPOSAL | 100-41940-384 | 114.99 |
| | | | **Activity 41940 - City Hall Total:** | | **114.99** |
| **Activity: 42120 - Crime Control** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 100-42120-131 | 16.20 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 100-42120-133 | 160.00 |
| INDOFF, INC | 3750579 | 09/17/2024 | POLICE/SUPPLIES | 100-42120-200 | 103.16 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 100-42120-212 | -18.83 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 100-42120-212 | 720.11 |
| WINDOM AREA HEALTH | 322403603 | 09/17/2024 | POLICE/MEDICAL FEES | 100-42120-305 | 678.00 |
| WINDOM AREA HEALTH | 322431913 | 09/17/2024 | POLICE/MEDICAL FEES | 100-42120-305 | 832.40 |
| WINDOM AREA HEALTH | 322432278 | 09/17/2024 | POLICE/MEDICAL FEES | 100-42120-305 | 65.00 |
| WINDOM AREA HEALTH | 322489251 | 09/17/2024 | POLICE/MEDICAL FEES | 100-42120-305 | 684.00 |
| ALPHA WIRELESS - MANKATO | 26816 | 09/13/2024 | POLICE/RADIO UNITS | 100-42120-323 | 120.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| AUSTIN LASKY | 09-16-24 - 09-17-24 | 09/23/2024 | POLICE/MEALS | 100-42120-334 | 34.72 |
| DONNA MARCY | 09-17-24 | 09/23/2024 | POLICE/MEALS | 100-42120-334 | 12.60 |
| STOP STICK, LTD. | 0034997-IN | 09/16/2024 | POLICE/MAINTENANCE - VEHI | 100-42120-404 | 538.00 |
| SMITH AUTOMOTIVE CO | 1589 | 09/16/2024 | POLICE/2022 FORD POLICE | 100-42120-405 | 336.29 |
| FLEET SERVICES DIVISION | 2025020001 | 09/23/2024 | POLICE/VEHICLE LEASE | 100-42120-419 | 2,933.59 |
| AMAZON CAPITAL SERVICES, I | 19KY-JHRR-9Y4N | 09/17/2024 | POLICE/MISC | 100-42120-480 | 65.96 |
| | | | | **Activity 42120 - Crime Control Total:** | **7,281.20** |
| **Activity: 42220 - Fire Fighting** | | | | | |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 100-42220-212 | 312.39 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | FD SHOPPER/CITIZEN | 100-42220-350 | 1,249.60 |
| HOMETOWN SANITATION SER | 0000577823 | 09/09/2024 | FIRE/REFUSE DISPOSAL | 100-42220-384 | 46.00 |
| EMERGENCY APPARATUS MAI | 133184 | 09/10/2024 | FIRE/ENGINE E-20/MAINTENA | 100-42220-405 | 862.73 |
| EMERGENCY APPARATUS MAI | 133185 | 09/10/2024 | FIRE/ENGINE 21/MAINTENAN | 100-42220-405 | 789.48 |
| EMERGENCY APPARATUS MAI | 133186 | 09/10/2024 | FIRE/ENGINE 23/MAINTENAN | 100-42220-405 | 794.59 |
| PAUL MARSH | 32254 | 09/13/2024 | FIRE/FIRE 26/MAINTENANCE - | 100-42220-405 | 265.19 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 100-42220-405 | 16.74 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 100-42220-405 | 34.42 |
| JNC ELECTRIC, LLC | 3333 | 09/24/2024 | FIRE/MAINTENANCE - GROUN | 100-42220-406 | 451.50 |
| | | | | **Activity 42220 - Fire Fighting Total:** | **4,822.64** |
| **Activity: 42700 - Animal Control** | | | | | |
| COTTONWOOD VET CLINIC | 8-30-2024 | 09/05/2024 | CITY POUND AUGUST-24 | 100-42700-300 | 330.00 |
| | | | | **Activity 42700 - Animal Control Total:** | **330.00** |
| **Activity: 43100 - Streets** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 100-43100-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 100-43100-133 | 80.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 100-43100-212 | -42.59 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 100-43100-212 | 1,629.00 |
| HOMETOWN SANITATION SER | 0000577767 | 09/09/2024 | STREET/REFUSE DISPOSAL | 100-43100-384 | 116.99 |
| JOHNSON HARDWARE | 13298 | 09/23/2024 | STREET/MAINTENANCE - OFFI | 100-43100-404 | 29.00 |
| | | | | **Activity 43100 - Streets Total:** | **1,814.20** |
| **Activity: 45202 - Park Areas** | | | | | |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 100-45202-133 | 16.00 |
| HOMETOWN SANITATION SER | 0000577768 | 09/09/2024 | SQUARE/REFUSE DISPOSAL | 100-45202-384 | 67.99 |
| HOMETOWN SANITATION SER | 0000577784 | 09/09/2024 | ISLAND/REFUSE DISPOSAL | 100-45202-384 | 86.96 |
| HOMETOWN SANITATION SER | 0000577785 | 09/09/2024 | TEGELS/REFUSE DISPOSAL | 100-45202-384 | 79.98 |
| HOMETOWN SANITATION SER | 0000577786 | 09/09/2024 | WRA/REFUSE DISPOSAL | 100-45202-384 | 99.99 |
| HOMETOWN SANITATION SER | 0000577787 | 09/09/2024 | KASTLE K/REFUSE DISPOSAL | 100-45202-384 | 77.97 |
| HOMETOWN SANITATION SER | 0000577800 | 09/09/2024 | MAYFLOWER/REFUSE DISPOS | 100-45202-384 | 47.98 |
| HOMETOWN SANITATION SER | 0000577829 | 09/09/2024 | ABBY/REFUSE DISPOSAL | 100-45202-384 | 22.99 |
| SCHILLING SUPPLY COMPANY | 976565-00 | 09/16/2024 | STREET/MAINTENANCE - STR | 100-45202-402 | 94.44 |
| SCHILLING SUPPLY COMPANY | 977469-00 | 09/24/2024 | STREET/MAINTENANCE - STR | 100-45202-402 | 94.37 |
| SMITH AUTOMOTIVE CO | 45646 | 09/13/2024 | STREET/LAWN MOWER TIRE | 100-45202-404 | 14.45 |
| RAMY TURF PRODUCTS, LLC | 6-11-24 | 09/24/2024 | STREET/SEED/FERTILIZER | 100-45202-406 | 253.00 |
| | | | | **Activity 45202 - Park Areas Total:** | **956.12** |
| | | | | **Fund 100 - GENERAL Total:** | **54,613.84** |
| **Fund: 211 - LIBRARY** | | | | | |
| **Activity: 45501 - Library** | | | | | |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 211-45501-133 | 16.00 |
| INDOFF, INC | 3747087 | 09/23/2024 | LIBRARY/SUPPLIES | 211-45501-200 | 6.78 |
| | | | | **Activity 45501 - Library Total:** | **22.78** |
| | | | | **Fund 211 - LIBRARY Total:** | **22.78** |
| **Fund: 225 - AIRPORT** | | | | | |
| **Activity: 45127 - Airport** | | | | | |
| SEH | 473081 | 09/16/2024 | 2024 AIRPORT CIP | 225-45127-217 | 13,280.00 |
| MN DEPT OF TRANSPORTATIO | 9-16-24 | 09/16/2024 | WINDOM AIRPORT | 225-45127-460 | 40.00 |
| | | | | **Activity 45127 - Airport Total:** | **13,320.00** |
| | | | | **Fund 225 - AIRPORT Total:** | **13,320.00** |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Fund: 230 - POOL** | | | | | |
| **Activity: 45124 - Pool** | | | | | |
| HAWKINS, INC | 6837187 | 08/22/2024 | POOL/CHEMICALS | 230-45124-216 | 50.00 |
| | | | | **Activity 45124 - Pool Total:** | **50.00** |
| | | | | **Fund 230 - POOL Total:** | **50.00** |
| **Fund: 235 - AMBULANCE** | | | | | |
| **Activity: 42153 - Ambulance** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 235-42153-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 235-42153-133 | 16.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 235-42153-212 | 1,961.98 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 235-42153-212 | -51.29 |
| BOUND TREE MEDICAL, LLC | 85471993 | 09/13/2024 | AMBO/OPERATING SUPPLIES | 235-42153-217 | 140.89 |
| LINDE GAS & EQUIPMENT INC | 45004430 | 09/13/2024 | AMBO/MEDICAL SUPPLIES | 235-42153-261 | 1,025.19 |
| WINDOM AREA HEALTH | 734-0024-08-2024-02 | 09/06/2024 | AMBO/NURSING | 235-42153-312 | 2,690.28 |
| EXPERT BILLING LLC | 12728 | 09/16/2024 | AMBO/92 RUNS BILLED | 235-42153-326 | 2,668.00 |
| JODI JOHNSON | 9-10-24 - 9-11-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 70.06 |
| JUSTIN HARRINGTON | 9-15-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 10.48 |
| DONNA MARCY | 9-3-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 29.08 |
| KRISTEN PORATH | 9-3-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 19.39 |
| ROB VISKER | 9-3-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 32.68 |
| LEESA ARNDT | 9-6-24 | 09/17/2024 | AMBO/MEALS | 235-42153-334 | 65.86 |
| HOMETOWN SANITATION SER | 0000577823 | 09/09/2024 | AMBO/REFUSE DISPOSAL | 235-42153-384 | 45.99 |
| PAUL MARSH | 32261 | 09/16/2024 | AMBO/UNIT 28/MAINTENAN | 235-42153-405 | 155.25 |
| EMS CUSTOM EDUCATION LL | 98255 | 09/16/2024 | AMBO/REFRESHER CLASSES F | 235-42153-435 | 1,950.00 |
| | | | | **Activity 42153 - Ambulance Total:** | **10,831.64** |
| | | | | **Fund 235 - AMBULANCE Total:** | **10,831.64** |
| **Fund: 250 - EDA GENERAL** | | | | | |
| **Activity: 46520 - EDA** | | | | | |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 250-46520-133 | 24.00 |
| INDOFF, INC | 3750012 | 09/17/2024 | EDA/SUPPLIES | 250-46520-200 | 3.54 |
| INDOFF, INC | 3751458 | 09/23/2024 | EDA/NAME PLATE | 250-46520-200 | 34.05 |
| INDOFF, INC | 3752677 | 09/24/2024 | EDA/SUPPLIES | 250-46520-200 | 1.59 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | DID YOU KNOW | 250-46520-350 | 378.00 |
| CITIZEN PUBLISHING CO | 8-31-2024 | 09/05/2024 | HEARING | 250-46520-350 | 78.75 |
| AMAZON CAPITAL SERVICES, I | 1W9X-CCKV-C9JL | 09/12/2024 | EDA SIGNS | 250-46520-402 | 149.91 |
| CITIZEN PUBLISHING CO | SEPT 2024 | 09/23/2024 | EDA/SUBSCRIPTION | 250-46520-433 | 134.00 |
| | | | | **Activity 46520 - EDA Total:** | **803.84** |
| | | | | **Fund 250 - EDA GENERAL Total:** | **803.84** |
| **Fund: 309 - 2025 STREET PROJECT** | | | | | |
| **Activity: 41000 - General Government** | | | | | |
| DGR ENGINEERING | 00270386 | 09/17/2024 | 2024 STREET IMPROVEMENTS | 309-41000-303 | 1,224.00 |
| | | | | **Activity 41000 - General Government Total:** | **1,224.00** |
| | | | | **Fund 309 - 2025 STREET PROJECT Total:** | **1,224.00** |
| **Fund: 401 - GENERAL CAPITAL PROJECTS** | | | | | |
| **Activity: 49950 - Capital Outlay** | | | | | |
| SCOTT VEENKER | 30883 | 09/24/2024 | 2024 FLOOD BERM | 401-49950-509 | 24,930.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 401-49950-509 | 82.64 |
| ZIEGLER, INC. | IN001636429 | 09/23/2024 | FLOOD 2024/EQUIPMENT | 401-49950-509 | 3,500.00 |
| | | | | **Activity 49950 - Capital Outlay Total:** | **28,512.64** |
| | | | | **Fund 401 - GENERAL CAPITAL PROJECTS Total:** | **28,512.64** |
| **Fund: 406 - PIR** | | | | | |
| CRYSTAL WINDSHIELD REPAIR | 9-25-24 | 09/25/2024 | REFUND SPECIAL ASSESSMEN | 406-12100 | 19,500.00 |
| | | | | | **19,500.00** |
| | | | | **Fund 406 - PIR Total:** | **19,500.00** |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Fund: 601 - WATER** | | | | | |
| **Activity: 49400 - Water** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 601-49400-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 601-49400-133 | 48.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 601-49400-212 | 287.86 |
| HAWKINS, INC | 6837186 | 08/22/2024 | WATER/CHEMICALS | 601-49400-216 | 20.00 |
| HAWKINS, INC | 6859862 | 09/16/2024 | WATER/CHEMICALS | 601-49400-216 | 5,892.95 |
| RICHLAND RESEARCH CORPO | 265510 | 09/16/2024 | WATER | 601-49400-217 | 353.25 |
| MN VALLEY TESTING | 1269903 | 09/16/2024 | WATER/LAB TESTING | 601-49400-310 | 77.50 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 601-49400-322 | 274.73 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 601-49400-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 601-49400-326 | 868.36 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 601-49400-326 | 159.68 |
| COUNTY WIDE DIRECTORY | 77577 | 09/13/2024 | WATER/ADVERTISING | 601-49400-340 | 97.50 |
| HOMETOWN SANITATION SER | 0000577770 | 09/09/2024 | WASTEWATER/REFUSE DISPO | 601-49400-384 | 119.98 |
| O'REILLY AUTOMOTIVE, INC | 4425-413659 | 09/16/2024 | WATER/MAINTENANCE - VEHI | 601-49400-405 | 12.22 |
| SW/WC SERVICE COOPERATIV | OCT 2024 | 09/23/2024 | HEALTH INSURANCE | 601-49400-480 | 944.96 |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 601-49400-480 | 1.80 |
| | | | | **Activity 49400 - Water Total:** | **9,678.09** |
| | | | | **Fund 601 - WATER Total:** | **9,678.09** |
| **Fund: 602 - SEWER** | | | | | |
| **Activity: 49450 - Sewer** | | | | | |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 602-49450-133 | 32.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 602-49450-212 | 61.00 |
| HAWKINS, INC | 6854407 | 09/16/2024 | SEWER/CHEMICALS | 602-49450-216 | 845.85 |
| RICHLAND RESEARCH CORPO | 265510 | 09/16/2024 | SEWER | 602-49450-217 | 353.25 |
| MN VALLEY TESTING | 1268314 | 09/06/2024 | SEWER/LAB TESTING | 602-49450-310 | 142.00 |
| MN VALLEY TESTING | 1268384 | 09/06/2024 | SEWER/LAB TESTING | 602-49450-310 | 234.80 |
| MN VALLEY TESTING | 1268427 | 09/06/2024 | SEWER/LAB TESTING | 602-49450-310 | 126.00 |
| MN VALLEY TESTING | 1268686 | 09/06/2024 | SEWER/LAB TESTING | 602-49450-310 | 170.80 |
| MN VALLEY TESTING | 1269201 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 266.80 |
| MN VALLEY TESTING | 1269274 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 170.80 |
| MN VALLEY TESTING | 1269589 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 142.00 |
| MN VALLEY TESTING | 1270339 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 15.20 |
| MN VALLEY TESTING | 1270359 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 247.20 |
| MN VALLEY TESTING | 1270543 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 250.80 |
| MN VALLEY TESTING | 1270575 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 158.00 |
| MN VALLEY TESTING | 1270616 | 09/16/2024 | SEWER/LAB TESTING | 602-49450-310 | 170.80 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 602-49450-322 | 274.73 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 602-49450-326 | 868.36 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 602-49450-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 602-49450-326 | 159.68 |
| COUNTY WIDE DIRECTORY | 77577 | 09/13/2024 | SEWER/ADVERTISING | 602-49450-350 | 97.50 |
| AMAZON CAPITAL SERVICES, I | 1LFV-PQLC-9FR9 | 09/06/2024 | SEWER/MAINTENANCE - OFFI | 602-49450-404 | 28.48 |
| | | | | **Activity 49450 - Sewer Total:** | **5,333.55** |
| | | | | **Fund 602 - SEWER Total:** | **5,333.55** |
| **Fund: 604 - ELECTRIC** | | | | | |
| ELECTRIC FUND | # 595 RETURN | 09/16/2024 | EL/INVENTORY | 604-14200 | 79.01 |
| DGR ENGINEERING | 00270156 | 09/25/2024 | EL/TRANSMISSION LINE PROJ | 604-16480 | 436.00 |
| DGR ENGINEERING | 00270157 | 09/25/2024 | EL/GENERATION BLDG | 604-16480 | 13,449.28 |
| DOMINGO LOPEZ JUAREZ | 37421-6 | 09/20/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| AZAEL LARIOS LINARES | 37933-5 | 09/20/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| WENDY AHNUPKANA | 38445-6 | 09/24/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| KARI KNUTSON | 50199-3 | 09/20/2024 | DEPOSIT REFUND | 604-22000 | 125.00 |
| ELDA N MATIAS CARDONA | 51758-2 | 09/20/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| KERRY E LAUER | 54572-4 | 09/24/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| MARIELA & ROLANDO BONILL | 7469-9 | 09/24/2024 | DEPOSIT REFUND | 604-22000 | 300.00 |
| | | | | | **15,889.29** |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| **Activity: 49550 - Electric** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 604-49550-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 604-49550-133 | 88.00 |
| AMAZON CAPITAL SERVICES, I | 13VL-XVPT-CJLR | 09/05/2024 | EL/SUPPLIES | 604-49550-200 | 170.95 |
| LUCAN COMMUNITY TV INC | 1906 | 09/05/2024 | EL/SUPPLIES | 604-49550-200 | 30.00 |
| AMAZON CAPITAL SERVICES, I | 1D9V-NYCJ-9CVW | 09/05/2024 | EL/SUPPLIES | 604-49550-200 | 424.95 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 604-49550-212 | 651.48 |
| CMP - CENTRAL MUNICIPAL P | 7781 | 09/16/2024 | EL/ENERGY/TRANSMISSION/C | 604-49550-263 | 86,005.29 |
| CMP - CENTRAL MUNICIPAL P | 7781 | 09/16/2024 | EL/ENERGY/TRANSMISSION/C | 604-49550-263 | 187,412.63 |
| DEPARTMENT OF ENERGY | BFPB000800824 | 09/09/2024 | EL/MERCHANDISE FOR RESAL | 604-49550-263 | 101,534.15 |
| BOARDMAN & CLARK LLP | 290067 | 09/16/2024 | EL/LEGAL FEES | 604-49550-304 | 390.00 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 604-49550-322 | 274.73 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 604-49550-326 | 1,035.00 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 604-49550-326 | 1,731.52 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 604-49550-326 | 159.68 |
| STEVE NASBY | 09-18-24 | 09/23/2024 | CMPAS ANNUAL MEETING | 604-49550-331 | 105.19 |
| COUNTY WIDE DIRECTORY | 77577 | 09/13/2024 | ELECTRIC/ADVERTISING | 604-49550-340 | 97.50 |
| HOMETOWN SANITATION SER | 0000577771 | 09/09/2024 | ELECTRIC/REFUSE DISPOSAL | 604-49550-384 | 117.98 |
| EXTRA TOUCH AUTO SALES | 6427 | 09/23/2024 | EL/TIRE REPAIR | 604-49550-404 | 20.00 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 604-49550-405 | 11.99 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 604-49550-405 | 337.03 |
| ELECTRIC FUND | # 959 | 09/23/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 169.87 |
| ELECTRIC FUND | # 960 | 09/23/2024 | EL/MAINTENANCE - DISTRIBU | 604-49550-408 | 1,747.99 |
| MN DEPT OF COMMERCE | 1000052335 | 09/09/2024 | EL/DUES | 604-49550-433 | 369.29 |
| MN DEPT OF COMMERCE | 1000052335 | 09/09/2024 | EL/CONSERVATION | 604-49550-450 | 787.66 |
| CMP - CENTRAL MUNICIPAL P | 7781 | 09/16/2024 | EL/ENERGY/TRANSMISSION/C | 604-49550-450 | 3,599.92 |
| | | | | **Activity 49550 - Electric Total:** | **387,274.60** |
| | | | | **Fund 604 - ELECTRIC Total:** | **403,163.89** |
| **Fund: 609 - LIQUOR STORE** | | | | | |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 609-20202 | 20,075.00 |
| | | | | | **20,075.00** |
| **Activity: 49751 - Liquor Store** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 609-49751-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 609-49751-133 | 48.00 |
| BREAKTHRU BEVERAGE MN | 117457279 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-251 | 4,982.61 |
| BREAKTHRU BEVERAGE MN | 117559931 | 09/11/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 548.10 |
| BREAKTHRU BEVERAGE MN | 117588403 | 09/11/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | 31.27 |
| DOLL DISTRIBUTING, LLC | 1583659 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-251 | 153.00 |
| DOLL DISTRIBUTING, LLC | 1588157 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-251 | 92.60 |
| BEVERAGE WHOLESALERS | 346624 | 09/24/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-251 | 805.00 |
| BREAKTHRU BEVERAGE MN | 412659748 | 09/09/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | -139.86 |
| BREAKTHRU BEVERAGE MN | 412659749 | 09/09/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-251 | -171.00 |
| BREAKTHRU BEVERAGE MINN | 117456982 | 09/13/2024 | LIQUOR S/BEER | 609-49751-252 | 120.00 |
| DOLL DISTRIBUTING, LLC | 1583659 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-252 | 8,169.70 |
| DOLL DISTRIBUTING, LLC | 1588157 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-252 | 8,676.90 |
| DOLL DISTRIBUTING, LLC | 1588170 | 09/06/2024 | LIQUOR S/BEER | 609-49751-252 | 16.96 |
| DOLL DISTRIBUTING, LLC | 1590558 | 09/06/2024 | LIQUOR S/BEER | 609-49751-252 | -16.85 |
| BEVERAGE WHOLESALERS | 344540 | 09/06/2024 | LIQUOR S/BEER/NON ALCHOL | 609-49751-252 | 16,978.86 |
| BEVERAGE WHOLESALERS | 345588 | 09/06/2024 | LIQUOR S/BEER/NON ALCHOL | 609-49751-252 | 5,942.30 |
| BEVERAGE WHOLESALERS | 345589 | 09/06/2024 | LIQUOR S/BEER | 609-49751-252 | 148.00 |
| BEVERAGE WHOLESALERS | 346268 | 09/06/2024 | LIQUOR S/BEER | 609-49751-252 | 114.80 |
| BEVERAGE WHOLESALERS | 346624 | 09/24/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-252 | 13,687.49 |
| BEVERAGE WHOLESALERS | 733074 | 09/24/2024 | LIQUOR S/BEER | 609-49751-252 | -13.80 |
| BREAKTHRU BEVERAGE MN | 117457279 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-253 | 280.00 |
| DOLL DISTRIBUTING, LLC | 1583659 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-253 | 100.80 |
| DOLL DISTRIBUTING, LLC | 1588157 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-253 | 62.00 |
| PAUSTIS WINE COMPANY | 245816 | 09/09/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | 1,660.00 |
| BREAKTHRU BEVERAGE MN | 412659750 | 09/09/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-253 | -204.00 |
| BREAKTHRU BEVERAGE MN | 117457279 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-254 | 124.18 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| RED BULL DISTRIBUTION CO, I | 5012901820 | 09/11/2024 | LIQUOR S/SOFT DRINKS & MI | 609-49751-254 | 180.70 |
| DOLL DISTRIBUTING, LLC | 1583659 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-259 | 218.60 |
| DOLL DISTRIBUTING, LLC | 1588156 | 09/06/2024 | LIQUOR S/NON ALCHOLIC | 609-49751-259 | 33.50 |
| DOLL DISTRIBUTING, LLC | 1588157 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-259 | 33.50 |
| BEVERAGE WHOLESALERS | 344540 | 09/06/2024 | LIQUOR S/BEER/NON ALCHOL | 609-49751-259 | 29.95 |
| BEVERAGE WHOLESALERS | 345588 | 09/06/2024 | LIQUOR S/BEER/NON ALCHOL | 609-49751-259 | 95.95 |
| BEVERAGE WHOLESALERS | 346624 | 09/24/2024 | LIQUOR S/LIQUOR/BEER/NON | 609-49751-259 | 121.95 |
| BREAKTHRU BEVERAGE MN | 117457279 | 09/06/2024 | LIQUOR S/MERCHANDISE | 609-49751-333 | 70.15 |
| BREAKTHRU BEVERAGE MN | 117559931 | 09/11/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 3.70 |
| BREAKTHRU BEVERAGE MN | 117588403 | 09/11/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | 0.15 |
| PAUSTIS WINE COMPANY | 245816 | 09/09/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | 27.00 |
| BREAKTHRU BEVERAGE MN | 412659748 | 09/09/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | -1.85 |
| BREAKTHRU BEVERAGE MN | 412659749 | 09/09/2024 | LIQUOR S/LIQUOR/FREIGHT | 609-49751-333 | -1.85 |
| BREAKTHRU BEVERAGE MN | 412659750 | 09/09/2024 | LIQUOR S/WINE/FREIGHT | 609-49751-333 | -1.85 |
| NEXT STEP BROADCASTING IN | 24080368 | 09/04/2024 | LIQUOR S/AM ADVERTISING | 609-49751-340 | 312.63 |
| NEXT STEP BROADCASTING IN | 24080369 | 09/04/2024 | LIQUOR S/AM ADVERTISING | 609-49751-340 | 51.00 |
| NEXT STEP BROADCASTING IN | 24080370 | 09/04/2024 | LIQUOR S/FM ADVERTISING | 609-49751-340 | 204.00 |
| COUNTY WIDE DIRECTORY | 77575 | 09/16/2024 | LIQUOR S/ADVERTISING | 609-49751-340 | 390.00 |
| CITIZEN PUBLISHING CO | 8-31-24 | 09/16/2024 | LIQUOR S/ADVERTISING | 609-49751-340 | 1,465.80 |
| HOMETOWN SANITATION SER | 0000577769 | 09/09/2024 | RIVERBEND/REFUSE DISPOSA | 609-49751-384 | 193.99 |
| PLUNKETT'S PEST CONTROL | 8740625 | 09/16/2024 | LIQUOR S/PEST CONTROL | 609-49751-406 | 521.52 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 609-49751-460 | 25.00 |
| | | | | **Activity 49751 - Liquor Store Total:** | **66,172.40** |
| | | | | **Fund 609 - LIQUOR STORE Total:** | **86,247.40** |
| **Fund: 614 - TELECOM** | | | | | |
| INTERNAL REVENUE SERVICE | AUG-24 FINAL | 09/24/2024 | EXCISE TAX POSTING | 614-20201 | 258.88 |
| INTERNAL REVENUE SERVICE | SEP-24 | 09/24/2024 | EXCISE TAX POSTING | 614-20201 | 500.00 |
| MN 9-1-1 PROGRAM | AUGUST 2024 | 09/24/2024 | 9-11 SERVICES | 614-20206 | 857.88 |
| | | | | | **1,616.76** |
| **Activity: 49870 - Telecom** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 614-49870-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 614-49870-133 | 80.00 |
| CITY LAUNDERING CO. | 2041857 | 09/10/2024 | TELECOM/CLEANING/SUPPLIE | 614-49870-211 | 21.91 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 614-49870-212 | 166.16 |
| JONATHAN ENGSTROM | 389 | 09/23/2024 | TELECOM/ENG/SURVEYING F | 614-49870-303 | 1,700.00 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 614-49870-322 | 274.73 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 614-49870-326 | 1,035.00 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 614-49870-326 | 1,731.52 |
| INNOVATIVE SYSTEMS LLC | INV-19951 | 09/05/2024 | DATA PROCESSING | 614-49870-326 | 997.12 |
| INNOVATIVE SYSTEMS LLC | INV-20092 | 09/06/2024 | POSTAGE/PROCESSING/INSER | 614-49870-326 | 159.68 |
| NEUSTAR, INC. | L-0000047863 | 09/23/2024 | TELECOM/DATA PROCESSING | 614-49870-326 | 9.00 |
| NEXT STEP BROADCASTING IN | 24080434 | 09/13/2024 | TELECOM/AM ADVERTISING | 614-49870-340 | 151.98 |
| COUNTY WIDE DIRECTORY | 77577 | 09/13/2024 | TELECOM/ADVERTISING | 614-49870-340 | 97.50 |
| WINDOM FIRE DEPT. | 9-1-2024 | 09/23/2024 | TELECOM/2025 FIRE DEPART | 614-49870-340 | 300.00 |
| HOMETOWN SANITATION SER | 0000577772 | 09/10/2024 | TELECOM/REFUSE DISPOSAL | 614-49870-384 | 105.00 |
| CENTURY LINK | 7242105D-D-24261 | 09/24/2024 | TELECOM/CABS | 614-49870-441 | 35.56 |
| CONSOLIDATED COMMUNICA | 09-01-24 | 09/23/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 1,444.95 |
| THOMTEK LLC | 122899 | 09/23/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 2,400.00 |
| AZAR COMPUTER SOFTWARE | 142640 | 09/23/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 2,145.00 |
| BIG TEN NETWORK, LLC | 327980 | 09/11/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 1,314.06 |
| FOX TELEVISION STATIONS, LL | 327981 | 09/11/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 242.19 |
| FOX TELEVISION STATIONS, LL | 327982 | 09/11/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 3,105.00 |
| ARVIG ENTERPRISES, INC | 345681 | 09/13/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 314.50 |
| NEXSTAR BROADCASTING GR | 581287 | 09/11/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 214.38 |
| ADARA TECHNOLOGIES INC | AP100223CW-59 | 09/13/2024 | TELECOM/SUBSCRIBER FEES | 614-49870-442 | 11,025.00 |
| MN DEPT OF COMMERCE | 1000052053 | 09/06/2024 | FEES | 614-49870-443 | 452.20 |
| CONSOLIDATED CALL CENTER | 25842 | 09/13/2024 | TELECOM/SWITCH FEES | 614-49870-445 | 114.15 |
| ZAYO GROUP, LLC | 2024090027696 | 09/13/2024 | TELECOM/INTERNET EXPENSE | 614-49870-447 | 1,950.00 |
| MANKATO NETWORKS, LLC | 390252 | 09/23/2024 | TELECOM/INTERNET EXPENSE | 614-49870-447 | 665.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| MANKATO NETWORKS, LLC | 390266 | 09/23/2024 | TELECOM/INTERNET EXPENSE | 614-49870-447 | 1,242.46 |
| 1623 FARNAM LLC | 00009849 | 09/13/2024 | TELECOM/ON CALL SUPPORT | 614-49870-448 | 200.00 |
| ZAYO GROUP, LLC | 2024090002376 | 09/10/2024 | TELECOM/CALL COMPLETION | 614-49870-451 | 5,574.89 |
| ONVOY, LLC dba INTELIQUENT | 483581 | 09/10/2024 | TELECOM/CALL COMPLETION | 614-49870-451 | 2,357.11 |
| ONVOY, LLC dba INTELIQUENT | 483666 | 09/10/2024 | TELECOM/CALL COMPLETION | 614-49870-451 | 372.86 |
| CENTURY LINK | SEPT 16 2024 | 09/24/2024 | TELECOM/SERVICES 831-1075 | 614-49870-451 | 91.83 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 614-49870-460 | 332.00 |
| | | | | **Activity 49870 - Telecom Total:** | **42,424.54** |
| | | | | **Fund 614 - TELECOM Total:** | **44,041.30** |
| **Fund: 615 - ARENA** | | | | | |
| **Activity: 49850 - Arena** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 615-49850-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 615-49850-133 | 32.00 |
| WEX BANK | AUGUST 2024 | 09/13/2024 | MOTOR FUELS | 615-49850-212 | 170.58 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 615-49850-217 | 41.23 |
| HOMETOWN SANITATION SER | 0000577773 | 09/09/2024 | ARENA/REFUSE DISPOSAL | 615-49850-384 | 178.99 |
| CARQUEST - SMITH AUTO SUP | AUGUST 2024 | 09/16/2024 | MAINTENANCE | 615-49850-404 | 18.28 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 615-49850-460 | 444.00 |
| SW/WC SERVICE COOPERATIV | OCT 2024 | 09/23/2024 | HEALTH INSURANCE | 615-49850-480 | 944.96 |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 615-49850-480 | 1.80 |
| | | | | **Activity 49850 - Arena Total:** | **1,833.64** |
| | | | | **Fund 615 - ARENA Total:** | **1,833.64** |
| **Fund: 617 - M/P CENTER** | | | | | |
| ATLAS COMMERCIAL PRODUC | 9-3-24 | 09/13/2024 | WCC/TABLE REPLACEMENTS | 617-16400 | 2,500.00 |
| MN REVENUE | AUGUST 2024 | 09/19/2024 | SALES TAX | 617-20202 | 1,004.00 |
| | | | | | **3,504.00** |
| **Activity: 49860 - M/P Center** | | | | | |
| SW/WC SERVICE COOPERATIV | OCTOBER 24 | 09/23/2024 | EAP | 617-49860-131 | 1.80 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 617-49860-133 | 48.00 |
| INDOFF, INC | 3750578 | 09/23/2024 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 171.98 |
| BEVERAGE WHOLESALERS | 343484 | 09/24/2024 | WCC/LIQUOR/BEER | 617-49860-251 | 86.95 |
| BEVERAGE WHOLESALERS | 346623 | 09/24/2024 | WCC/LIQUOR/BEER | 617-49860-251 | 85.85 |
| BEVERAGE WHOLESALERS | 335465 | 09/13/2024 | WCC/BEER | 617-49860-252 | 96.00 |
| BEVERAGE WHOLESALERS | 343484 | 09/24/2024 | WCC/LIQUOR/BEER | 617-49860-252 | 100.05 |
| BEVERAGE WHOLESALERS | 344539 | 09/24/2024 | WCC/BEER | 617-49860-252 | 160.00 |
| BEVERAGE WHOLESALERS | 345587 | 09/13/2024 | WCC/BEER | 617-49860-252 | 157.40 |
| BEVERAGE WHOLESALERS | 346623 | 09/24/2024 | WCC/LIQUOR/BEER | 617-49860-252 | 46.70 |
| HOMETOWN SANITATION SER | 0000577774 | 09/09/2024 | WCC/REFUSE DISPOSAL | 617-49860-384 | 263.98 |
| ATLAS COMMERCIAL PRODUC | 9-3-24 | 09/13/2024 | WCC/TABLE REPLACEMENTS | 617-49860-404 | 1,466.86 |
| | | | | **Activity 49860 - M/P Center Total:** | **2,685.57** |
| | | | | **Fund 617 - M/P CENTER Total:** | **6,189.57** |
| **Fund: 700 - PAYROLL** | | | | | |
| Internal Revenue Service-Payr | INV0002495 | 09/20/2024 | Federal Tax Withholding | 700-21701 | 13,075.59 |
| MN Department of Revenue - | INV0002496 | 09/20/2024 | State Withholding | 700-21702 | 6,309.62 |
| Internal Revenue Service-Payr | INV0002495 | 09/20/2024 | Social Security | 700-21703 | 14,524.88 |
| MN Pera | INV0002493 | 09/20/2024 | PERA | 700-21704 | 10,823.69 |
| MN Pera | INV0002493 | 09/20/2024 | PERA | 700-21704 | 818.24 |
| MN Pera | INV0002493 | 09/20/2024 | PERA | 700-21704 | 16,147.84 |
| MN State Deferred | INV0002494 | 09/20/2024 | Deferred Roth | 700-21705 | 577.00 |
| MN State Deferred | INV0002494 | 09/20/2024 | Deferred Compensation | 700-21705 | 5,482.00 |
| SW/WC SERVICE COOPERATIV | OCT 2024 | 09/23/2024 | HEALTH INSURANCE | 700-21706 | 35,794.98 |
| NECA IBEW FAMILY MEDICAL | OCTOBER 2024 | 09/11/2024 | HEALTH INSURANCE | 700-21706 | 45,581.00 |
| LOCAL UNION #949 | SEPT 2024 | 09/24/2024 | UNION DUES | 700-21707 | 1,764.80 |
| Internal Revenue Service-Payr | INV0002495 | 09/20/2024 | Medicare Withholding | 700-21711 | 4,419.16 |
| AFLAC | 388345 | 09/24/2024 | INSURANCE SEPT | 700-21715 | 499.73 |
| AFLAC | 388345 | 09/24/2024 | INSURANCE SEPT | 700-21716 | 704.23 |
| MN BENEFIT ASSOCIATION | 2024-0285628 | 09/24/2024 | INSURANCE | 700-21717 | 5.84 |
| NCPERS MINNESOTA | 844600102024 | 09/16/2024 | OCT 24/INSURANCE | 700-21718 | 16.00 |

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|---|---|---|---|---|
| MN BENEFIT ASSOCIATION | 2024-0285628 | 09/24/2024 | INSURANCE | 700-21719 | 657.86 |
| WEX Health Inc | INV0002492 | 09/20/2024 | VEBA Employer Contribution | 700-21720 | 1,696.61 |
| WEX Health Inc | INV0002491 | 09/20/2024 | HSA Employer Contribution | 700-21722 | 1,217.37 |
| WEX Health Inc | INV0002490 | 09/20/2024 | HSA Employee Contribution | 700-21723 | 636.32 |
| | | | | | **160,752.76** |
| | | | | **Fund 700 - PAYROLL Total:** | **160,752.76** |
| | | | | **Grand Total:** | **846,118.94** |

# Report Summary

## Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - GENERAL | 54,613.84 |
| 211 - LIBRARY | 22.78 |
| 225 - AIRPORT | 13,320.00 |
| 230 - POOL | 50.00 |
| 235 - AMBULANCE | 10,831.64 |
| 250 - EDA GENERAL | 803.84 |
| 309 - 2025 STREET PROJECT | 1,224.00 |
| 401 - GENERAL CAPITAL PROJECTS | 28,512.64 |
| 406 - PIR | 19,500.00 |
| 601 - WATER | 9,678.09 |
| 602 - SEWER | 5,333.55 |
| 604 - ELECTRIC | 403,163.89 |
| 609 - LIQUOR STORE | 86,247.40 |
| 614 - TELECOM | 44,041.30 |
| 615 - ARENA | 1,833.64 |
| 617 - M/P CENTER | 6,189.57 |
| 700 - PAYROLL | 160,752.76 |
| **Grand Total:** | **846,118.94** |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-20191 | Unapplied Cash | 38.23 |
| 100-20202 | Sales Tax Payable | 32,543.00 |
| 100-41110-350 | Printing & Design | 942.00 |
| 100-41110-433 | Dues & Subscriptions | 2,064.00 |
| 100-41310-131 | Employer Paid Insurance | 3.60 |
| 100-41310-133 | Employer Paid Insurance | 72.00 |
| 100-41310-200 | Office Supplies | 191.18 |
| 100-41310-308 | Training & Registrations | 60.00 |
| 100-41310-350 | Printing & Design | 3,030.94 |
| 100-41310-480 | Other Miscellaneous | 8.00 |
| 100-41410-350 | Printing & Design | 310.80 |
| 100-41910-131 | Employer Paid Insurance | 1.80 |
| 100-41910-133 | Employer Paid Insurance | 24.00 |
| 100-41910-200 | Office Supplies | 5.14 |
| 100-41940-384 | Refuse Disposal | 114.99 |
| 100-42120-131 | Employer Paid Insurance | 16.20 |
| 100-42120-133 | Employer Paid Insurance | 160.00 |
| 100-42120-200 | Office Supplies | 103.16 |
| 100-42120-212 | Motor Fuels | 701.28 |
| 100-42120-305 | Medical & Dental Fees | 2,259.40 |
| 100-42120-323 | Radio Units | 120.00 |
| 100-42120-334 | Meals/Lodging | 47.32 |
| 100-42120-404 | Repairs & Maint - M&E | 538.00 |
| 100-42120-405 | Repairs & Maint - Vehicl | 336.29 |
| 100-42120-419 | Vehicle Lease | 2,933.59 |
| 100-42120-480 | Other Miscellaneous | 65.96 |
| 100-42220-212 | Motor Fuels | 312.39 |
| 100-42220-350 | Printing & Design | 1,249.60 |
| 100-42220-384 | Refuse Disposal | 46.00 |
| 100-42220-405 | Repairs & Maint - Vehicl | 2,763.15 |
| 100-42220-406 | Repairs & Maint - Groun | 451.50 |
| 100-42700-300 | Charges for Services | 330.00 |
| 100-43100-131 | Employer Paid Insurance | 1.80 |
| 100-43100-133 | Employer Paid Insurance | 80.00 |
| 100-43100-212 | Motor Fuels | 1,586.41 |
| 100-43100-384 | Refuse Disposal | 116.99 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-43100-404 | Repairs & Maint - M&E | 29.00 |
| 100-45202-133 | Employer Paid Insurance | 16.00 |
| 100-45202-384 | Refuse Disposal | 483.86 |
| 100-45202-402 | Repairs & Maint - Struct | 188.81 |
| 100-45202-404 | Repairs & Maint - M&E | 14.45 |
| 100-45202-406 | Repairs & Maint - Groun | 253.00 |
| 211-45501-133 | Employer Paid Insurance | 16.00 |
| 211-45501-200 | Office Supplies | 6.78 |
| 225-45127-217 | Other Operating Supplie | 13,280.00 |
| 225-45127-460 | Miscellaneous Taxes | 40.00 |
| 230-45124-216 | Chemicals and Chemical | 50.00 |
| 235-42153-131 | Employer Paid Insurance | 1.80 |
| 235-42153-133 | Employer Paid Insurance | 16.00 |
| 235-42153-212 | Motor Fuels | 1,910.69 |
| 235-42153-217 | Other Operating Supplie | 140.89 |
| 235-42153-261 | Other Merchandise-Med | 1,025.19 |
| 235-42153-312 | Nursing | 2,690.28 |
| 235-42153-326 | Data Processing | 2,668.00 |
| 235-42153-334 | Meals/Lodging | 227.55 |
| 235-42153-384 | Refuse Disposal | 45.99 |
| 235-42153-405 | Repairs & Maint - Vehicl | 155.25 |
| 235-42153-435 | Books and Pamphlets | 1,950.00 |
| 250-46520-133 | Employer Paid Insurance | 24.00 |
| 250-46520-200 | Office Supplies | 39.18 |
| 250-46520-350 | Printing & Design | 456.75 |
| 250-46520-402 | Repairs & Maint - Struct | 149.91 |
| 250-46520-433 | Dues & Subscriptions | 134.00 |
| 309-41000-303 | Engineering and Surveyi | 1,224.00 |
| 401-49950-509 | Capital Outlay - Administ | 28,512.64 |
| 406-12100 | Special Assessment Rece | 19,500.00 |
| 601-49400-131 | Employer Paid Insurance | 1.80 |
| 601-49400-133 | Employer Paid Insurance | 48.00 |
| 601-49400-212 | Motor Fuels | 287.86 |
| 601-49400-216 | Chemicals and Chemical | 5,912.95 |
| 601-49400-217 | Other Operating Supplie | 353.25 |
| 601-49400-310 | Lab Testing | 77.50 |
| 601-49400-322 | Postage | 274.73 |
| 601-49400-326 | Data Processing | 1,545.54 |
| 601-49400-340 | Advertising & Promotion | 97.50 |
| 601-49400-384 | Refuse Disposal | 119.98 |
| 601-49400-405 | Repairs & Maint - Vehicl | 12.22 |
| 601-49400-480 | Other Miscellaneous | 946.76 |
| 602-49450-133 | Employer Paid Insurance | 32.00 |
| 602-49450-212 | Motor Fuels | 61.00 |
| 602-49450-216 | Chemicals and Chemical | 845.85 |
| 602-49450-217 | Other Operating Supplie | 353.25 |
| 602-49450-310 | Lab Testing | 2,095.20 |
| 602-49450-322 | Postage | 274.73 |
| 602-49450-326 | Data Processing | 1,545.54 |
| 602-49450-350 | Printing & Design | 97.50 |
| 602-49450-404 | Repairs & Maint - M&E | 28.48 |
| 604-14200 | Inventory | 79.01 |
| 604-16480 | CIP-Const in Progress | 13,885.28 |
| 604-22000 | Prepayments | 1,925.00 |
| 604-49550-131 | Employer Paid Insurance | 1.80 |
| 604-49550-133 | Employer Paid Insurance | 88.00 |
| 604-49550-200 | Office Supplies | 625.90 |
| 604-49550-212 | Motor Fuels | 651.48 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 604-49550-263 | Merchandise for Resale - | 374,952.07 |
| 604-49550-304 | Legal Fees | 390.00 |
| 604-49550-322 | Postage | 274.73 |
| 604-49550-326 | Data Processing | 2,926.20 |
| 604-49550-331 | Travel Expense | 105.19 |
| 604-49550-340 | Advertising & Promotion | 97.50 |
| 604-49550-384 | Refuse Disposal | 117.98 |
| 604-49550-404 | Repairs & Maint - M&E | 20.00 |
| 604-49550-405 | Repairs & Maint - Vehicl | 349.02 |
| 604-49550-408 | Repairs & Maint - Distrib | 1,917.86 |
| 604-49550-433 | Dues & Subscriptions | 369.29 |
| 604-49550-450 | Conservation | 4,387.58 |
| 609-20202 | Sales Tax Payable | 20,075.00 |
| 609-49751-131 | Employer Paid Insurance | 1.80 |
| 609-49751-133 | Employer Paid Insurance | 48.00 |
| 609-49751-251 | Liquor | 6,301.72 |
| 609-49751-252 | Beer | 53,824.36 |
| 609-49751-253 | Wine | 1,898.80 |
| 609-49751-254 | Soft Drinks & Mix | 304.88 |
| 609-49751-259 | Non- Alcholic | 533.45 |
| 609-49751-333 | Freight and Express | 95.45 |
| 609-49751-340 | Advertising & Promotion | 2,423.43 |
| 609-49751-384 | Refuse Disposal | 193.99 |
| 609-49751-406 | Repairs & Maint - Groun | 521.52 |
| 609-49751-460 | Miscellaneous Taxes | 25.00 |
| 614-20201 | Excise Tax Payable | 758.88 |
| 614-20206 | 911 988 TAP & TACIP Fe | 857.88 |
| 614-49870-131 | Employer Paid Insurance | 1.80 |
| 614-49870-133 | Employer Paid Insurance | 80.00 |
| 614-49870-211 | Cleaning Supplies | 21.91 |
| 614-49870-212 | Motor Fuels | 166.16 |
| 614-49870-303 | Engineering and Surveyi | 1,700.00 |
| 614-49870-322 | Postage | 274.73 |
| 614-49870-326 | Data Processing | 3,932.32 |
| 614-49870-340 | Advertising & Promotion | 549.48 |
| 614-49870-384 | Refuse Disposal | 105.00 |
| 614-49870-441 | Transmission Fees | 35.56 |
| 614-49870-442 | Subscriber Fees | 22,205.08 |
| 614-49870-443 | Intergovernmental Fees | 452.20 |
| 614-49870-445 | Switch Fees | 114.15 |
| 614-49870-447 | Internet Expense | 3,857.46 |
| 614-49870-448 | On-Call Support | 200.00 |
| 614-49870-451 | Call Completion | 8,396.69 |
| 614-49870-460 | Miscellaneous Taxes | 332.00 |
| 615-49850-131 | Employer Paid Insurance | 1.80 |
| 615-49850-133 | Employer Paid Insurance | 32.00 |
| 615-49850-212 | Motor Fuels | 170.58 |
| 615-49850-217 | Other Operating Supplie | 41.23 |
| 615-49850-384 | Refuse Disposal | 178.99 |
| 615-49850-404 | Repairs & Maint - M&E | 18.28 |
| 615-49850-460 | Miscellaneous Taxes | 444.00 |
| 615-49850-480 | Other Miscellaneous | 946.76 |
| 617-16400 | Machinery & Equipment | 2,500.00 |
| 617-20202 | Sales Tax Payable | 1,004.00 |
| 617-49860-131 | Employer Paid Insurance | 1.80 |
| 617-49860-133 | Employer Paid Insurance | 48.00 |
| 617-49860-211 | Cleaning Supplies | 171.98 |
| 617-49860-251 | Liquor | 172.80 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 617-49860-252 | Beer | 560.15 |
| 617-49860-384 | Refuse Disposal | 263.98 |
| 617-49860-404 | Repairs & Maint - M&E | 1,466.86 |
| 700-21701 | Federal Withholding | 13,075.59 |
| 700-21702 | State Withholding | 6,309.62 |
| 700-21703 | FICA Tax Withholding | 14,524.88 |
| 700-21704 | PERA Contributions | 27,789.77 |
| 700-21705 | Retirement | 6,059.00 |
| 700-21706 | Medical Insurance | 81,375.98 |
| 700-21707 | Union Dues | 1,764.80 |
| 700-21711 | Medicare Tax Withholdi | 4,419.16 |
| 700-21715 | Individual Insurance-Afla | 499.73 |
| 700-21716 | Individual Insurance-Afla | 704.23 |
| 700-21717 | Individual Insurance-MB | 5.84 |
| 700-21718 | Individual Insurance-NC | 16.00 |
| 700-21719 | Individual Insurance-MB | 657.86 |
| 700-21720 | VEBA Contributions | 1,696.61 |
| 700-21722 | HSA Contribution | 1,217.37 |
| 700-21723 | HSA Employee Contribu | 636.32 |
| | **Grand Total:** | **846,118.94** |

## Project Account Summary

| Project Account Key | | Payment Amount |
|---|---|---|
| **None** | | 846,118.94 |
| | **Grand Total:** | **846,118.94** ✓ |

Donna Hudson

WINDOM POLICE DEPARTMENT
PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101
**Scott Peterson, Chief**
PHONE: (507)831-6134 / FAX: (507)831-1957

# Police Officer Oath

I, **(Daniel Gardiner)**, do solemnly swear that I will support the Constitution of the United States and Constitution and laws of the State of Minnesota, and that I will bear true faith and allegiance to the same, and that I will faithfully and impartially discharge the duties of a peace officer to the best of my ability. So, help me God.

Mayor Dominic Jones:

Officer Daniel Gardiner:

WINDOM POLICE DEPARTMENT
PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101
**Scott Peterson, Chief**
PHONE: (507)831-6134 / FAX: (507)831-1957

# Police Officer Oath

I, **(Ethan Palmer)**, do solemnly swear that I will support the Constitution of the United States and Constitution and laws of the State of Minnesota, and that I will bear true faith and allegiance to the same, and that I will faithfully and impartially discharge the duties of a peace officer to the best of my ability. So, help me God.

Mayor Dominic Jones:

Officer Daniel Gardiner:

# 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:** Finance Director
**DATE:** September 27, 2024
**RE:** Auditor Engagement - Proposal
**DEPT:** Administration
**CONTACT:** Donna Torkelson: donna.torkelson@windommn.com dt

## Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Accept the audit proposal from CLA (Clifton Larson Allen LLP) for years 2024-2026 (3-year proposal).

## Issue Summary/Background

The City's auditors, Schlenner Wenner, had a three-year engagement with the City that expired after the completion of the 2023 audit. The City Council authorized staff to solicit proposals from firms for the next three or five years. A Request for Proposals (RFP) was sent out to a number of firms and advertised on the League of Minnesota Cities website.

We received three requests for additional information, however we received only one audit proposal. The one proposal was from CLA, who did the City's audit prior to Schlenner Wenner (2021-2023) so they are familiar with the City and our financial systems.

As a follow-up to the RFP response, I spoke with Craig Popenhagen at CLA and they plan to be on site for inventory verification and possibly four days the first year for fieldwork. The next two years they would plan for 3-4 days onsite which would include one day for inventory verification.

I believe their performance on the City's prior audits was exceptional and Craig did comment that he is hoping to work with the City of Windom again.

A copy of the CLA proposal covering years 2024-2026 is attached for review.

## Fiscal Impact

$22,000 increase from the 2023 budgeted amount.

## Attachments

1. RFP Summary

September 13, 2024

# Proposal to provide professional audit services to:

# City of Windom


Prepared by:
**Craig Popenhagen, CPA, Principal**
craig.popenhagen@claconnect.com
507-280-2327


CLAconnect.com

CPAs | CONSULTANTS | WEALTH ADVISORS

CliftonLarsonAllen LLP
CLAconnect.com

September 13, 2024

Donna Torkelson, Finance Director
City of Windom
PO Box 38
444 9th St
Windom, MN 56101

RE: Request for Proposals (RFP) for Professional Auditing Services

Dear Donna:

Thank you for inviting us to propose. We look forward to the opportunity to provide services to the City of Windom (the City) meet its need for professional services. The enclosed proposal responds to your request for audit services for fiscal years 2024 through 2026.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the City's consideration:

- **Industry-specialized insight and resources.** As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist the City with their audit needs. In addition to your experienced local engagement team, the City will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.

- **Strong methodology.** Our local government clients are included amongst the more than 4,150 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. We have developed a work plan that takes into consideration your unique needs as a governmental entity in Minnesota. The work plan also minimizes the disruption of your staff and operations and provides a blueprint for timely delivery of your required reports.

- **Communication and proactive leadership.** The City will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at the City and take an active role in addressing them.

- ***We know you!*** We know and understand the City from serving as your auditors for 2013 through 2020. By providing services to you in the past, we have established an understanding of your organization. The work we've performed provides your project with momentum before we begin the engagement. We don't have to spend a lot of time up front learning about your core operations. We can use the documentation from our previous audit file to jump-start our services for 2024.

We are eager to continue our work with you and welcome the chance to present our proposal to the City Council or entire management team. If you have any questions about our offerings, please do not hesitate to contact me via phone at 507-280-2327 or email craig.popenhagen@claconnect.com.

Sincerely,

**CliftonLarsonAllen LLP**

Craig W Popenhagen

Craig Popenhagen, CPA
Principal

# Executive Summary


Pave the way for a stronger future. Working with CLA's knowledgeable and passionate team brings valuable insight and advice you can use to propel your organization toward sustainable growth.

Visualize an experience where you:

- Make sound decisions based on good information from timely, high-quality services
- Drive innovation with knowledgeable guidance on industry-specific challenges and opportunities
- Gain value-added guidance beyond the audit to help improve operations, positively impact revenue, and prepare for accounting and regulatory changes
- Implement sustainable improvements with consistent team members who have built a deep understanding of your operations, systems, risks, and needs over time
- Elevate your organization with support from seamless, scalable services that grow with you
- Effectively address risk management practices using a flexible balance between compliance and practicality
- Experience efficiency and tailored advice when you build a meaningful relationship with your service team from year to year

## Work with people whose values match your own

Our values drive our behavior and lead to service delivery that exceeds expectations and provides you with the CLA client experience.

### What does that mean?

It means you'll work with a team with the resources to support the whole of your organization. You can count on industry-specialized professionals who bring relevant and actionable ideas and strategies. Quite simply, you'll encounter value beyond the expected.

## Firm independence

CLA was the City's auditors for years 2013 through 2020. CLA also serves as auditors for Windom Area Health. As such, we are required to maintain our independence (both in substance and appearance). We are not presently aware of any current or potential relationships or conflicts of interest with the City or its affiliates or component units that may threaten our independence.

## The CLA seamless assurance advantage (SAA)

SAA is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.

### A different approach

SAA is unlike any conventional audit process. SAA does not depend on physical location. It reduces the time our professionals spend on site, creates fewer disruptions, enables more efficient use of resources (yours and ours), and allows for more impactful interactions with your people.

### Insights through analytics

CLA uses strategic data analysis to examine whole data sets to gain a deeper understanding of your organization. Insights that were once impossible can now come into focus to help you measure performance, enhance strategic decision making, and understand your competitive opportunities.

### Effective technology

CLA embraces technologies that help solve client problems and create a seamless experience. Assurance Information Exchange (AIE) is a web-based application developed by CLA to digitally request and obtain audit documents through a secure and efficient online portal.

## Clients served

The table below provides related and relevant projects CLA has completed for similar local governmental entities.

| City Clients in Minnesota | | |
|---|---|---|
| City of Adams | City of Aitkin | City of Avon |
| City of Alexandria | City of Austin | City of Brainerd |
| City of Barnesville | City of Breezy Point | City of Coon Rapids |
| City of Brandon | City of Clarks Grove | City of Crosby |
| City of Buffalo | City of Deerwood | City of Delano |
| City of Courtland | City of Fifty Lakes | City of Edina |
| City of Crosslake | City of Glencoe | City of Garrison |
| City of Dexter | City of Hayfield | City of Grant |
| City of Elrosa | City Of Mahtomedi | City of Hermantown |
| City of Greenwood | City of Lakeville | City of Keewatin |
| City of Inver Grove Heights | City Of Millerville | City of Marine on St. Croix |

## Engagement timetable

Our project management methodology results in a client service plan that provides for regular, formal communication with the entire management team and allows us to be responsive to your needs. The schedule allows for input from your personnel to make certain that the services are completed based on your requirements. The plan may also be amended during the year based on input from management and the City Council.

Please see the below chart for the estimated time frame for the December 31 audit relating to each segment of this engagement:

| Annual Audit Task | Jan | Mar | Apr | May | Jun |
|---|---|---|---|---|---|
| Entrance Conference | X | | | | |
| Interim Audit Work | X | | | | |
| Audit Fieldwork Begins | | X | X | | |
| Draft Reports to Management | | | | X | |
| Presentation to City Council | | | | | X |

***Reliable:** Look for us to respond in hours, not days. We strive to deliver service that exceeds your expectations.*

# Your Service Team

The true value in working with our team is developing a personal and professional relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below.

| Engagement Team Member | Role | Years' Experience |
|---|---|---|
| Craig Popenhagen, CPA | ***Engagement principal*** – Craig will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Craig is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team. | 30 |
| Luke Greden, CPA | ***Engagement manager*** – Luke will act as the lead manager on the engagement. In this role, Luke will assist the engagement principal with planning the engagement and performing complex audit areas. They will perform a technical review of all work performed and is responsible for the review of comprehensive annual financial report and all related reports. | 10 |
| Sterling Shatek, CPA | ***Senior*** – Sterling will be responsible for the day-to-day activities for this engagement, including the supervision of all staff assigned. | 8 |
| ***Additional staff*** – We will assign additional staff to your engagement based on your needs and their experience providing services to state and local governments. | | |

Detailed resumes are available in the *Appendix* of this proposal.

***Collaborative:*** *Support from a responsive local team complemented by national resources. We consider the whole of your organization, bringing innovative teams to the table.*

## Continuity of service

We are committed to providing continuity throughout this engagement. It is our policy to maintain the same staff throughout an engagement, providing maximum efficiency and keeping the learning curve low. We are also flexible in exploring alternative strategies to non-mandatory rotation policies.

In any business, however, turnover is inevitable. When it happens, we will provide summaries of suggested replacements and will discuss re-assignments prior to finalizing. We have an adequate number of qualified staff members to provide the City with top service over the term of the engagement.

CLA is committed to maintaining high staff retention rates, which we believe are a strong indicator of service quality. Continuity results in increased efficiency and quality because staff assigned to the engagement will not have to go through a "learning curve" with annual engagements or each new project. Client staff spends less time orienting the engagement team, and more time working toward goals. With a solid, steady engagement team, each year brings the additional benefits of trust and familiarity. High retention rates also indicate that our staff members have the resources they need to perform their tasks and maintain a positive work/life balance.

## Use of subcontractors

We do not anticipate utilizing a subcontractor on our audit engagement with the City.

# Professional Fees

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

| Professional Services | 2024 | 2025 | 2026 |
|---|---|---|---|
| Financial Statement Audit | $60,000 | $63,000 | $66,000 |
| State reporting form | $800 | $800 | $800 |
| Compilation of EDA financial statement | $2,500 | $2,625 | $2,750 |
| Technology and client support fee (5%) | $3,165 | $3,321 | $3,478 |
| Expenses not-to-exceed (confirmations, mileage, postage/shipping, printing, etc.) | $2,500 | $2,500 | $2,500 |
| **Total (not to exceed)** | **$68,965** | **$72,246** | **$75,528** |

Our fixed-fee quote is designed with an understanding that:

- City personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly and do not include any future acquisitions or significant changes in your business operations.
- There are not significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

## No surprises

Our clients don't like fee surprises. Neither do we. If changes occur, we will discuss a revised fee proposal with you before beginning any work. For any "out-of-scope" work, we will provide an estimate for your approval.

We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise — we do not bill for routine inquiries or advice.

***We are committed to creating a long-standing relationship. If you have concerns about the fee structure, give us a call and let's discuss.***

***Transparent:*** *Clear, authentic communication and market-based fees.*

# 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
**DATE:** September 25, 2024
**RE:** County State Aid Highway 15 – Bridge Replacement

The County Engineer is seeking consent for their CSAH 15 bridge replacement project near the golf course along with the reconstruction of CSAH 15 from the bridge to River Road. They will be rebuilding the road so that it has wide 8' shoulders and curb and gutter on the north side along the homes. The bridge will also be wider with 8' shoulders. The bridge is designed to as close to the in-place condition as possible. The County will also coordinate with USGS and they will also be installing a new flood gauge on the new bridge.

Another impact to the City that the County Engineer stated that he discussed previously with Jason Sykora, Electric General Manager, is that the lighting on the south side of the road will need to be removed and replaced at the cost of the City. The County did not plan to put this work in the construction contract since they thought it would be most cost effective if the City Electric crew did the work. One thing we may need in our contract is the removal of the current light foundations. Other than lighting there will be no cost to the City for this project as the utilities were reported to be in good shape.

A Letter of Map Revision (LOMR) was needed for this project. The County engaged SEH, Inc. to do the flood plain study (see attached Cottonwood County Board Agenda request and SEH Scope of Work). This will be done at County expense.

Last, as part of the project is in the City limits, and funded with State funds, the bridge replacement project requires municipal consent. The County Engineer is requesting that the City Council consider and approve the Resolution Approving County Project within Municipal Corporate Limits.

# CITY OF WINDOM, MINNESOTA

## RESOLUTION #2024-43

**INTRODUCED:**

**SECONDED:**

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

**RESOLUTION APPROVING COTTONWOOD COUNTY PROJECTS WITHIN MUNICIPAL CORPORATE LIMITS**

---

WHEREAS, Cottonwood County State-Aid Highway No. 15 ("CSAH 15") traverses through the Windom municipal corporate limits; and

WHEREAS, Cottonwood County plans to replace the bridge on CSAH 15 near the golf course and also reconstruct CSAH 15 from the bridge to River Road all within the Windom municipal corporate limits; and

WHEREAS, plans for Project Nos. 017-615-024 and 017-615-032 showing proposed alignment, profiles, grades, and cross-sections for the construction, reconstruction or improvement of CSAH 15 within the municipal corporate limits of Windom, Minnesota, as Federal and/or State Aid Projects have been prepared and presented to the City of Windom; and

WHEREAS, said plans have been reviewed by the City of Windom and it is in the best interests of the citizens of Windom that the City grant municipal consent for the proposed projects.

NOW, THEREFORE, BE IT RESOLVED that the plans set forth above are hereby approved and the City of Windom hereby grants municipal consent for these projects within the municipal corporate limits of the City of Windom, Minnesota.

ADOPTED this 1st day of October, 2024.

______________________________
Dominic Jones, Mayor

Attest:______________________________
Steven Nasby, City Administrator

**CERTIFICATION**

STATE OF MINNESOTA :<br>: ss<br>COUNTY OF COTTONWOOD :

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City Council of Windom, Minnesota, at an authorized meeting held in the City of Windom, Minnesota, on the 1st day of October, 2024, as disclosed by the records of said City in my possession.

________________________________________
Steven Nasby, City Administrator

________________________________
Notary Public

My Commission Expires: ________________

# COTTONWOOD COUNTY

## Board Meeting Request

| | |
|---|---|
| Requested Board Date: 1-18-22 | Preferred 2nd Date: |
| Discussion Item:<br>Bridge 17501 Letter of Map Revision (LOMR) Update | Presenter: Nick Klisch<br>Estimated Time Needed: 15 minutes |

Board Action: ☑ Yes, action required ☐ No, informational only

Background Information:

On 1-18-22 SEH was chosen to to design a replacement structure for Bridge 17501 over the Des Moines River near the Windom Country Club. Design is complete and the project has been awarded State Bridge Bond funds for to cover 50% of the structure costs. Construction is planned for 2025-2026.

After a detailed review of hydraulics and coordination with the Minnesota Department of Natural Resources (MnDNR), we understand that a Letter of Map Revision (LOMR) will be required for this bridge replacement project located in a detailed flood study area (Zone AE). A portion of the east bank of the Des Moines River is within the city limits of Windom. We understand that that City of Windom is the local floodplain administrator for this portion of the detailed flood study area and will be involved in the review process for the LOMR.

Fiscal Impact:

$46,500 to be funded with State Aid construction funds

Recommendation:

Amend the scope of Engineering Services with SEH to include a LOMR at a cost increase not to exceed $46,500.

If Action, Board Motion Requested:

Amend the scope of Engineering Services with SEH to include a LOMR at a cost increase not to exceed $46,500.

Attachments: ☑ Yes ☐ No | Computer Hook Up Needed: ☐ Yes ☑ No

County Attorney Reviewed Information: ☐ Completed ☐ In Progress ☑ Not Applicable

Notations:

****The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day.****

SEH

Building a Better World for All of Us®

# Change of Scope Authorization #3

Date: September 10, 2024

| | | | |
|---|---|---|---|
| To: | Nick Klisch, PE<br>Cottonwood County Highway Department<br>1355 9th Ave<br>Windom, MN 56101 | Original Contract:<br>Net Prior Authorized Changes:<br>Change this Authorization:<br>Revised Contract: | $47,580<br>$12,500<br>$46,500<br>$106,580 |

Project Name: CSAH 15 Bridge 17501 Replacement

SEH Project No: COTTO 165601

**This document briefly outlines the scope of work and fee estimate for the proposed project changes you have requested. Prior to proceeding with any work on this item, we require your signature for this Change of Scope Authorization.**

Short Elliott Hendrickson (SEH) has completing final bridge plans for the replacement of existing Bridge No. 17501 on CSAH 15 over the Des Moines River for the Cottonwood County Highway Department (the County). After a detailed review of hydraulics and coordination with the Minnesota Department of Natural Resources (MnDNR), we understand that a Letter of Map Revision (LOMR) will be required for this bridge replacement project located in a detailed flood study area (Zone AE). A portion of the east bank of the Des Moines River is within the city limits of Windom. We understand that that City of Windom is the local floodplain administrator for this portion of the detailed flood study area and will be involved in the review process for the LOMR.

## Scope of Work:

### Task 6.0 - LOMR Hydraulic Modeling

The current bridge plan provides a slightly larger waterway opening at the bridge to improve hydraulic performance, leading to decreases in the upstream design water surface elevations. SEH has previously coordinated with the MnDNR to update our bridge design model to incorporate updated design flow rates based on recent updates to the model downstream.

SEH Staff will obtain and execute the effective hydraulic model and create a new 1-dimensional HEC-RAS model for the hydraulic analysis to estimate the water surface profiles and expected limits of flooding and effective flow through the study reach. We will incorporate the previously developed modelling of the bridge site and extend as needed. The model will be developed using the GeoHEC-RAS software, which reduces the model build time significantly from the traditional HEC-RAS program.

SEH anticipates a revision reach of approximately 7,800 feet extending from the tie-in with the FEMA Zone A floodplain approximately 7,000 feet upstream of the CSAH 15 crossing to FEMA lettered cross-section AI, approximately 800 feet downstream. No remapping of tributaries along this section of the Des Moines River are anticipated to be required.

The modeling and mapping will be prepared in accordance with Minnesota DNR and FEMA requirements. Model cross-sections will be developed using the available LiDAR information and supplemented with the data collected as part of the bridge design project (no additional survey is included in this scope). SEH will also map the regulatory floodway through the study area based on an equal conveyance encroachment analysis as specified by the DNR and will work with County staff and the City of Windom Floodplain Administrator to review and refine the regulatory floodway boundaries through the project reach as desired and allowable.

**Task 6.1 - Summary Report and Minnesota DNR Submittal**
Following the completion of the hydraulic modeling, SEH will prepare floodplain maps in GIS and review the proposed modeling results and floodplain mapping with County Staff. A final summary report discussing the modeling and remapping efforts will be prepared to accompany the FEMA LOMR Submittal forms and document the study efforts. The report will include the typical DNR and FEMA submittal requirements for a letter of map revision.

SEH will provide the topographic work maps, annotated FIRMs, and all relevant shapefiles for Minnesota DNR and FEMA review. Copies of the mapping and study reports will also be provided to the city and county for review and ultimately signing of the Community Overview and Concurrence form as required for FEMA submittal.

Once the report has been drafted and submitted to the City and County, SEH will schedule a meeting to review the documents and discuss next steps. Final comments on the modeling and reporting will be incorporated into the final report following this meeting and the final report will be prepared to accompany the LOMR submittal.

Once City and County Overview and Concurrence documentation has been obtained, a copy of the model files, report, and mapping will be sent to the DNR for technical review and concurrence prior to FEMA submission. SEH assumes that two (2) rounds of comments will be submitted to the DNR before final approval is granted.

**Task 6.2 - LOMR Submittal & Address FEMA Comments**
After DNR approval of the study, a Letter of Map Revision will be submitted. This task covers the FEMA LOMR submittal files, prepared by SEH staff and including the MT-2 forms for the LOMR and assisting the City and County with drafting and publishing the required public notifications. In addition, this task includes compilation of the Technical Support Data Notebook, LOMR Summary Report, and floodplain/floodway mapping figures required along with the formal submittal to FEMA and payment of any FEMA review fees. A FEMA review fee of $8,000 is included in our budget. Eight-thousand dollars is the current FEMA review fee associated with an online LOMR based on Bridge, Culvert, Channel, Hydrology, or combination Thereof.

This task also includes estimated time for addressing up to two (2) rounds of comments and a meeting with the FEMA assigned reviewers. FEMA review can take up to a year or longer to complete, the revision will become effective six months from the letter of final determination from FEMA. The LOMR will be completed subsequent to completion of bridge construction and as-built documentation.

**Schedule:**

We propose the following schedule for key project activities with the goal to complete the study and have documents ready to submit to the Minnesota DNR within approximately six (6) months after County issues a notice to proceed. The LOMR cannot be submitted to FEMA until construction has been completed, so we plan to prepare the documentation, but review and coordination will be delayed until after bridge construction is complete and as-built plans are available. Given our recent experience with lengthy LOMR review times on similar projects, we estimate receiving the letter of final determination from FEMA twelve (12) to eighteen (18) months after LOMR submittal. The proposed schedule is based on receipt of authorized notice to proceed no later than October 1, 2025.

Key Milestones Estimated Schedule
Project Authorization.......................................................................... 10/1/2024
Kickoff and Obtain Models from Minnesota DNR ................................ 10/15//2024
County Concurrence Review Submittal ........................................................ 5/2025
Ready for Minnesota DNR Submittal ........................................................... 6/2025
FEMA LOMR Submittal........................... Upon Completion of Bridge Construction
FEMA Approval and LOFD Issued.............................12-18 months after Submittal

**Compensation:**

The estimated fee for the additional services, including expenses and equipment, will be based on our original hourly agreement. The payment method, basis, frequency and other special conditions are set forth in the original agreement. Estimated fees including all expense and equipment are as follows:

| | |
|---|---|
| Task 6.0 | $11,750 |
| Task 6.1 | $12,750 |
| Task 6.2 | $14,000 |
| | Subtotal = $38,500 |
| | FEMA LOMR Fee = $8,000 |
| | Total = $46,500 |

**Short Elliot Hendrickson, Inc.**

Approved by: B. C. H. Date: 9-10-24

**CLIENT AUTHORIZATION**

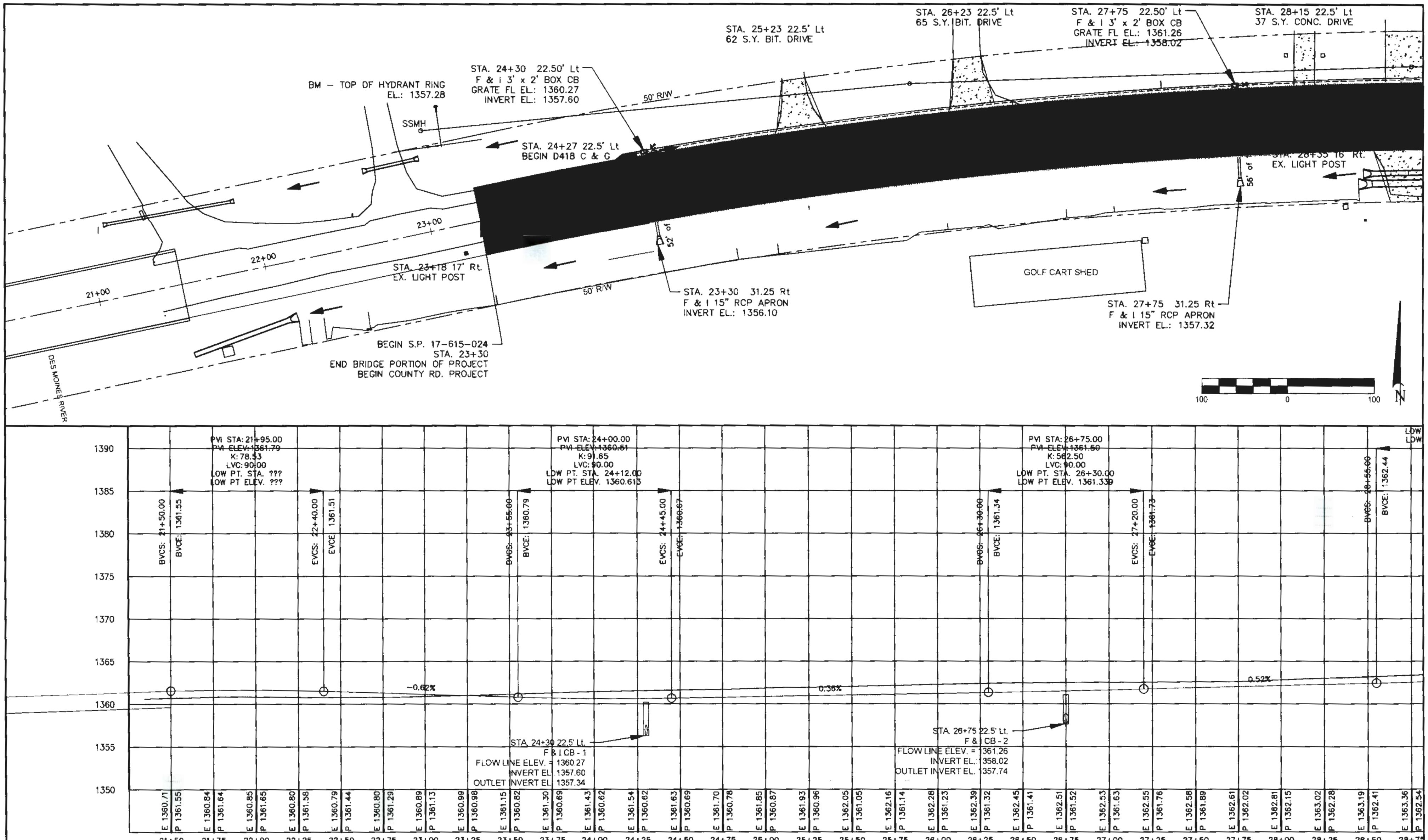
The above work items and price are satisfactory and SEH is hereby authorized to proceed:

Signature/Title: ______________________ Date:

Company Name: ______________________

**This Change of Scope Authorization, the original Agreement for Professional Services dated January 21, 2022 and the previously attached General Conditions of the Agreement for Professional Services (Rev. 07.14.16) shall constitute the project agreement for this work.**

\\sehinc.com\panzura\pzprojects\ae\c\cotto\165601\1-genl\10-setup-cont\03-proposal\addendum #3 - lomr\2024-09-10 cotto 165601 - change of scope authorization #3.docx



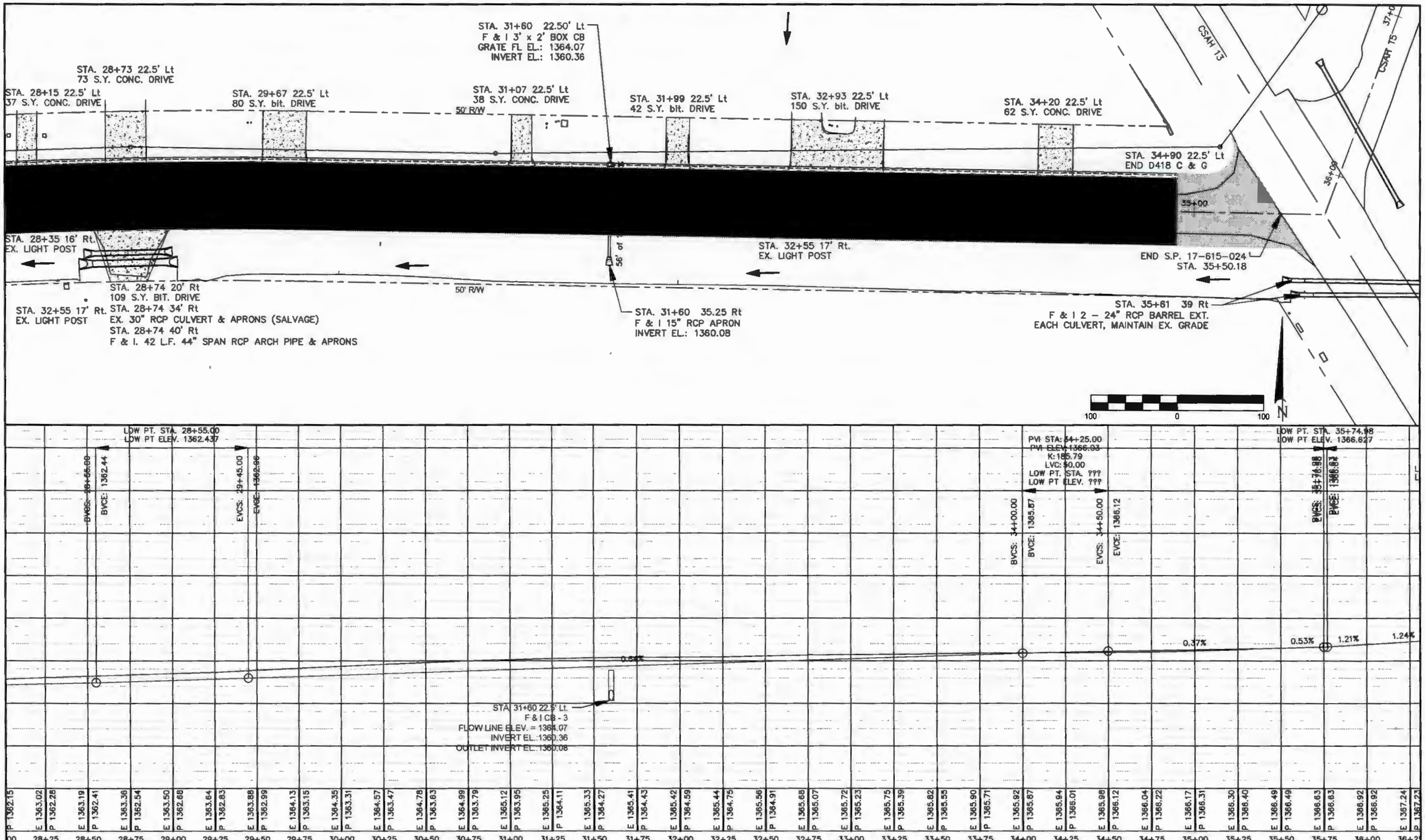

NICHOLAS KLISCH 7/31/2024 DATE

REGISTERED PROFESSIONAL ENGINEER NO. 52186

PLAN AND PROFILE

STATE AID PROJ. No. 017-615-024

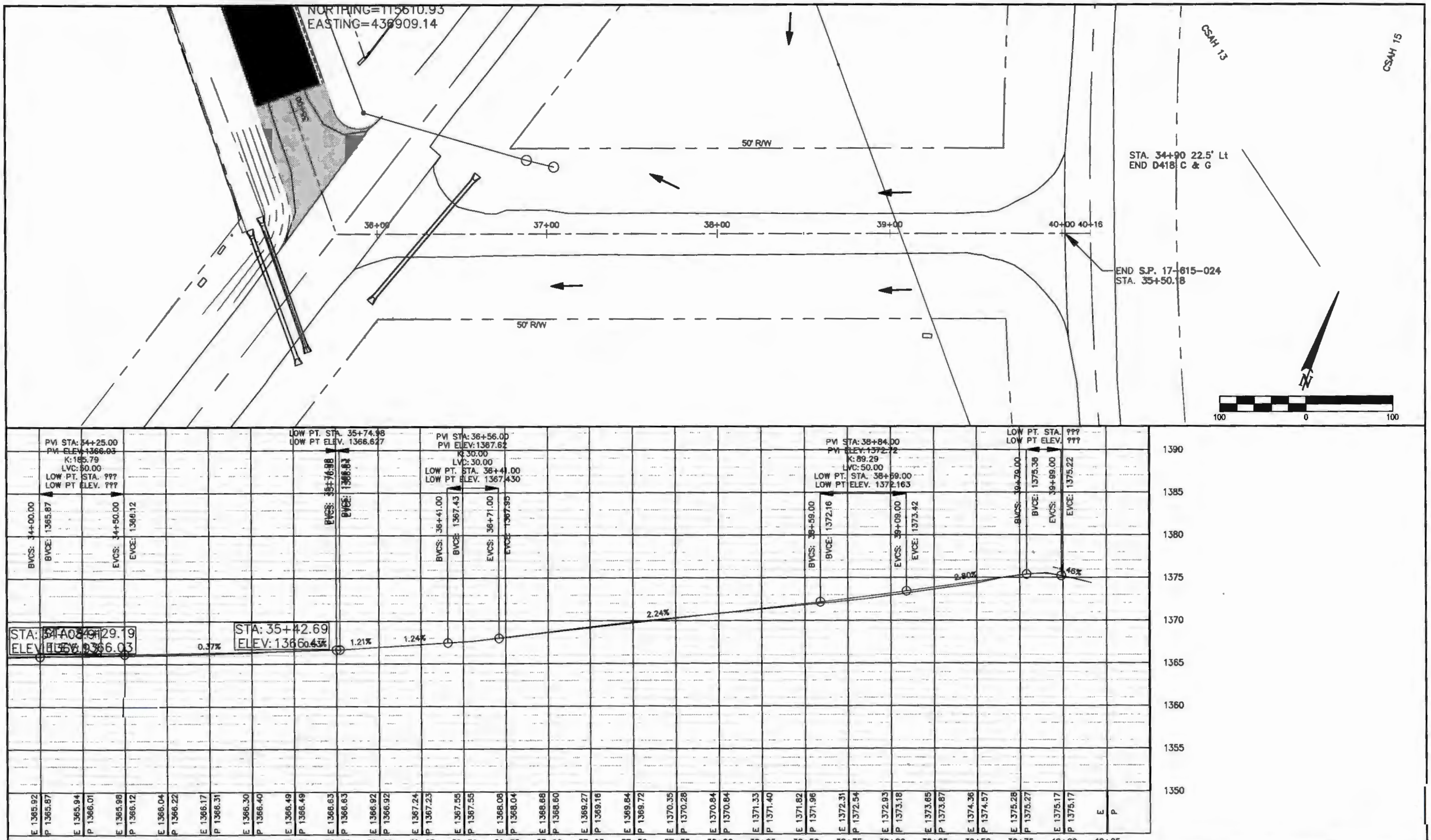
Sheet 6 of 8




NICHOLAS KLISCH 7/31/2024 DATE

REGISTERED PROFESSIONAL ENGINEER NO. 52188

| PLAN AND PROFILE | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |
|---|---|---|

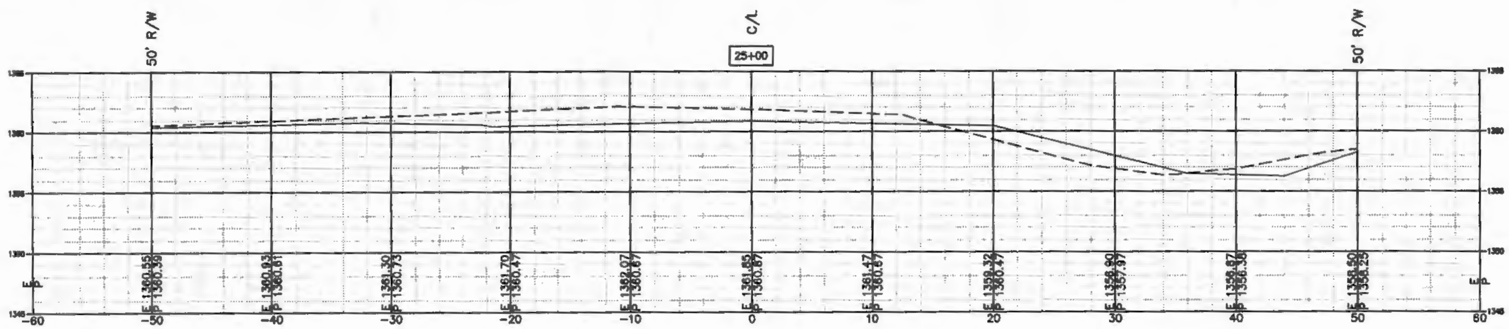


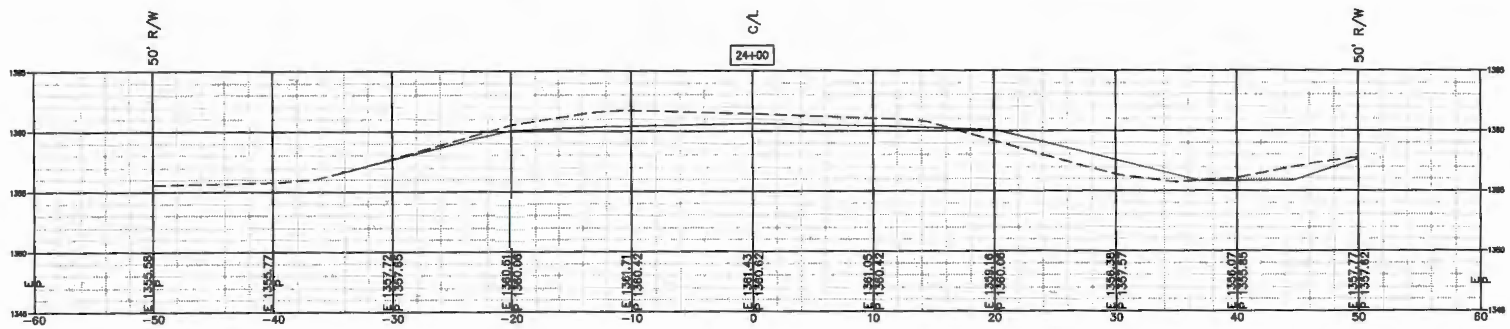

NICHOLAS KLISCH 7/31/2024 DATE
REGISTERED PROFESSIONAL ENGINEER NO. 52186

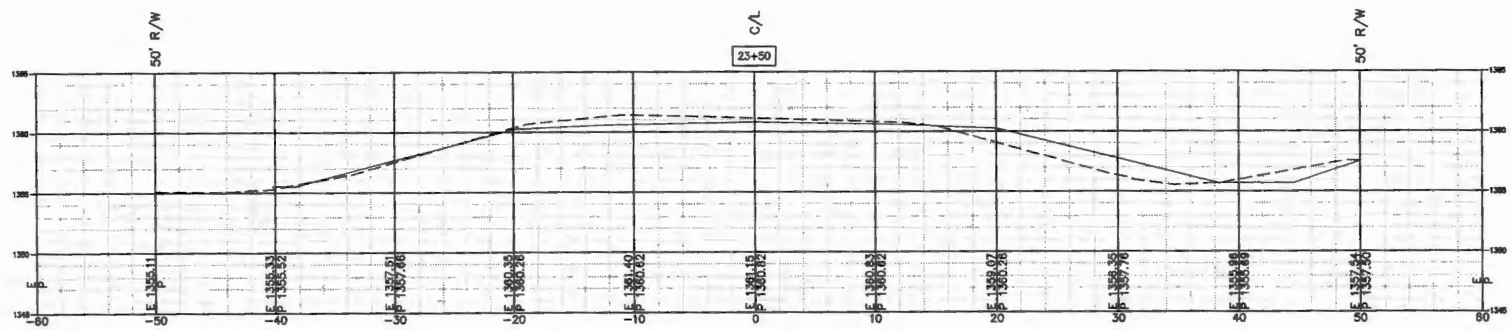
PLAN AND PROFILE

STATE AID PROJ. No. 017-615-024

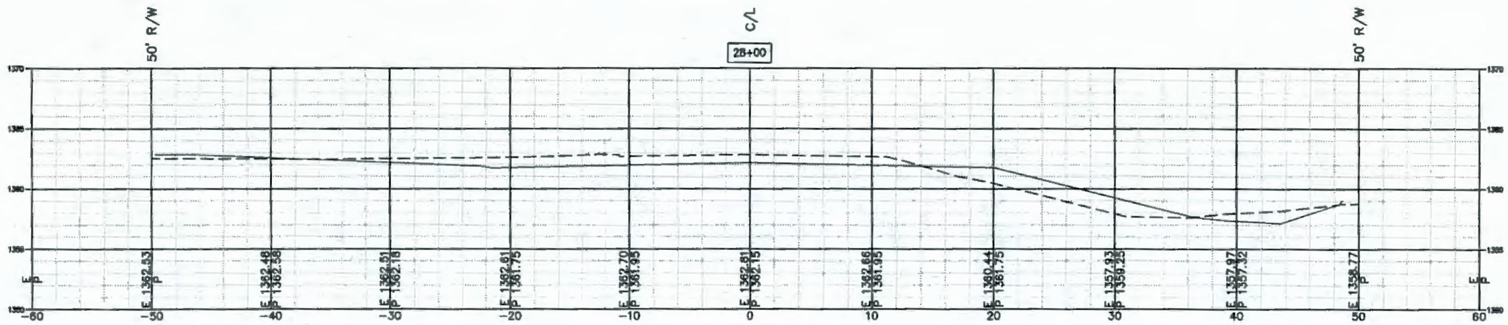
Sheet 6 of 8

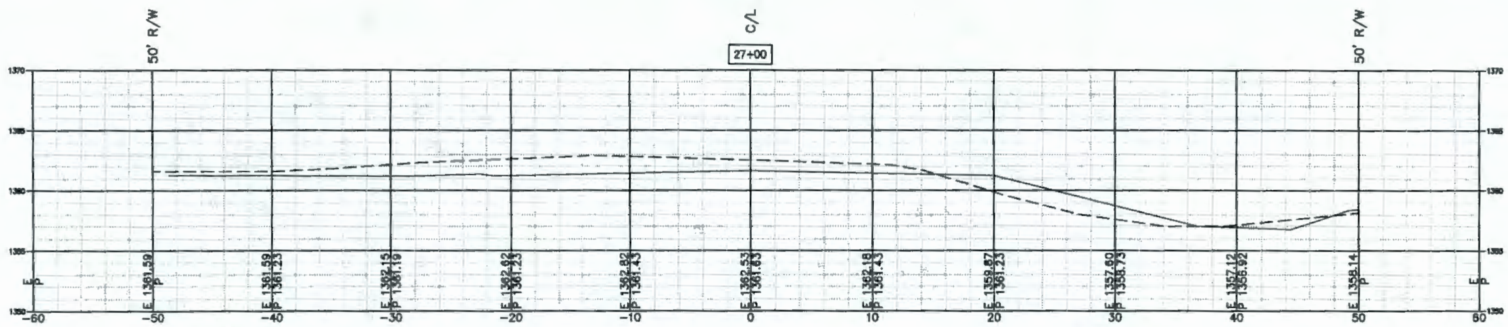


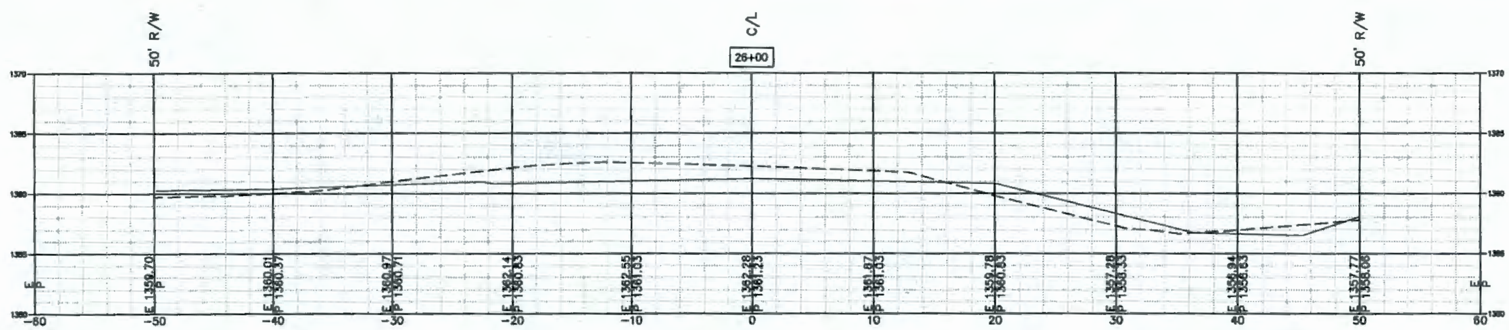




| | | | |
|---|---|---|---|
| NICHOLAS KLISCH 7/31/2024 DATE<br>REGISTERED PROFESSIONAL ENGINEER NO. 52188 | CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |

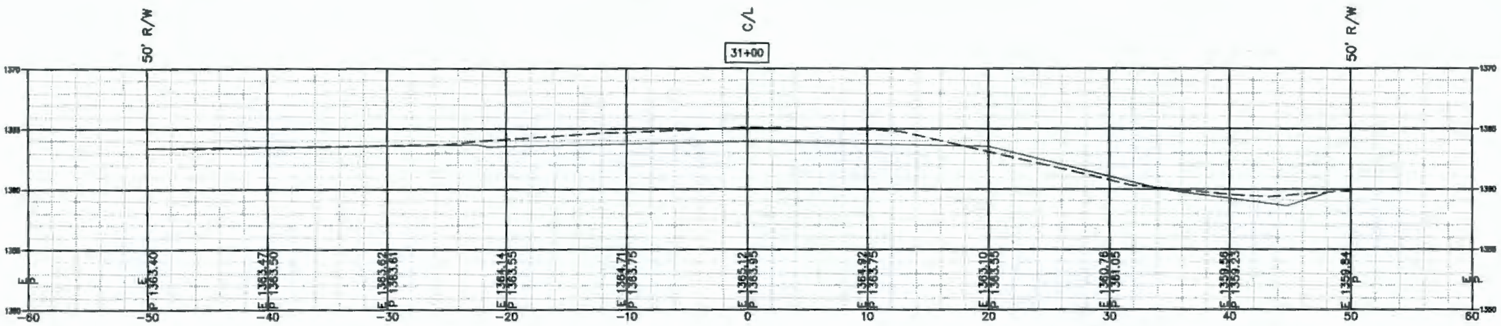


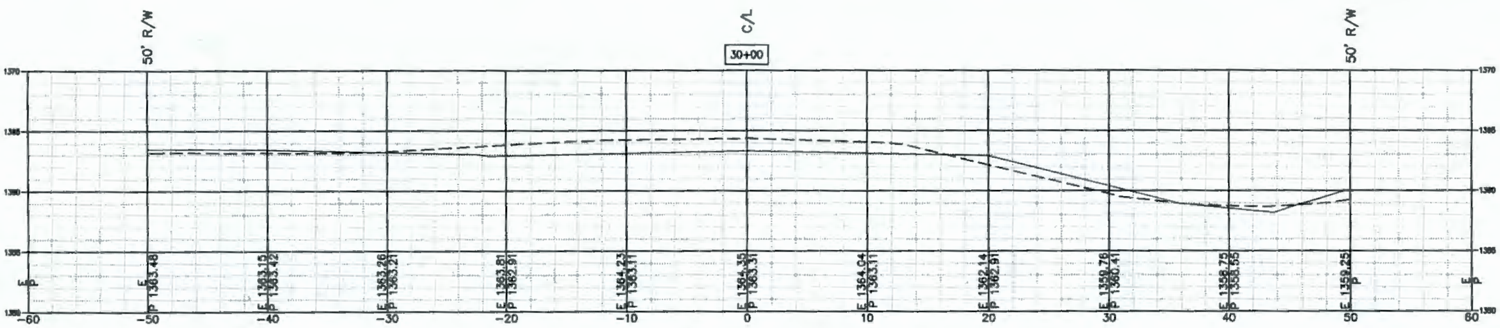



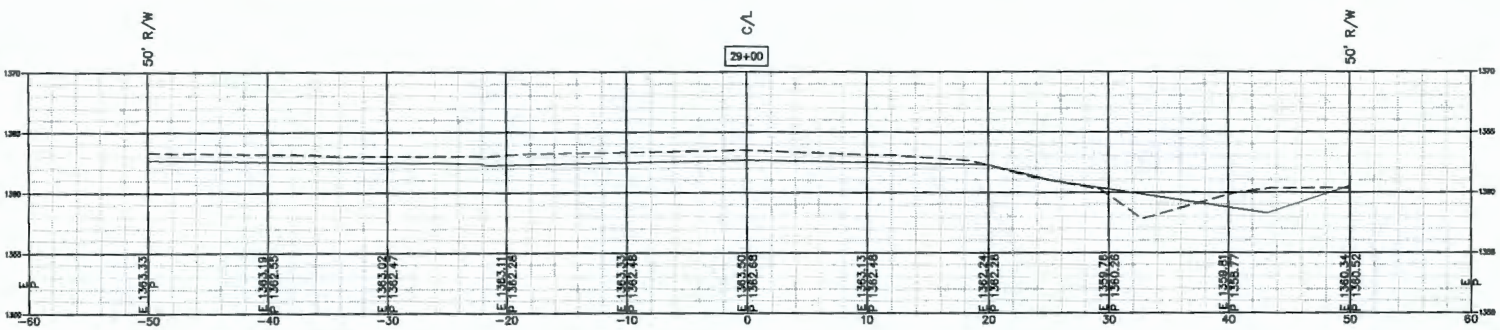




NICHOLAS KLISCH 7/31/2024 DATE
REGISTERED PROFESSIONAL ENGINEER NO. 52186

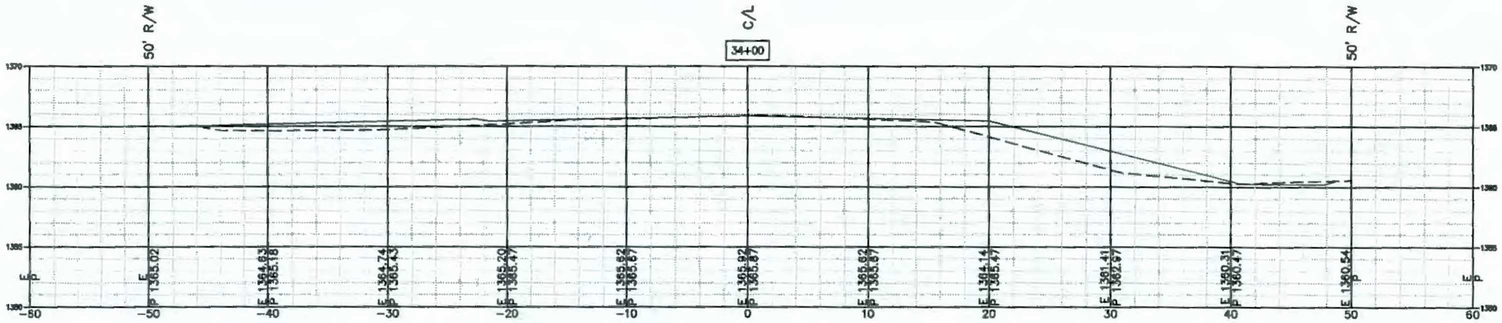
| | | | |
|---|---|---|---|
| NICHOLAS KLISCH 7/31/2024 DATE<br>REGISTERED PROFESSIONAL ENGINEER NO. 52186 | CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |

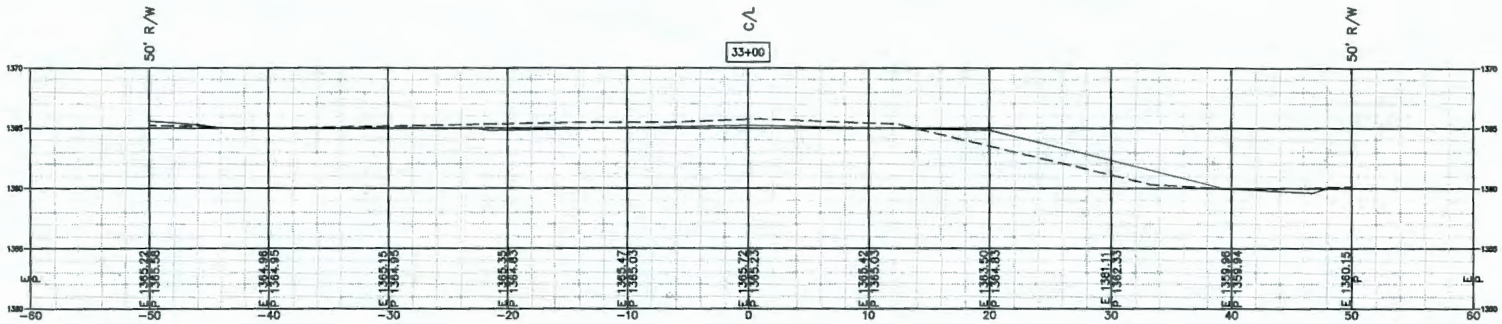


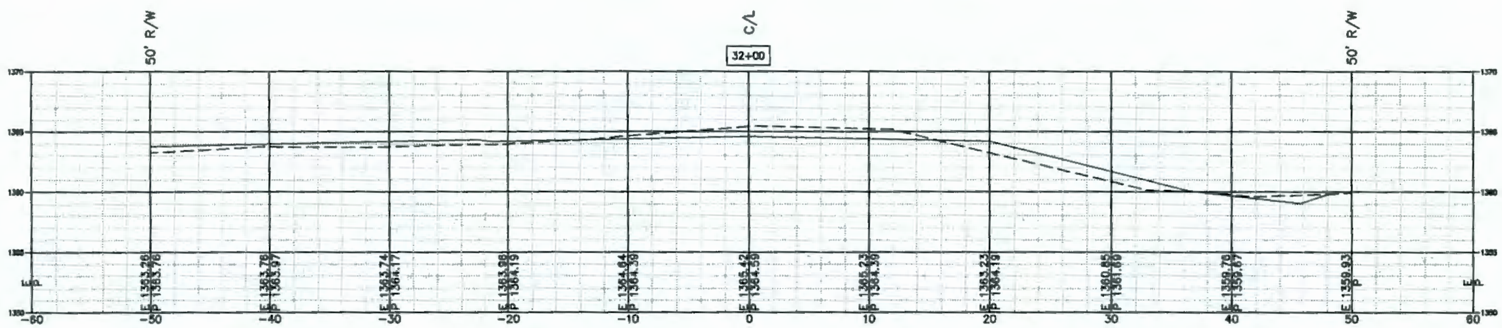




| | | | |
|---|---|---|---|
| NICHOLAS KLISCH 7/31/2024 DATE<br>REGISTERED PROFESSIONAL ENGINEER NO. 52186 | CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |

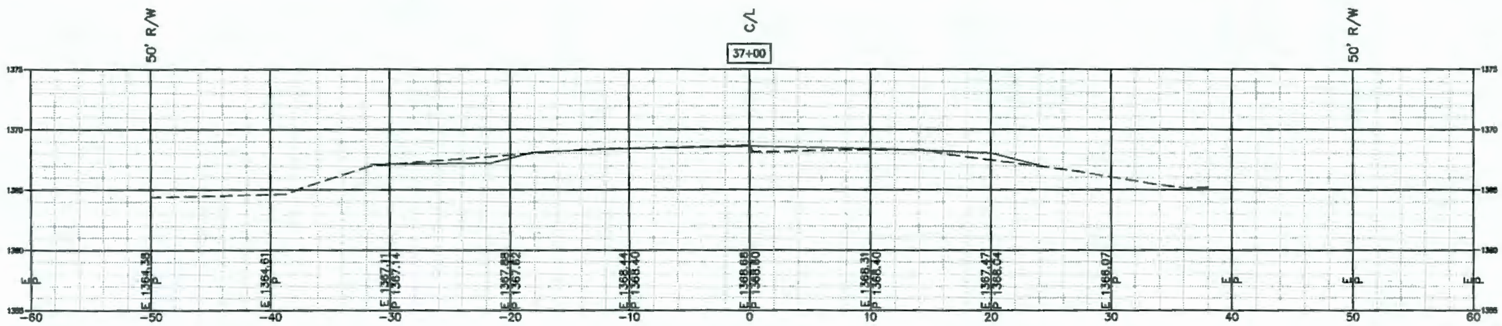


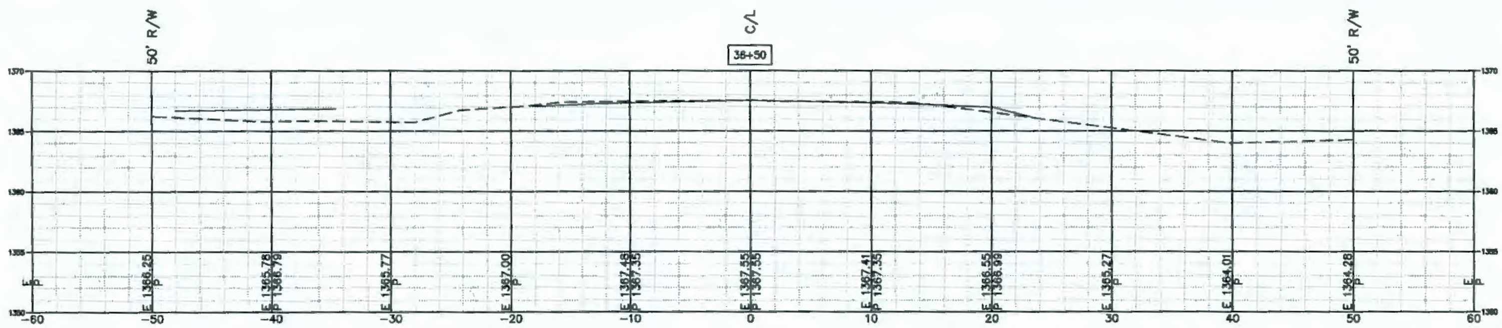



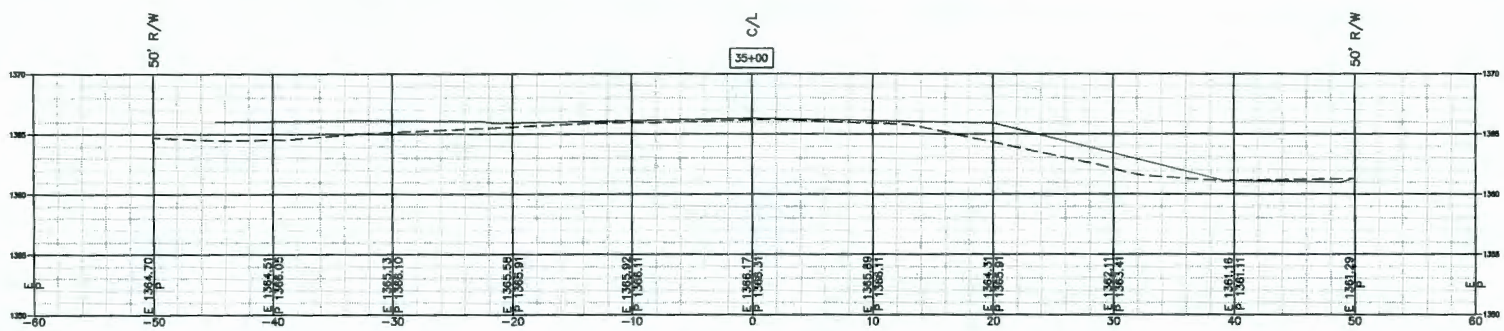




NICHOLAS KLISCH 7/31/2024 DATE
REGISTERED PROFESSIONAL ENGINEER NO. 52186

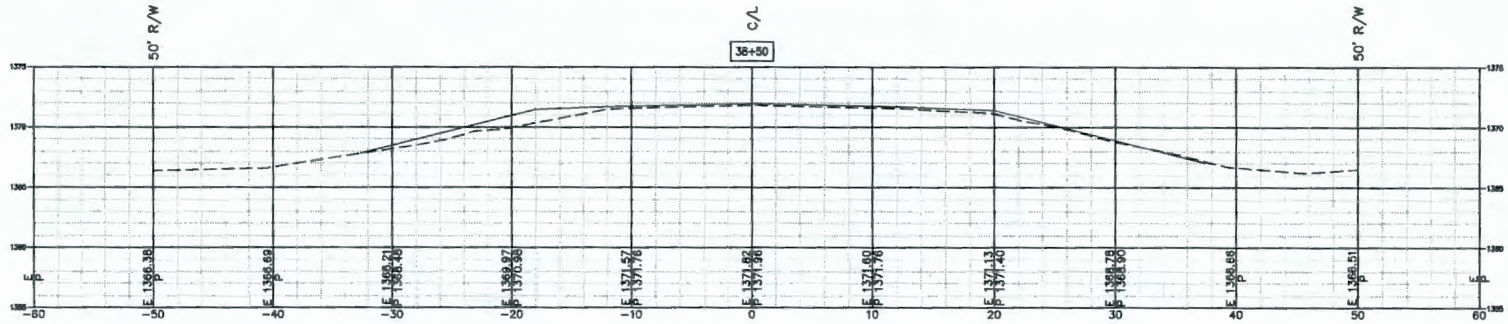
| | | |
|---|---|---|
| CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |

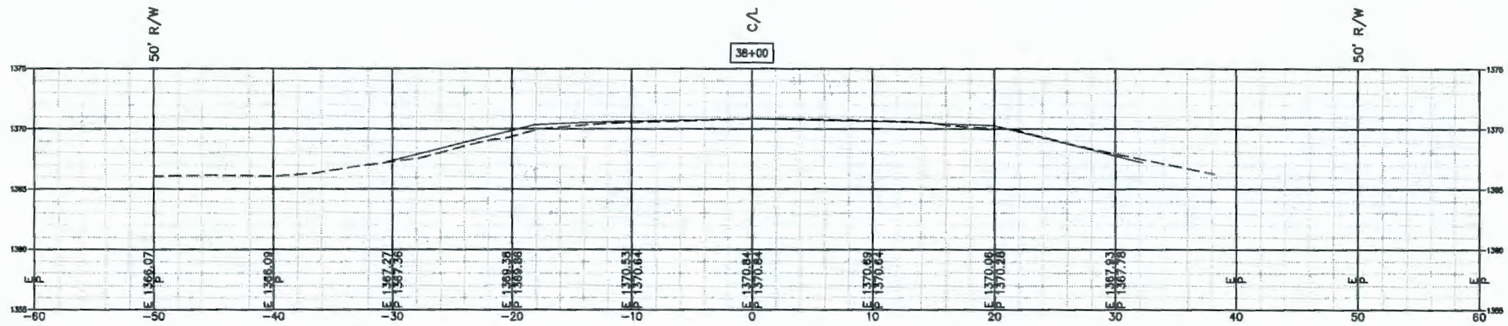


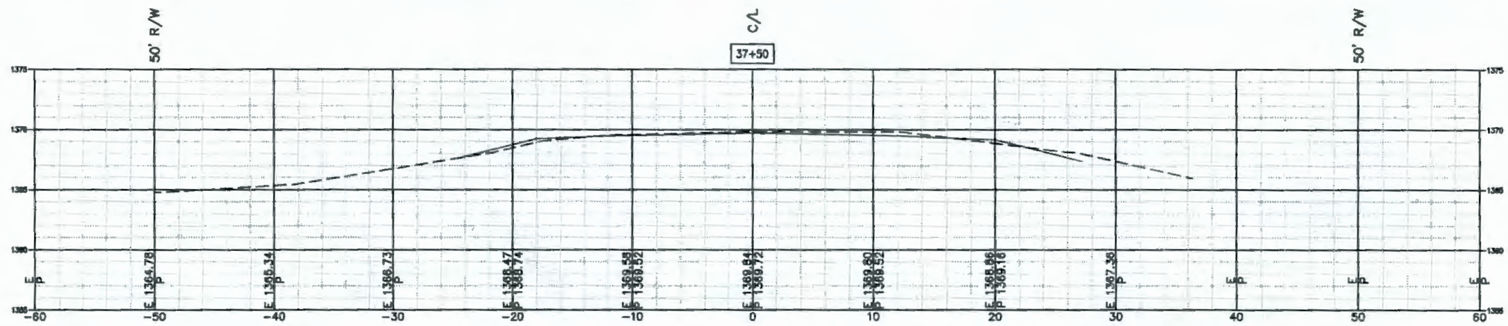




| | | | |
|---|---|---|---|
| NICHOLAS KLISCH 7/31/2024 DATE<br>REGISTERED PROFESSIONAL ENGINEER NO. 52186 | CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |




| | | | |
|---|---|---|---|
| NICHOLAS KLISCH 7/31/2024 DATE<br>REGISTERED PROFESSIONAL ENGINEER NO. 52186 | CROSS SECTIONS | STATE AID PROJ. No. 017-615-024 | Sheet 6 of 8 |

# ACTION ITEM

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

| | |
|---|---|
| **TO:** | CITY COUNCIL |
| **FROM:** | TIFFANY LAMB, EDA DIRECTOR |
| **CC MEETING DATE:** | OCTOBER 1, 2024 |
| **RE:** | CALL FOR PUBLIC HEARING – RESIDENTIAL TAX ABATEMENT |
| **DEPT:** | EDA |
| **CONTACT:** | Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com |

**Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Adopt attached RESOLUTION setting the public hearing on an application for residential tax abatement.

**Issue Summary/Background**

Background: Minnesota Statutes gives authority to cities to grant an abatement of property taxes imposed by the City if certain criteria are met. In December 2022, the City Council approved the updated Guidelines and renewal of the City's participation in the Cottonwood County Home Initiative Program for another 3-year period. The City Council also approved a cap of $320,000 as the maximum valuation of a new single-family home eligible for tax abatement. This cap aligns with the cap approved by the County Commissioners and the Windom School Board. The program provides for a five-year abatement of property taxes on the increased market value of the property generated by the construction of a new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full assessed value related to the new home. The abatement does not include the property taxes on the land or any detached buildings on the property.

Current Application: The EDA received a request for abatement of the City's property taxes on a proposed new home to be constructed on property at **2025 Cottonwood Lake Drive.**

Pursuant to Minnesota Statutes, it is necessary to hold a public hearing on any proposed abatement of property taxes. Attached is a proposed Resolution calling for a public hearing to be held at the next City Council Meeting.

**Fiscal Impact**

There is no fiscal impact to the City to call for a public hearing on this application. If after the public hearing the City Council approves the requested abatement, the potential impact is as follows:

Based on the capped value of $320,000 and the 2024 tax rates, the estimated tax abatement for the City would be approximately $1,844.03 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,220.15. (The market value for the project is only an estimate, since the new home has not yet been constructed. The tax rates will also change each year.)

**Attachments**

1. Resolution Calling for Public Hearing on Proposed Tax Abatement for New Residential Project.
2. Application Letter, 1 attachment, and Beacon aerial. (*Full Application will be provided in packet for 10-15-24 Meeting.)*

TL:mah

# RESOLUTION #2024-44

**INTRODUCED:**

**SECONDED:**

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

## CITY OF WINDOM, MINNESOTA

## RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT

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

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

**WHEREAS,** Marilee W. Strom, as Trustee of the Marilee W. Strom Revocable Trust Agreement dated September 2, 1998, as the Owner and Applicant, and David B. Strom, as Co-Applicant, ("Stroms") are requesting tax abatement covering the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-831-0040

Address of Property: 2025 Cottonwood Lake Drive, Windom, Minnesota 56101

Legal Description of Property: Lots 3, 4 and 5 and part of Lots 6 and 7 of the corrected plat of Warren Beach, which lies in the Southeast Quarter (SE¼) of Section 24, Township 105 North, Range 36 West of the 5th Principal Meridian in the City of Windom, Cottonwood County, Minnesota. *(Abbreviated Description – See Application Packet for full legal description)*; and

**WHEREAS**, Stroms propose to a construct a new home on this property; and

**WHEREAS,** Stroms have requested tax abatement on this property pursuant to the Guidelines; and

**WHEREAS**, the abatement of taxes on the above-described parcel would be for the period of five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvements as outlined in Cottonwood County Home Initiative Guidelines; and

**WHEREAS,** the estimated market value of the new home, submitted by the Applicants, is capped at $320,000; and

**WHEREAS,** based on the Estimated Market Value for the new home and based on 2024 tax rates, the estimated tax abatement for the City of Windom for this property would be approximately $1,844.03 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately $9,220.15. (These figures were calculated using 2024 tax rates. The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

WHEREAS, Minnesota Statutes require that a public hearing be held prior to the approval of the proposed tax abatement.

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, October 15, 2024, in the Windom City Hall Council Chamber during the regular City Council Meeting which begins at 6:30 p.m.

2. Notice of Public Hearing. The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least ten (10) days prior to the date of hearing. The public hearing notice shall include a description of the property for which the abatement is being considered and the total estimated amount of the proposed tax abatement based on current information.

Adopted by the City Council this 1st day of October, 2024.

______________________________
Dominic Jones, Mayor

Attest: ______________________________
Steven Nasby, City Administrator

September 25, 2024

To: Cottonwood County Home Initiative Administrator

c/o Tiffany Lamb, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on property in the corrected plat of Warren Beach located in the City of Windom, Minnesota. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

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

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

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

Sincerely,

MARILEE W. STROM, AS TRUSTEE OF THE
MARILEE W. STROM REVOCABLE TRUST
AGREEMENT DATED SEPTEMBER 2, 1998
(Property Owner)

By Marilee W. Strom Trustee
Marilee W. Strom, Trustee

David B. Strom
David B. Strom, Co-Applicant

Applicants' Contact Address: 2025 Cottonwood Lake Drive, Windom, MN 56101
Contact Phone No.: Marilee Strom (507-822-1393) David Strom (507-831-3598)

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Marilee W. Strom, Trustee, (property owner) and David B. Strom (husband of property owner)

Property Owner: Marilee W. Strom, As Trustee of the Marilee W. Strom Revocable Trust Agreement Dated September 2, 1998

Parcel ID Nos.: 25-831-0040

Address of the Property: 2025 Cottonwood Lake Drive, Windom, Minnesota 56101

Legal Description of the Property: Lots 3, 4 and 5 and part of Lots 6 and 7 of the corrected plat of Warren Beach, which lies in the Southeast Quarter (SE¼) of Section 24, Township 105 North, Range 36 West of the 5th Principal Meridian in the City of Windom, Cottonwood County, Minnesota. (*Abbreviated Description – See attached copy of legal description).*

Estimated Construction Costs of the New Home: $384,719.00

[*These estimated construction costs are based on an approximate square footage of the new home of 2,550. The estimate was calculated based on a chart ("Square Foot Construction Costs") for Building Valuation Data – February 2022 provided by the International Code Council.*]

EXHIBIT A

Parcel No. 1:

Lots Three (3), Four (4) and Five (5) of the corrected plat of Warren Beach, Cottonwood Lake, in Section Twenty-four (24), Township One Hundred Five (105) North, Range Thirty-six (36), West of the Fifth Principal Meridian, Cottonwood County, Minnesota;

Parcel No. 2:

Lot 6 and all that part of Lot 7 lying South of the following described line: Commencing at an existing 1½" X 2½" cast iron monument at the South Quarter corner of Section 24; thence East, assumed bearing, along the South line of the Southeast Quarter of said Section 24, a distance of 1755.51 feet, to a point on the West line of Lot 1 of Warren Beach and on the Easterly right-of-way line of the township road; thence North 13°57'20" East, along said Easterly right-of-way line and West line of said Warren Beach, a distance of 434.52 feet, to a 5/8" x 30" iron stake placed with survey cap RLS 6700, this being the point of beginning; thence South 80°53'00" East, a distance of 186 feet, more or less, to the shoreline of Cottonwood Lake, and there terminating. All in the Corrected Plat of Warren Beach, Plat No. 135, Warren's Subdivision Plat No. 155 and Warren's Subdivision No. 2, Plat No. 158, being part of Government Lots 1 and 2 in Section 24, and part of Government Lot 1 in Section 25, all in Township 105 North, Range 36, West of the 5th P.M. EXCEPT the following:

> That part of Lots 6 and 7 of the corrected plat of Warrens Beach, which lies in the Southeast Quarter (SE¼) of Sec. 24, Township 105 N, Range 36 West of the Fifth Principal Meridian, in Cottonwood County, Minnesota, Described as Follows:
>
> Commencing at an existing 1½" x 2½" cast iron monument at the South Quarter Corner of said Sec. 24; Thence East, assumed bearing, along the South line of the Southeast Quarter of said Sec. 24, a distance of 1755.51 feet, to a point on the West line of Lot 1 of Warren Beach and on the Easterly right-of-way line of the public street; Thence North 13 degrees 57 minutes 20 seconds East, along said Easterly right-of-way line and west line of said Warren Beach, a distance of 434.52 feet, to a 5/8" x 30" iron stake in place with survey cap RLS 6700, this being the point of beginning; Thence South 80 degrees 53 minutes 00 seconds East, a distance of 191 feet, more or less, to the shoreline of Cottonwood Lake; Thence South Southwesterly, along said shoreline, a distance of 33 feet, more or less, Thence North 85 degrees 37 minutes 23 seconds West, a distance of 198 feet, more or less, to a 5/8" x 30" iron stake with survey cap RLS 6700 on the Westerly line of said Warren Beach; thence North 13 degrees 57 minutes 20 seconds East, Along said Westerly line and the Easterly right-of-way line of said Public Street, a distance of 49.21 feet, to the point of beginning. Said tract contains 0.182 acres and is subject to easements of record, if any.

# Beacon™ Cottonwood County, MN


| | | | | | |
|---|---|---|---|---|---|
| **Parcel ID** | 258310040 | **Alternate ID** | n/a | **Owner Address** | STROM/MARILEE W/TRUSTEE |
| **Sec/Twp/Rng** | 0-0-0 | **Class** | RESIDENTIAL\SINGLE UNIT | | MARILEE W STROM TRUST |
| **Property Address** | 2025 COTTONWOOD LAKE DR WINDOM | **Acreage** | n/a | | 2025 COTTONWOOD LAKE DR |
| | | | | | WINDOM MN 56101 |

**District** n/a

**Brief Tax Description** LOTS 3,4,5 & PART LOT 6

(Note: Not to be used on legal documents)

Date created: 9/25/2024
Last Data Uploaded: 9/25/2024 10:51:54 AM

Developed by SCHNEIDER GEOSPATIAL

NOTE: This is a Beacon aerial of the former house on the property. The new house to be constructed on the property will be placed a few feet southerly of the house shown in this aerial.

# 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, Liquor Store Manager
**DATE:** September 27, 2024
**RE:** 6th Annual MN Municipal Beverage Association (MMBA) Fire Department Fundraiser

In an effort to help cities promote the community value of their municipal liquor store operations, the Minnesota Municipal Beverage Association (MMBA), in partnership with MolsonCoors, coordinated the 6th annual fundraiser benefiting local fire departments.

This event ran from August 1st to September 11th. The event helped to raise additional money for local fire departments as many are running on very tight budgets. I am reporting the following results from the promotion.

**Pallet Raffle:** By the end of the promotion, almost all of the 1,000 tickets printed have been sold. There are just a few handfuls of tickets left. Our local firefighters will be selling the remaining tickets before the drawing. A Pancake Breakfast, in association with the Lion's Club, will be held on Sunday, October 13th. The winner will be drawn following the pancake breakfast at 1:00 p.m. on October 13th.

**Boot Donation:** Molson/Coors has printed special fire boots for displays. We placed our boot at the register and collected just over $50 which has been turned over to the Windom Fire Department Relief Association.

**Fund Transfer/Donation:** On July 2nd, the City Council approved a fund transfer/donation based on a portion of sales of Coors Banquet & Coors Light from August 1st to September 11th. The transfer/donation was broken down as follows:

- $1 for every 24pk Package Sold
- $0.75 for every 15pk/18pk Package Sold
- $0.50 for every 9pk/12pk Package Sold
- $0.25 for every 6pk Package Sold

I am pleased to announce that these sales resulted in a transfer of $692.50 which will be transferred from the Liquor Store Fund to the Fire Department General Fund to be used to offset equipment purchases. Last year's transfer was $607.50.

# 2024 6th Annual MMBA Fire Department Fundraiser
## Coors Sales & Transfer Total

| PLU # | Description | Qty So | Transfer | Total Transfer |
|---|---|---|---|---|
| 00007199017037 | COORS 12PK BTLS | 29 | $0.50 | $14.50 |
| 00007199000047 | COORS BANQUET 12PK CANS | 28 | $0.50 | $14.00 |
| 00007199038642 | COORS BANQUET 15pk-16oz Alum | 25 | $0.75 | $18.75 |
| 00071989017030 | COORS BANQUET 24PK BTLS | 21 | $1.00 | $21.00 |
| 00007199011600 | COORS BANQUET 24PK CAN | 45 | $1.00 | $45.00 |
| 00000719907028 | COORS BANQUET 6PK BTLS | 14 | $0.25 | $3.50 |
| 7199000529 | COORS BANQUET 6PK-16oz CAN | 37 | $0.25 | $9.25 |
| 7199077005 | COORS EDGE N/A 6PK BTL | 4 | $0.25 | $1.00 |
| 7199077008 | COORS EDGE N/A 12PK CAN | 6 | $0.50 | $3.00 |
| 00007199030069 | COORS LT 12PK BTL | 30 | $0.50 | $15.00 |
| 00007199000048 | COORS LT 12PK CANS | 78 | $0.50 | $39.00 |
| 00007199009527 | COORS LT 15pk-16oz Alum | 64 | $0.75 | $48.00 |
| 00007199030078 | COORS LT 18NR | 4 | $0.75 | $3.00 |
| 00007199030017 | COORS LT 18PK CAN | 9 | $0.75 | $6.75 |
| 00007199030079 | COORS LT 24PK BTLS | 13 | $1.00 | $13.00 |
| 00007199031600 | COORS LT 24PK CAN | 216 | $1.00 | $216.00 |
| 00007199030128 | COORS LT 24PK-16oz CANS | 197 | $1.00 | $197.00 |
| 00007199030005 | COORS LT 6PK BTLS | 12 | $0.25 | $3.00 |
| 00007199032000 | COORS LT 6PK-16oz CANS | 51 | $0.25 | $12.75 |
| 00007199030104 | COORS LT 9PK-16oz ALUM | 18 | $0.50 | $9.00 |
| | **Totals:** | **901** | | **$692.50** |

# TODD SEVERSON

530 Woodman Avenue
Dovray, MN 56125


Steve Nasby
City of Windom

Dear Steve,

Please accept my formal resignation, effective today, September 23, 2024. My last official day is October 4, 2024.

Sincerely,

Todd Severson

# WINDOM FIRE DEPARTMENT

938 5TH Avenue
WINDOM MN.56101

To the Windom Mayor and City Council Members:

The Windom Fire Department is asking for your approval to hire 6 new firefighters for our department. About 12 weeks ago I came to the Council about putting new firefighters on and you gave us the approval to advertise and do the try-out process to find the best fit people for our fire department. We had 8 applicants and 6 of them went through the try-outs. We put them through 6 physical fitness tests, 2 written tests, and an oral interview. Then we score and rank them on their performance and abilities. All 6 of these candidates did very well on the testing and interview process. Fire Chief and Assistant Fire Chiefs all discussed each candidate and we all are in agreement that all 6 of these candidates would be a good asset to our department. Listed are the 6 people that we are asking for your approval to put on the Windom Fire Department.

1. Blake Hall
2. Tim Hogan
3. Jake McCormick
4. Tyler Morgan
5. Zach Rabbe
6. Brian Turner

If you have any questions in regards to this request, feel free to contact me.

Ben Derickson
Windom Fire Chief
507-832-8688
507-920-9003
WFD55@windommn.com

**Resignation/Retirement**

Kim or Brian Underwood

Wed 9/4/2024 4:08 PM

To:Steve Nasby <steve.nasby@windommn.com>

9/4/2024

Resignation/Retirement

Hello Steve,

I am writing to inform you of my immediate resignation from my position as airport manager. I am resigning for personal reasons that require more attention at home. Thank you, Steve, for all your help and guidance through the years.

Sincerely,

Brian Underwood

Brian Underwood

# 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:** | John Nelson, Manager, River Bend Liquor |
| **DATE:** | September 27, 2024 |
| **RE:** | Liquor Store Non-Union Part-Time Clerk Hiring |
| **DEPT:** | Liquor Store |
| **CONTACT:** | John Nelson John.Nelson@windommn.com |

**Recommendations/Options/Action Requested**

It is recommended that the City Council approve the hiring of Kylee Johnson as a Non-Union Part-Time Liquor Store Clerk.

**Issue Summary/Background**

One of our hires from the August 6th Council Meeting has decided to take another opportunity with another municipal liquor store in the area. We have also had another employee turn in their notice. We went back to the previous applications on file and have decided to offer the positon to Kylee Johnson who interviewed with us last time. It is my recommendation to hire Kylee as part-time non-union liquor store clerk at a wage of $12.75. This wage is in accordance with the Non-Union Part-Time Wage Scale approved by the Windom City Council on January 16, 2024.

**Fiscal Impact**

The fiscal impact is minimal as these hours are already budgeted hours during normal operations, but will require some training time.

**Attachments**

None

**PAY ESTIMATE No. 11**
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 8/5/2024 To: 8/31/2024
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023

DGR ENGINEERING

***SUMMARY***

| | | |
|---|---|---|
| VALUE OF WORK COMPLETED TO DATE | | $5,219,465.28 |
| LESS RETAINAGE...(5%) | | $260,973.26 |
| TOTAL AMOUNT DUE INCLUDING THIS PAYMENT | | $4,958,492.02 |
| LESS ESTIMATES PREVIOUSLY APPROVED | Pay Estimate No. 1 | $218,220.30 |
| | Pay Estimate No. 2 | $265,352.04 |
| | Pay Estimate No. 3 | $164,064.76 |
| | Pay Estimate No. 4 | $140,030.00 |
| | Pay Estimate No. 5 | $818,756.17 |
| | Pay Estimate No. 6 | $640,015.00 |
| | Pay Estimate No. 7 | $735,836.75 |
| | Pay Estimate No. 8 | $450,844.35 |
| | Pay Estimate No. 9 | $510,921.45 |
| | Pay Estimate No. 10 | $704,094.31 |
| | Pay Estimate No. 11 | |
| | Pay Estimate No. 12 | |
| TOTAL AMOUNT DUE THIS ESTIMATE | | $310,356.89 |

| | |
|---|---|
| ORIGINAL CONTRACT PRICE | $5,563,762.48 |
| EXPECTED FINAL CONTRACT COST (w/C.O.s, Additions & Deletions) | $5,563,762.48 |
| LESS TOTAL PAYMENTS, INCLUDING THIS PAYMENT | $4,958,492.02 |
| EXPECTED CONTRACT BALANCE AFTER THIS PAYMENT | $605,270.46 |
| % OF EXPECTED FINAL CONTRACT PRICE PAID, INCL. THIS PAYMENT | 89% |

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

By WILCON CONSTRUCTION SERVICES, LLC, Contractor

By John Hoffman Date 9.5.24

***CERTIFICATE***

THE AMOUNT OF $310,356.89 IS APPROVED FOR PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT.

CITY OF WINDOM ELECTRIC DEPARTMENT, Owner

By

Title

Date

Jason Ing

DGR ENGINEERING, Engineer

By Travis Ziel

Title Project Engineer

Date 9/6/2024

Utility Commission Approved
9-25-24

PAY ESTIMATE No. 11
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 8/5/2024 To: 8/31/2024
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023

DGR ENGINEERING

| Unit No. | Name and Description of Construction Unit | No. of Units | UNIT PRICE Labor | Material | L & M | Ext. Price L & M | WORK COMPLETED TO DATE (Including this Pay Period) Units Comp. | % Comp. | Value of Comp. Work | WORK COMPLETED THIS PERIOD Units Comp. | % Comp. | Value of Comp. Work |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D1 | Removal of the existing vehicle storage building above grade (as req'd) | 1 | $ 25,912.00 | $ 12,088.00 | $ 38,000.00 | $ 38,000.00 | 1 | 100% | $ 38,000.00 | | | $ - |
| D2 | Removal of existing concrete, including vehicle storage slab and fdtns (cu. yd.) (refer to drawing S1) | 320 | $ 65.87 | $ 65.87 | $ 131.74 | $ 42,156.80 | 320 | 100% | $ 42,156.80 | | | $ - |
| C1 | Embankment Borrow (cu. yd.) | 2,200 | $ 28.83 | $ 28.83 | $ 57.66 | $ 126,852.00 | 2,200 | 100% | $ 126,852.00 | | | $ - |
| C2 | Building Subsoils Core-out & Disposal (cu. yd.) | 1,880 | $ 22.65 | $ 22.65 | $ 45.30 | $ 85,164.00 | 1,880 | 100% | $ 85,164.00 | | | $ - |
| C3 | 12" Subgrade Preparation (sq. yd.) | 620 | $ 2.94 | $ 2.94 | $ 5.88 | $ 3,645.60 | 620 | 100% | $ 3,645.60 | | | $ - |
| C4 | Class 5 Base (tons) | 100 | $ 17.65 | $ 17.65 | $ 35.30 | $ 3,530.00 | 100 | 100% | $ 3,530.00 | | | $ - |
| C5 | 7" PCC Surfacing (sq. yd.) | 620 | $ 36.22 | $ 49.28 | $ 85.50 | $ 53,010.00 | 533 | 86% | $ 45,600.00 | | | $ - |
| C6 | 6" PCC Sidewalk (sq. yd.) | 30 | $ 36.22 | $ 49.28 | $ 85.50 | $ 2,565.00 | 30 | 100% | $ 2,565.00 | | | $ - |
| C7 | Landscaping Rock (tons) | 15 | $ 103.00 | $ 103.00 | $ 206.00 | $ 3,090.00 | | | $ - | | | $ - |
| C8 | Crushed Substation Rock (tons) | 15 | $ 75.30 | $ 75.30 | $ 150.60 | $ 2,259.00 | | | $ - | | | $ - |
| C9 | Pavement Removal (sq. yd.) | 790 | $ 4.70 | $ 4.70 | $ 9.40 | $ 7,426.00 | 790 | 100% | $ 7,426.00 | | | $ - |
| C10 | Sanitary Sewer Service (ln. ft.) | 50 | $ 76.47 | $ 76.47 | $ 152.94 | $ 7,647.00 | 50 | 100% | $ 7,647.00 | | | $ - |
| C11 | Roof Drainline (ln. ft.) | 160 | $ 55.88 | $ 55.88 | $ 111.76 | $ 17,881.60 | 160 | 100% | $ 17,881.60 | | | $ - |
| C12 | 4" Perforated Subdrain (ln. ft.) | 100 | $ 17.65 | $ 17.65 | $ 35.30 | $ 3,530.00 | 100 | 100% | $ 3,530.00 | | | $ - |
| C13 | Sanitary Sewer Cleanout (ea.) | 1 | $ 835.29 | $ 835.29 | $ 1,670.58 | $ 1,670.58 | 1 | 100% | $ 1,670.58 | | | $ - |
| C14 | Storm Sewer Cleanout (ea.) | 3 | $ 1,175.88 | $ 1,175.88 | $ 2,351.76 | $ 7,055.28 | 3 | 100% | $ 7,055.28 | | | $ - |
| C15 | Connect to Existing Sanitary Sewer (ea.) | 1 | $ 2,344.70 | $ 2,344.70 | $ 4,689.40 | $ 4,689.40 | 1 | 100% | $ 4,689.40 | | | $ - |
| C16 | Connect to Existing Storm Sewer (ea.) | 1 | $ 1,877.00 | $ 1,877.00 | $ 3,754.00 | $ 3,754.00 | 1 | 100% | $ 3,754.00 | | | $ - |
| C17 | Pipe Bollard (ea.) | 14 | $ 506.25 | $ 1,125.00 | $ 1,631.25 | $ 22,837.50 | 10 | 71% | $ 16,312.50 | | | $ - |
| C18 | PCC Stairs with Railings (ea.) | 1 | $ 5,760.00 | $ 5,850.00 | $ 11,610.00 | $ 11,610.00 | 1 | 100% | $ 11,610.00 | 1 | 100% | $ 11,610.00 |
| C19 | Silt fence/wattles/rock socks (ln. ft.) | 50 | $ 7.06 | $ 7.06 | $ 14.12 | $ 706.00 | 50 | 100% | $ 706.00 | | | $ - |
| C20 | SWPPP management (ea.) | 1 | $ 5,441.76 | $ 5,441.76 | $ 10,883.52 | $ 10,883.52 | 0.80 | 80% | $ 8,700.05 | 0.10 | 10% | $ 1,075.00 |
| C21 | Seeding, Fertilizing and Mulching (as req.) | 1 | $ 4,275.00 | $ 2,018.75 | $ 6,293.75 | $ 6,293.75 | | | $ - | | | $ - |

**PAY ESTIMATE No. 11**
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 8/5/2024 To: 8/31/2024
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023

DGR ENGINEERING

| Unit No. | Name and Description of Construction Unit | No. of Units | UNIT PRICE Labor | Material | L & M | Ext. Price L & M | WORK COMPLETED TO DATE (Including this Pay Period) Units Comp. | % Comp. | Value of Comp. Work | WORK COMPLETED THIS PERIOD Units Comp. | % Comp. | Value of Comp. Work |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C22 | Clearing and Grubbing (as req.) | 1 | $ 735.30 | $ 735.30 | $ 1,470.60 | $ 1,470.60 | 1 | 100% | $ 1,470.60 | | | $ - |
| A1 | Building envelope components (as req'd) | 1 | $ 141,072.00 | $ 261,990.00 | $ 403,062.00 | $ 403,062.00 | 0.99 | 99% | $ 399,031.00 | 0.023 | 2.3% | $ 9,071.01 |
| A2 | Interior components (as req'd) | 1 | $ 375,172.00 | $ 202,015.00 | $ 577,187.00 | $ 577,187.00 | 0.85 | 85% | $ 490,738.42 | 0.05 | 5% | $ 29,000.00 |
| A3 | Temporary Enclosure (as req'd) | 1 | $ 14,117.00 | $ 9,822.00 | $ 23,939.00 | $ 23,939.00 | 1 | 100% | $ 23,939.00 | | | $ - |
| S1 | Foundation, bldg footings, fdtn walls, trenches, slab, and engine fdtns (as req'd.) | 1 | $ 26,065.00 | $ 26,065.00 | $ 52,130.00 | $ 52,130.00 | 1 | 100% | $ 52,130.00 | | | $ - |
| S2 | Foundation, Transformer Manhole (as req'd) | 1 | $ 26,065.00 | $ 26,065.00 | $ 52,130.00 | $ 52,130.00 | 1 | 100% | $ 52,130.00 | | | $ - |
| S3 | Foundation, Exhaust Stacks (as req'd) | 2 | $ 13,032.00 | $ 13,032.00 | $ 26,064.00 | $ 52,128.00 | 2 | 100% | $ 52,128.00 | | | $ - |
| S4 | Trench covers and assocatied steel supports (as req'd) | 2 | $ 13,032.00 | $ 13,032.00 | $ 26,064.00 | $ 52,128.00 | 2 | 100% | $ 52,128.00 | 0.20 | 10% | $ 5,208.00 |
| S5 | Concrete masonry walls and masonry wall modification (as req'd) | 1 | $ 34,100.00 | $ 34,100.00 | $ 68,200.00 | $ 68,200.00 | 1 | 100% | $ 68,200.00 | | | $ - |
| S6 | Installation of the floor opening, hoist, and hoist support structure (as req'd) | 1 | $ 8,823.00 | $ 12,352.00 | $ 21,175.00 | $ 21,175.00 | 1 | 100% | $ 21,175.00 | | | $ - |
| S7 | Structural Steel and metal deck (as req'd) | 1 | $ 241,334.00 | $ 606,373.00 | $ 847,707.00 | $ 847,707.00 | 1 | 100% | $ 847,707.00 | | | $ - |
| M1 | Plumbing System (as req'd) | 1 | $ 111,705.00 | $ 208,811.00 | $ 320,516.00 | $ 320,516.00 | 0.98 | 98% | $ 313,340.00 | | | $ - |
| M2 | HVAC System, Office Area (as req'd) | 1 | $ 87,799.00 | $ 154,176.00 | $ 241,975.00 | $ 241,975.00 | 0.96 | 96% | $ 232,560.00 | | | $ - |
| M3 | Building Ventilation System, Generation Plant (as req'd) | 1 | $ 40,000.00 | $ 467,694.00 | $ 507,694.00 | $ 507,694.00 | 1 | 100.0% | $ 507,694.00 | 0.004 | 0.4% | $ 1,854.00 |
| M4 | Compressed Air System (as req'd) | 1 | $ 15,588.00 | $ 38,235.00 | $ 53,823.00 | $ 53,823.00 | 0.99 | 99% | $ 53,282.00 | 0.15 | 15% | $ 8,272.00 |
| M5 | Engine Cooling System (as req'd) | 2 | $ 36,170.00 | $ 61,323.00 | $ 97,493.00 | $ 194,986.00 | 1.96 | 98% | $ 190,800.00 | 0.19 | 10% | $ 18,700.00 |
| M6 | Engine Exhaust System (as req'd) | 2 | $ 23,294.00 | $ 32,776.00 | $ 56,070.00 | $ 112,140.00 | 1.82 | 91% | $ 102,181.00 | 0.19 | 10% | $ 10,700.00 |
| M7 | Fuel System (as req'd) | 1 | $ 32,352.00 | $ 21,470.00 | $ 53,822.00 | $ 53,822.00 | 0.95 | 95% | $ 50,900.00 | 0.38 | 38% | $ 20,580.00 |
| M8 | Urea System (as req'd) | 1 | $ 19,505.00 | $ 26,176.00 | $ 45,681.00 | $ 45,681.00 | 0.96 | 96% | $ 44,000.00 | 0.22 | 22% | $ 10,190.00 |
| E1 | Control Panel Modifications (as req'd) | 1 | $ 3,529.00 | $ 8,824.00 | $ 12,353.00 | $ 12,353.00 | 0.88 | 88% | $ 10,830.00 | 0.21 | 21% | $ 2,600.00 |
| E2 | Station service transformer installation (each) | 1 | $ 22,059.00 | $ 20,588.00 | $ 42,647.00 | $ 42,647.00 | 0.97 | 97% | $ 41,530.00 | 0.09 | 9% | $ 3,780.00 |
| E3 | Switchgear room electrical equipment (as req'd) | 1 | $ 7,294.00 | $ 22,941.00 | $ 30,235.00 | $ 30,235.00 | 1.00 | 100% | $ 30,235.00 | 0.14 | 14% | $ 4,135.00 |
| E4 | Generator room and roof electrical equipment (as req'd) | 1 | $ 17,647.00 | $ 32,352.00 | $ 49,999.00 | $ 49,999.00 | 1.00 | 100% | $ 49,999.00 | 0.09 | 9% | $ 4,624.00 |
| E5 | Existing generation plant modifications (as req'd) | 1 | $ 5,882.00 | $ 5,647.00 | $ 11,529.00 | $ 11,529.00 | 0.82 | 82% | $ 9,410.00 | | | $ - |

**PAY ESTIMATE No. 11**
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 8/5/2024 To: 8/31/2024
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023

DGR ENGINEERING

| Unit No. | Name and Description of Construction Unit | No. of Units | Unit Price: Labor | Unit Price: Material | Unit Price: L & M | Ext. Price L & M | Work Completed to Date (Including this Pay Period): Units Comp. | Work Completed to Date: % Comp. | Work Completed to Date: Value of Comp. Work | Work Completed this Period: Units Comp. | Work Completed this Period: % Comp. | Work Completed this Period: Value of Comp. Work |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E6 | Office building modifications (as req'd) | 1 | $ 23,529.00 | $ 11,176.00 | $ 34,705.00 | $ 34,705.00 | 1 | 100% | $ 34,705.00 | | | $ - |
| E7 | Substation fence modifications (as req'd) | 1 | $ 5,294.00 | $ 8,235.00 | $ 13,529.00 | $ 13,529.00 | | | $ - | | | $ - |
| E8 | Generation plant lighting and power (as req'd) | 1 | $ 66,176.00 | $ 34,000.00 | $ 100,176.00 | $ 100,176.00 | 1.00 | 100% | $ 100,176.00 | | | $ - |
| E9 | Cable tray additions (as req'd) | 1 | $ 52,941.00 | $ 26,471.00 | $ 79,412.00 | $ 79,412.00 | 1 | 100% | $ 79,412.00 | | | $ - |
| E10 | Grounding additions (as req'd) | 1 | $ 20,588.00 | $ 10,118.00 | $ 30,706.00 | $ 30,706.00 | 1 | 100% | $ 30,706.00 | 0.13 | 13% | $ 3,976.00 |
| E11 | Neutral grounding reactors (each) | 2 | $ 7,353.00 | $ 16,706.00 | $ 24,059.00 | $ 48,118.00 | 2 | 100% | $ 48,118.00 | 2 | 100% | $ 48,118.00 |
| E12 | Generator power cable 15 kV (3) 1/0 AWG Cu. (ft.) | 380 | $ 12.35 | $ 42.35 | $ 54.70 | $ 20,786.00 | 380 | 100% | $ 20,786.00 | 42.98 | 11% | $ 2,351.00 |
| E13 | Generator neutral cable 15 kV (1) 1/0 AWG Cu. (ft.) | 50 | $ 10.00 | $ 22.65 | $ 32.65 | $ 1,632.50 | 50 | 100% | $ 1,632.50 | 50 | 100% | $ 1,632.50 |
| E14 | Generator neutral cable 600 V (1) 1/0 AWG Cu. (ft.) | 360 | $ 5.60 | $ 22.65 | $ 28.25 | $ 10,170.00 | 360 | 100% | $ 10,170.00 | 95.93 | 27% | $ 2,710.00 |
| E15 | Primary station service cable, 15 kV, (3) 1/0 Str. Al. (ft.) | 210 | $ 16.18 | $ 47.35 | $ 63.53 | $ 13,341.30 | 210 | 100% | $ 13,341.30 | 35.91 | 17% | $ 2,281.30 |
| E16 | Secondary station service cable, 600 V, (4) #350 Str. Cu. (ft.) | 150 | $ 17.65 | $ 48.82 | $ 66.47 | $ 9,970.50 | 150 | 100% | $ 9,970.50 | 24.38 | 16% | $ 1,620.50 |
| E17 | Secondary station service cable, 600 V, (4) #4/0 Str. Cu. (ft.) | 75 | $ 16.47 | $ 46.77 | $ 63.24 | $ 4,743.00 | 75 | 100% | $ 4,743.00 | 19.66 | 26% | $ 1,243.00 |
| E18 | (4) Conductor #4/0, 4/C-4/0 (ft.) | 60 | $ 16.47 | $ 46.77 | $ 63.24 | $ 3,794.40 | 60 | 100% | $ 3,794.40 | 18.89 | 31% | $ 1,194.40 |
| E19 | (4) Conductor #2/0, 4/C-2/0 (ft.) | 60 | $ 14.12 | $ 43.00 | $ 57.12 | $ 3,427.20 | 60 | 100% | $ 3,427.20 | 16.23 | 27% | $ 927.20 |
| E20 | (4) Conductor #1/0, 4/C-1/0 (ft.) | 60 | $ 12.94 | $ 41.00 | $ 53.94 | $ 3,236.40 | 60 | 100% | $ 3,236.40 | 21.07 | 35% | $ 1,136.40 |
| E21 | (4) Conductor #2, 4/C-2 VFD (ft.) | 700 | $ 7.06 | $ 14.71 | $ 21.77 | $ 15,239.00 | 700 | 100% | $ 15,239.00 | 231.47 | 33% | $ 5,039.00 |
| E22 | (4) Conductor #4, 4/C-4 (ft.) | 260 | $ 5.88 | $ 17.35 | $ 23.23 | $ 6,039.80 | 260 | 100% | $ 6,039.80 | 53.37 | 21% | $ 1,239.80 |
| E23 | (4) Conductor #4, 4/C-4 VFD (ft.) | 380 | $ 5.88 | $ 17.35 | $ 23.23 | $ 8,827.40 | 380 | 100% | $ 8,827.40 | 76.51 | 20% | $ 1,777.40 |
| E24 | (4) Conductor #6, 4/C-6 (ft.) | 120 | $ 5.88 | $ 16.30 | $ 22.18 | $ 2,661.60 | 120 | 100% | $ 2,661.60 | 56.88 | 47% | $ 1,261.60 |
| E25 | (4) Conductor #6, 4/C-6 VFD (ft.) | 640 | $ 5.88 | $ 16.30 | $ 22.18 | $ 14,195.20 | 640 | 100% | $ 14,195.20 | 209.43 | 33% | $ 4,645.20 |
| E26 | (2) Conductor #8, 2/C-8 (ft.) | 170 | $ 3.53 | $ 15.00 | $ 18.53 | $ 3,150.10 | 170 | 100% | $ 3,150.10 | 35.08 | 21% | $ 650.10 |
| E27 | (4) Conductor #8, 4/C-8 (ft.) | 215 | $ 4.71 | $ 15.00 | $ 19.71 | $ 4,237.65 | 215 | 100% | $ 4,237.65 | 37.43 | 17% | $ 737.65 |
| E28 | (2) Conductor #12, 2/C-12 (ft.) | 680 | $ 3.53 | $ 12.00 | $ 15.53 | $ 10,560.40 | 680 | 100% | $ 10,560.40 | 222.82 | 33% | $ 3,460.40 |
| E29 | (3) Conductor #12, 3/C-12 (ft.) | 5,685 | $ 3.53 | $ 14.71 | $ 18.24 | $ 103,694.40 | 5,258 | 92% | $ 95,900.00 | 2,077.85 | 37% | $ 37,900.00 |

**PAY ESTIMATE No. 11**
CONSTRUCTION OF A GENERATION PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
DGR Project Number 425305

For Period From: 8/5/2024 To: 8/31/2024
Contractor: Wilcon Construction Services LLC
Bid Date: August 9, 2023

DGR ENGINEERING

| | | | UNIT PRICE | | | | WORK COMPLETED TO DATE (Including this Pay Period) | | | WORK COMPLETED THIS PERIOD | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Unit No. | Name and Description of Construction Unit | No. of Units | Labor | Material | L & M | Ext. Price L & M | Units Comp. | % Comp. | Value of Comp. Work | Units Comp. | % Comp. | Value of Comp. Work |
| E30 | (4) Conductor #12, 4/C-12 (ft.) | 450 | $ 4.71 | $ 16.71 | $ 21.42 | $ 9,639.00 | 450 | 100% | $ 9,639.00 | 286.60 | 64% | $ 6,139.00 |
| E31 | (2) Conductor #14, 2/C-14 (ft.) | 3,810 | $ 2.36 | $ 12.06 | $ 14.42 | $ 54,940.20 | 3,810 | 100% | $ 54,940.20 | 1,112.36 | 29% | $ 16,040.20 |
| E32 | (12) Conductor #14, 12/C-14 (ft.) | 1,420 | $ 8.24 | $ 12.06 | $ 20.30 | $ 28,826.00 | 1,420 | 100% | $ 28,826.00 | 469.26 | 33% | $ 9,526.00 |
| E33 | (2) Conductor #16 Shielded, 2/C-16S (ft.) | 780 | $ 2.36 | $ 9.65 | $ 12.01 | $ 9,367.80 | 780 | 100% | $ 9,367.80 | 284.58 | 36% | $ 3,417.80 |
| E34 | (3) Conductor #16 Shielded, 3/C-16S (ft.) | 640 | $ 2.95 | $ 3.35 | $ 6.30 | $ 4,032.00 | 640 | 100% | $ 4,032.00 | 433.65 | 68% | $ 2,732.00 |
| E35 | Cat 6 cables (as req'd) | 1 | $ 206.00 | $ 2,530.00 | $ 2,736.00 | $ 2,736.00 | 1.00 | 100% | $ 2,736.00 | 0.56 | 56% | $ 1,536.00 |
| G1 | General conditions (as req'd) | 1 | $ 438,812.00 | | $ 438,812.00 | $ 438,812.00 | 0.85 | 85% | $ 373,070.00 | 0.05 | 5% | $ 22,000.00 |
| G2 | Mobilization (as req'd) | 1 | $ 74,143.00 | | $ 74,143.00 | $ 74,143.00 | 1 | 100% | $ 74,143.00 | | | $ - |
| G3 | General construction allowance (as req'd.) | 1 | $ 100,000.00 | | $ 100,000.00 | $ 100,000.00 | 0.02 | 2% | $ 1,648.00 | | | $ - |

TOTAL CONTRACT PRICE: $5,563,762.48 TOTAL TO DATE: $5,219,465.28 CONTRACT TOTAL THIS PERIOD: $326,691.46

DEPARTMENT OF TRANSPORTATION

**395 John Ireland Boulevard**
**Saint Paul, Minnesota 55155**

September 19, 2024

The Honorable Dominic Jones
Mayor
Windom City Hall
444 - 9th Street
Windom, Minnesota 56101

Dear Mayor Jones,

Thank you for reaching out to me regarding Highway 60 in Windom, Minnesota. I understand there are two areas of concern you'd like addressed: the four-lane to three-lane conversion on Highway 60 from Highway 71 to Highway 62/6th Street near Kwik Trip; and the substantial cost increase associated with the City's share of a signal system.

- **Four-lane to three-lane conversion:** The Minnesota Department of Transportation appreciates your concerns specific to delay, confusion by motorists and overall safety in the restriped, three-lane portion of Highway 60. Safety is of utmost importance to MnDOT and stands as one of our core values, and we take your concern very seriously. MnDOT's District 7 staff are currently evaluating the area both pre- and post-restriping to best inform decision making following the Windom City Council's request. I expect District 7 staff to share their findings regarding safety performance of the three-lane segment and communicate potential next steps within the next few weeks.
- **Signal system cost:** For this project and across MnDOT's program statewide, federal funding is critical to delivering construction projects that support the health of people, the environment, and our economy. This includes updating standards and guidelines to be compliant with federal requirements. When it comes to the updated signal design standards, the poles are now larger and foundations deeper to meet new safety requirements. Several projects around the state have already incorporated this updated standard into the design and are moving forward to construction.

I understand your frustration with the level of increased cost associated with the City's cost share. I would like to reiterate the option that District 7 has offered of delaying the upcoming signal replacement project to allow the City additional time to secure funding through other sources. I've also asked District 7 staff to perform the two-way stop traffic analysis (outlined in your letter as exhibit A) to aid the City in weighing the available options.

We value our partnership and respect the positions of our local partners and the communities we serve together. As it relates to coordination and next steps for Highway 60, please continue to work with District 7 staff, knowing that we share the common value of keeping our roads safe for all users. I am also happy to continue connecting with you on this topic and discuss next steps.

Thank you, again, for reaching out to me and expressing your concerns.

Sincerely,

Nancy Daubenberger

Nancy Daubenberger, P.E.
Commissioner

cc:

Greg Ous, District 7 Engineer, Minnesota Department of Transportation
Senator Bill Weber, Minnesota Senate
Representative Marj Fogelman, Minnesota House of Representatives
Patrick Tanis, Office of Governor Tim Walz and Lieutenant Governor Peggy Flanagan
Brandon Kasprick, Office of Governor Tim Walz and Lieutenant Governor Peggy Flanagan