



CITY COUNCIL MEETING

January 7, 2025

City Council Chamber

6:30 p.m.

AGENDA

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

Call to Order

Pledge of Allegiance

1. Oath of Office
2. Appointment of City Administrator
3. Appointment of City Attorney
4. Designation of Electronic Transfers
5. Designation of Financial Institutions
6. Designation of Official Newspaper
7. Establish 2025 City Council Meeting Dates/Times
8. Establish Mayor/Council Assignments
9. Consent Agenda
 - Minutes
 - Council Minutes – December 17, 2024
 - Housing & Redevelopment – December 11, 2024
 - Utility Commission – December 19, 2024
 - Street Commission – December 19, 2024
 - License/Permit Applications
 - Exempt Gambling Permit – BARC (February 18, 2025)
 - Exempt Gambling Permit – Cobra Wrestling (March 22, 2025)
 - Exempt Gambling Permit – Windom Chamber of Commerce (February 7, 2025)
 - Exempt Gambling Permit – Windom Chamber of Commerce (June 14, 2025)
 - Regular Bills
10. Department Heads
11. Public Comment – Mike Lohre
12. 2025 Mayor Appointments & Reappointments
13. Donation – Windom Lions Club – Tegels Park Shelter
14. Personnel
 - Liquor Store – Union Part-Time Assistant Liquor Store Clerk

- Liquor Store – Non-Union Part-Time Clerk

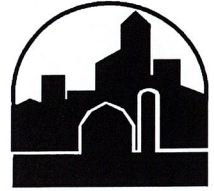
15. New Business

16. Old Business

17. Council Comments

18. Adjourn

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: January 2, 2025
RE: Appointment of City Officials and Designation of Financial Institutions and Newspaper
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

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

Issue Summary/Background

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

City Administrator\Clerk and Assistant City Administrator\Clerk

City Administrator – Steve Nasby

City Attorney

City Attorney – Ron Schramel

Electronic Funds Transfer Designation

City Administrator – Steve Nasby

Finance Director\Controller – Donna Torkelson

Financial Institutions

BMO

Bank Midwest

United Prairie Bank

Leading Edge Credit Union

4M Fund

Multi-Bank Securities

Official Newspaper

Cottonwood County Citizen

Fiscal Impact

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

Attachments

1. Electronic Funds Transfer Policy.

City of Windom

Electronic Funds Transfers Policy

I. Purpose

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

II. Policy

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

III. Scope

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

IV. Accounts Payable

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

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

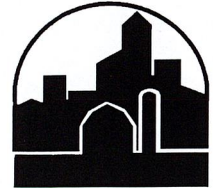
V. Payroll

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

VI. Receivables

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

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

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TO: City Council
FROM: City Administrator *AS*
DATE: December 16, 2024
RE: 2025 City Council Meetings – Dates & Times
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Confirm the continuance of Regular City Council meetings on the first (1st) and third (3rd) Tuesdays of each month at 6:30 pm.
2. Set tentative meeting time for Board of Review meeting on May 6, 2025 at 4:30 pm upon confirmation with the County Assessor's Office.
3. The November 4, 2025 City Council meeting falls on a general election date and State statute prohibits public meetings from 6:00 – 8:00 pm. As such, the start time for this meeting has been moved to 8:05 pm.

Issue Summary/Background

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

Fiscal Impact

None.

Attachments

1. Windom City Code Section 31.02
2. Proposed 2025 City Council Meeting Calendar

§ 31.02 COUNCIL MEETINGS; TIME AND PLACE.

Regular meetings of the Council shall be held in the Council Chambers on the first and third Tuesdays of each month. The time of the meeting shall be set annually by the Council in January of each year, except for 2019 when the meeting time will be set in March of 2019. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next day at the same time.

(Prior Code, § 2.02) (Ord. 175, 2nd Series, passed 2-19-2019)

§ 31.03 SPECIAL MEETINGS.

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

(Prior Code, § 2.03) (Ord. 6, 2nd Series, eff. 4-27-1995)

SPECIAL ELECTIONS**§ 31.10 DEFINITIONS.**

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

2025 City Council Meeting Schedule

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

6:30 pm	January 7, 2025
6:30 pm	January 21, 2025
6:30 pm	February 4, 2025
6:30 pm	February 18, 2025
6:30 pm	March 4, 2025
6:30 pm	March 18, 2025
6:30 pm	April 1, 2025
6:30 pm	April 15, 2025
4:30 pm	May 6, 2025 (TBD - Board of Review Meeting)
6:30 pm	May 6, 2025
6:30 pm	May 20, 2025
6:30 pm	June 3, 2025
6:30 pm	June 17, 2025
6:30 pm	July 1, 2025
6:30 pm	July 15, 2025
6:30 pm	August 5, 2025
6:30 pm	August 19, 2025
6:30 pm	September 2, 2025
6:30 pm	September 16, 2025
6:30 pm	October 7, 2025
6:30 pm	October 21, 2025
8:05 pm	November 4, 2025
6:30 pm	November 18, 2025
6:30 pm	December 2, 2025
6:30 pm	December 16, 2025

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

2025 and 2026 City Council Assignments

Mayor Mathis	Hospital Board, Joint Government, Personnel Committee and EDA Liaison
Councilmember Esplan	Street Committee, Library Board, Comprehensive Plan Committee, Telecom Commission and Airport Commission
Councilmember Quade	Liquor Committee, Park and Recreation Commission, Street Committee, Personnel Committee and Economic Development Authority
Councilmember Nelson	Housing & Redevelopment Authority, Economic Development Authority, Comprehensive Plan Committee, Tree Commission and Community Center Commission
Councilmember Benson	Liquor Committee, Community Center Commission, Park & Recreation Commission and Utility Commission
Councilmember Sherman	Planning Commission, Joint Government, Personnel Committee and Telecom Commission

**Regular Council Meeting
City Hall, Council Chamber
December 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; Tiffany Lamb, EDA Director; Jon Ketzenberg, Streets & Parks Superintendent; Donna Torkelson, Finance Director; Tim Snyder, Community Center Director; Kari Hanson, Library Director and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – December 3, 2024
 - Community Center Commission – December 9, 2024
 - Economic Development Authority – December 9, 2024
 - Library Board – December 10, 2024
 - Parks & Recreation Commission – November 13, 2024
 - Planning Commission – December 10, 2024
 - Telecom Commission – November 14, 2024
 - Utility Commission – November 27, 2024
- License/Permits
 - Annual Cigarette License Renewal – Family Dollar
 - Exempt Gambling Permit – BARC
 - Exempt Gambling Permit – Windom Fire Relief Association
- Regular Bills

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

5. Department Heads:

Kari Hanson, Library Director, said they are doing crafts and treats for Christmas by Candlelight on December 19th. KDOM story time is going well and an adult reading program will start on January 2.

Quade said she was reporting for the Liquor Store that they will be starting Winter hours on January 2nd to March 31st, which means they will close an hour earlier. Monday – Thursday hours are 10 am to 8 pm; Friday – Saturday hours are 10 am to 9 pm and on Sunday the hours are 11 am to 4 pm.

6. Public Hearing – Residential Tax Abatement – 1946 Bud Road:

Tiffany Lamb, EDA Director, said a request for the property tax abatement program had been received for a new home on Bud Road. The estimated value is \$210,000 and would have an estimated \$1,210 tax abatement annually for five years totaling \$6,050. This action is to hold the public hearing and then vote on the tax abatement.

Jones opened the public hearing at 6:35 pm. No comments verbal or written. Jones closed the public hearing at 6:36 pm.

Council Member Grunig introduced the Resolution No. 2024-54, entitled “RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINNESOTA STATUTES 469.1813” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Nelson, Grunig, Esplan and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. City Budget:

Jones said that the Council had the truth in taxation public input at the last meeting. The Council had work sessions and had no changes to the proposed budget as presented December 3rd.

Nasby said the requested actions are to approve the 2024 property tax levy, payable 2025 as proposed at \$2,682,501. This is a 4.71% increase in the tax levy which is just below the 4.81% preliminary levy the Council set in September. If approved this levy would support the proposed 2025 budget.

Council Member Benson introduced the Resolution No. 2024-55, entitled “A RESOLUTION APPROVING 2024” TAX LEVY, COLLECTABLE IN 2025” seconded by Nelson and on roll call vote: Aye: Benson, Quade, Nelson, Grunig and Esplan. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Motion by Grunig second by Esplan to approve the 2025 City of Windom budget as presented. Motion carried 5 – 0.

Jones said that 2024 budget amendments were handed out to the Council prior to the meeting. Nasby said he would review them one by one. The biggest changes were for State aids gotten as a pass through for the apartment project, DEED funds for the Cemstone site demolition and an adjustment for capital expenditures related to the electric generation project. An adjustment for the Street department had to do with an error in the cost of the new snow plows, but the Street department has budgeted funds to cover the unanticipated expense.

Jones asked about the snow plows. Jon Ketzenberg, Streets Superintendent said that the bid price he planned for was for one snow plow attachment but the cost was for each. So they had initially funded one plow attachment and the \$156,000 expense for the other two would be covered through remaining 2024 operational funds, receipts from the sale of the old snow plow and use of both 2024 & 2025 funds in the Department’s capital account. It was an unfortunate error and misunderstanding.

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

8. S.M.A.R.T. Goals:

Nasby said the 2024 Dashboard report shows where the progress is for 2024 goals and the 2025 SMART goals have been developed with the Boards\Commissions and Department Heads.

Motion by Benson second by Grunig to approve the 2025 SMART Goals. Motion carried 5 – 0.

Quade said she appreciated the SMART goals so there is plan for the year and likes the dashboard report showing progress.

Jones thanked the Boards and Commissions for all their work on behalf of the City and making progress on the SMART goals. He also thanked Department Heads for their work.

9. Mayor Appointment:

Jones said there has been a vacancy on the Hospital Board for a couple months. He talked to WAH Board members and the CEO. He is appointing Marv Grunig to the Hospital Board effective January 2, 2025 as he will be off the Council. This will fill a partial term until April 2027.

Motion by Quade second by Nelson to approve the appointment of Marv Grunig to the Hospital Board. Motion carried 4 – 0 – 1 (Grunig abstaining).

10. Street Closure Request – Christmas Parade:

Jon Ketzenberg, Streets and Parks Superintendent, said that the Windom Area Chamber had requested a street closure on 3rd Avenue between 9 – 12th Streets and 9th Street between 3rd and 4th Avenue. This would be on December 19th from 6-7 pm.

Motion by Benson second by Esplan to approve the temporary street closure on December 19, 2024 on 3rd Avenue between 9 – 12th Streets and 9th Street between 3rd and 4th Avenue. This would be on December 19th from 6-7 pm. Motion carried 5 – 0.

11. Personnel:

Jones said that the Personnel Committee had met with the Police Chief to discuss the new records management system the County Attorney's office is going to use. The new system could have the Windom PD doing additional data entry and they do not have the administrative staff or officer time to do double data entry as data is already entered into an existing system. He said the Personnel Committee discussed and decided to write a letter to the County Commissioners requesting a pause in the transition for additional input from law enforcement. He noted the County Attorney was present at the Council meeting, but this is not a public hearing.

Quade said a new record management system may require additional staffing and/or have officers putting in overtime to attend trainings. There is a demo in January and there will be feedback after that so this is just a heads up in the event of a possible City cost.

Jones said the complexity of the system will have training requirements for all law enforcement departments including the County Sheriff. The City recognizes the County Attorney recommendation to do the new system and this is just City concern and ask for additional time to discuss as no one wants to duplicate work.

Nelson asked if the County Board or County Attorney decided on a new system. Jones said the County Attorney is elected and it is her decision, but the County Board is the funder.

Deja Weber, County Attorney, asked to speak. Jones said this is just for Council's information and not an item for debate.

Quade said the demo is coming so Windom PD will need to attend that to get more information.

Jones said that the Personnel Committee could meet with the County Attorney if they wanted.

Grunig said this needs to go through the Windom PD and not the Personnel Committee.

12. Resolutions of Appreciation:

Council Member Benson introduced the Resolution No. 2024-56, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO MARV GRUNIG FOR EIGHT YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM” seconded by Quade and on roll call vote:

Aye: Nelson, Esplan, Benson and Quade. Nay: None. Absent: None. Abstain: Grunig.

Resolution passed 4 – 0 – 1.

Council Member Esplan introduced the Resolution No. 2024-57, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO DOMINIC JONES FOR FOURTEEN YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM” seconded by Quade and on roll call vote: Aye: Benson, Grunig, Esplan, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Grunig thanked the citizens for the opportunity to serve for eight years. He thanked the Mayor for his service to the community. Grunig thanked the City’s department heads, employees and City Administrator for their work on behalf of the community.

Jones said he would like to recognize his wife, Barb, who is present for all her support. He thanked the City Council, department heads, City Administrator and City employees for their work and after 14 years it gets to be like a family. He said that he is proud of the accomplishments and thanked his friends for their support.

13. New Business:

None.

14. Old Business:

None.

15. Council Comments:

Benson said there are good times and hard times but we are all in it together. Please check on your neighbors and help them out if you can. He wished everyone a Merry Christmas.

Quade thanked the City employees and Boards\Commissions for the SMART goals. She thanked Marv Grunig for all his help and knowledge. She thanked the Mayor for all he did for the City.

Nelson thanked the Mayor and Councilmember Grunig for all their work.

Esplan also thanked the Mayor and Grunig. He said the flood was a catastrophic event this year and everyone helped out. He thanked Hilary Mathis for all her work.

Nasby thanked the Mayor and Marv Grunig. He thanked the City Council for all their support of the City staff. He wished everyone a Merry Christmas and Happy New Year.

Jones thanked all City staffers and said he greatly appreciated all their work. He appreciated the local media for their help. He wished the new Mayor and new Council well going into the new year.

16. Adjournment:

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

Dominic Jones, Mayor

Attest:

Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN
December 11, 2024 at 8:30 a.m.

A regular meeting of the Board of Directors was held on December 11, 2024 at Hillside Manor. Board Members present: Jean Fast (VIA phone), Linda Jaakola, Margaret McDonald, Joel LaCanne and Tony Scott. Also present was Executive Director Linda Loewen and Operations Manager Tami Wahdan. Absent: City Liaison Jim Nelson.

The Regular Board Meeting was called to order at 8:32 a.m. with the consent agenda which included minutes from the November meeting, the Agenda, Balance Report and Bills Report. (LaCanne/Scott)

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director reported Dennis took his boiler test on December 10th. He will receive the test results in 4-14 days.
2. The Executive Director reported as of January 1, 2025 we will have an open seat on the board to be filled.
3. The Executive Director reported on the Window project at Hillside Manor. Our Architect has been in touch with Tri-State. The next step is a pre-construction meeting.
4. The Executive Director Reported that the replacement of the gate valve at Riverview is complete.

New Business consists of:

1. The Executive Director reported she is still waiting to hear from Laker Apartments in Mountain Lake regarding the dissolve of the contingency plan.
2. The Executive Director reported today is Margaret's last meeting. Margaret has been on the Windom HRA board for 14 years.
3. The Executive Director reported we will need to have change the authorized signers for checks. After some discussion a motion was made to add Joel LaCanne and keep Linda Jaakola as well. The E.D. will update this at the banks. (Scott/ Jaakola)
4. The Executive Director reported on the elevator at Riverview. Our MEI Technician reported the boards are obsolete so we are going to need to look at upgrading. She will put this into Capitol Funds in the next 5-year plan.
5. The Executive Director reported on issues with the new boilers. We have been having ongoing issues with two of the three boilers at Riverview. Adam's Mechanical have replaced both boilers and will turn them in for warranty since they are only approximately one and a half years old. There is also a pump that is leaking. Adam's Mechanical presented a Quote in the amount of \$3,940.00 to replace it or \$1,520.00 to just replace the motor, which is what they recommend. After some discussion, a motion was made to replace the motor for \$1,520.00 as presented. (Scott/McDonald)
6. The Executive Director reported receiving a check in the amount of \$114.08 on the Interest for the SCDP loan.
7. The Executive Director reported that UPB reached out about our bank accounts needing to be changed due to the amount in the accounts and the FDIC coverage. After much discussion, the Executive Director will follow up to see if it's best to combine the accounts, let them role or change the type of account. A motion was made to move \$65,939.17 from savings to operating and allow the Executive Director to proceed after she follows up. (Scott/LaCanne) In addition, a motion was made to close the account at LECU. (Scott/LaCanne)
8. The Executive Director requested a change of date or time for the January meeting. A decision was made to start the meeting early at 8:00 a.m.

Upcoming Board Meetings are scheduled for January 8th (RV) at 8:00 a.m. and February 12th (HS) at 8:30 a.m.
With no further business, the meeting was adjourned at 9:24 a.m. (Scott/McDonald)

Jean Fast, Chairman

Linda Loewen, Executive Director

UTILITY COMMISSION MINUTES
Council Chambers
December 19, 2024

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

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

APPROVE MINUTES

Motion by Riordan, second by Francis to approve the November 27, 2024 Minutes.
Motion carried 3 – 0.

ELECTRIC ITEMS

Ziegler Caterpillar Final Payment

Sykora explained the two change orders that were included in the final payment to Ziegler. The first one being the Glycol coolant for the radiators and the second being the additive for the day tank which he stated was larger than the ones that were initially approved. Sykora recommended to the Commission that the final payment be held until the last payments of January due to the training the needs to yet be completed.

Motion by Riordan, second by Francis to approve the final payment in the amount of \$393,487. Motion carried 3 – 0.

Generation Plant Project Update

Sykora stated they are currently working on finishing up the punch list. Sykora did note that the 2nd Exhaust fan from the north is dripping and leaking and that they would be coming to look into fixing the issue or possibly replacing it.

Other Electrical Items

Sykora had informed the Commission that on December 11 he and Tristen Joel attended the MMUA Conference. Joel passed the test so he is now a licensed journeyman. Sykora also stated that he had the honor of presenting at the Conference on the 2024 Flood and how it impacted the Electrical Department; what did and didn't work.

Sykora stated they have been working on cleaning up the plant after all of the construction and was hoping to schedule a time for an open house or something in the near future.

WATER/WASTEWATER ITEMS

Anderson presented letter from MPCA in regards to Biosolids strategies along with the City's response to that letter.

Other Water/Wastewater Items

Anderson stated that he also had the pleasure of presenting at the MNWarn Conference as Sykora; stating having discussions on what worked and what didn't work in regards to the 2024 Flood event.

Anderson informed the Commission that one of the dehumidifiers quit working at the water plant. He stated that they do need to look into replacing the unit as it has done its job and is worn out.

Regular Bills

There was a total of four bills to be recommended for payment by the Commission.

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

Old Business

The Commission was informed that a number of City Officials were given a tour of the Premium Iowa Pork Plant.

There being no New Business the next Commission meeting was scheduled for January 23, 2025 at 10:00 a.m. in the Council Chambers.

Adjourn

Schwalbach adjourned the meeting.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Windom Street Commission

Minutes for December 19th, 2024

At Council Chambers

Present: Jenny Quade, Dennis Esplan

City Staff: Jon Ketzenberg

Public:

Absent: None

Call the Meeting to Order at 3 p.m.

- 1. Mill and Overlays:** Discussion to authorize the City Council to move forward on doing some mill and overlays in a few alleys and address the drainage issues in 2025. The alleys are, Plaza Jalisco alley between 4th Ave and 3rd Ave. Estimated cost is \$305,000. The DAC alley from 5th Ave to 3rd Ave. Estimated cost for the two blocks is \$474,000.
- 2. 1st Ave:** Would like to start the process of getting 1st Ave moving forward for the 2026 Street project.
- 3. : Any road improvements that we can do is a high priority!**
- 4. Old Business:**
- 5. New Business:** None
- 6. Commission Comments:** None
- 7. Adjourn meeting.** Meeting was adjourned at 3:40pm
- 8. Next Meeting:** To be determined

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Business, Arts and Recreation Center

Previous Gambling Permit Number: X- 94904-24-015

Minnesota Tax ID Number, if any: 6222046

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

Mailing Address: PO Box 123

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

Name of Chief Executive Officer (CEO): Ashley Johnson

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagedhomecare.com

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Business, Arts and Recreation Center

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

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 18, 2025

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

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

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

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

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

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

Print City Name: _____

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: 12-31-24
(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:

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

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

Questions?

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

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

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

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Cobra Wrestling Inc.

Previous Gambling Permit Number: X- 94641-20-001

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 710 8th Street North

City: Mountain Lake State: MN Zip: 56159 County: Cottonwood

Name of Chief Executive Officer (CEO): Tim Swoboda

CEO Daytime Phone: 507-822-2828 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): nrkulseth@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Windom Area High School

Physical Address (do not use P.O. box): 1400 17th Street

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 22, 2025

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

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

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

LG220 Application for Exempt Permit

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Page 2 of 3

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 12/30/2024
 (Signature must be CEO's signature; designee may not sign)

Print Name: Tim Swoboda

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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 Chamber of Commerce Previous Gambling Permit Number: X- 05127-24-012

Minnesota Tax ID Number, if any: 9332885 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 303 9th Street

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

Name of Chief Executive Officer (CEO): Darci Jones

CEO Daytime Phone: 507-831-2752 CEO Email: president.windomchamber@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): Island Park

Physical Address (do not use P.O. box): 327 6th Street

Check one:

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

Date(s) of activity (for raffles, indicate the date of the drawing): Saturday, June 14th, 2025

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

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

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

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

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

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

Print City Name: _____

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: Darci Jones Date: 1-3-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Darci Jones

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

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 Chamber of Commerce

Previous Gambling Permit Number: X- 05127-24-012

Minnesota Tax ID Number, if any: 9332885

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

Mailing Address: 303 9th Street

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

Name of Chief Executive Officer (CEO): Darci Jones

CEO Daytime Phone: 507-831-2752 CEO Email: president.windomchamber@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): Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Dr.

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Friday, February 7th, 2025

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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: Darci Jones Date: 1-3-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Darci Jones

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/13/2024 - 1/3/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
NICHOLAS A MENDOZA	5423-1	08/26/2024	CREDIT REFUND	100-20191	89.30
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	100-20202	-8.00
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	100-20202	30.00
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	100-20202	177.00
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	100-20202	5,608.00
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	100-20202	18,893.81
					24,790.11
Activity: 41110 - Mayor & Council					
INDOFF, INC	3768332	12/17/2024	CITY OFFICE/MAYOR & COUNC..	100-41110-200	28.45
INDOFF, INC	3771631	12/30/2024	CITY HALL/SUPPLIE	100-41110-200	217.81
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	100-41110-350	499.50
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	100-41110-350	266.40
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	100-41110-350	226.00
Activity 41110 - Mayor & Council Total:					1,238.16
Activity: 41310 - Administration					
INDOFF, INC	3766908	12/11/2024	CITY HALL/OFFICE SUPPLIES	100-41310-200	30.25
INDOFF, INC	3768332	12/17/2024	CITY OFFICE/MAYOR & COUNC..	100-41310-200	37.50
ST LOUIS MRO, INC	63765	12/20/2024	CITY OFFICE/SUPPLIES	100-41310-200	50.00
WEX Health Inc	0002070388-IN	12/18/2024	ADMIN/OPERATING SUPPLIES	100-41310-217	153.50
NORTHERN CONSULTING ACT...	WDF-2024-11	12/11/2024	CITY OFFICE/CONSULTING & ...	100-41310-301	1,400.00
Activity 41310 - Administration Total:					1,671.25
Activity: 41910 - Building & Zoning					
INDOFF, INC	3771353	12/30/2024	EDA/PZ/SUPPLIES	100-41910-200	72.80
Activity 41910 - Building & Zoning Total:					72.80
Activity: 41940 - City Hall					
WINDOM FIRE & SAFETY, LLC	0008753	12/16/2024	CITY HALL/EDA/MAINT.	100-41940-406	40.00
CRISTINA MAZARIEGOS	DEC 9- DEC 20	12/26/2024	CITY HALL/LIBRARY CLEANING	100-41940-406	450.00
Activity 41940 - City Hall Total:					490.00
Activity: 42120 - Crime Control					
INDOFF, INC	3769446	12/30/2024	POLICE/SUPPLIES	100-42120-200	173.35
INDOFF, INC	3770012	12/30/2024	POLICE/SUPPLIES	100-42120-200	64.90
MSCIC -MN S CENTRAL INVEST...	0091	12/11/2024	POLICE/TRAINING & REGISTR...	100-42120-308	150.00
AT & T MOBILITY	287293102788X12032024	11/25/2024	POLICE/ TELEPHONE	100-42120-321	695.22
LEASE FINANCE PARTNERS	3250-12/11/2024	12/11/2024	POLICE/DATA PROCESSING	100-42120-326	1,620.16
SHI INTERNATIONAL CORP	B19149540	12/17/2024	POLICE/DATA PROCESSING	100-42120-326	4,636.00
DONNA MARCY	12/19/2024	12/30/2024	POLICE/MEALS	100-42120-334	13.67
PAUL MARSH	32862	12/26/2024	POLICE/VEHICLE MAINT.	100-42120-405	100.75
PAUL MARSH	32863	12/30/2024	POLICE/ VEHICLE MAINT	100-42120-405	121.71
PAUL MARSH	33010	12/30/2024	POLICE/VEHICLE MAINT.	100-42120-405	297.61
PAUL MARSH	33239	12/30/2024	POICE/VEHICLE/MAINT	100-42120-405	295.83
COTTONWOOD CO AUD/TREAS	JAN 25	12/18/2024	POLICE/OFFICE SPACE	100-42120-412	2,152.50
FLEET SERVICES DIVISION	2025050001	12/30/2024	POLICE/VEHICLE LEASE	100-42120-419	2,933.59
ENTERPRISE FM TRUST	FBN5207626	12/17/2024	POLICE/TELECOM/VEHICLE LE...	100-42120-419	791.78
Kuebler Industries Inc	12/5/2024	12/11/2024	POLICE/MISC	100-42120-480	250.00
Activity 42120 - Crime Control Total:					14,297.07
Activity: 42220 - Fire Fighting					
VESTIS GROUP, INC	2560333833	12/30/2024	FIRE/AMBO/SUPPLIES	100-42220-211	39.50
WINDOM FIRE & SAFETY, LLC	0008747	12/18/2024	FIRE DEPT/ MATERIALS	100-42220-215	280.00
GALLS, LLC	029728127	12/16/2024	FIRE/UNIFORMS	100-42220-218	198.89
HEIMAN FIRE EQUIP. CO	0935611-IN	12/12/2024	FIRE/VEHICLE MAINT	100-42220-405	51.58
WINDOM FIRE RELIEF ASSOC.	12/26/2024	12/26/2024	FIRE/PAYMENTS TO OTHERS	100-42220-491	64,755.55

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WINDOM FIRE RELIEF ASSOC.	12/26/2024	12/26/2024	FIRE/PAYMENTS TO OTHERS	100-42220-491	10,213.22
Activity 42220 - Fire Fighting Total:					75,538.74
Activity: 43100 - Streets					
JONATHON KETZENBERG	0045008	12/31/2024	STREET/UNIFORMS	100-43100-218	171.00
JEREMY JOHNSON	12/23/2024	12/26/2024	STREET/UNIFORMS	100-43100-218	187.00
JIM SMEDSRUD	12/30/2024	12/30/2024	STREET/UNIFORMS	100-43100-218	171.19
JOHNSON HARDWARE	14271	12/30/2024	STREET/MAINTENANCE - OFFI...	100-43100-404	29.50
JOHNSON HARDWARE	16918	12/18/2024	STREET/MAINTENANCE - VEHI...	100-43100-405	31.60
MYRON B PETERS	166455	12/11/2024	STREET/MAINTENANCE - GRO...	100-43100-406	3,250.00
MIDSTATES EQUIPMENT & SU...	2241049	12/12/2024	STREET/SEAL COATING/ CRAC...	100-43100-407	16,144.50
Activity 43100 - Streets Total:					19,984.79
Activity: 45202 - Park Areas					
SCHILLING SUPPLY COMPANY	988493-00	12/26/2024	STREET/SUPPLIES	100-45202-211	116.86
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	100-45202-350	77.56
JOHNSON HARDWARE	15086	12/30/2024	STREET/MAINTENANCE - OFFI...	100-45202-404	659.24
ZIEGLER, INC.	IN001740076	12/17/2024	STREET/MAINTENANCE - OFFI...	100-45202-404	48.87
RD OFFUTT COMPANY	W2246404	12/18/2024	STREET DEPT/100-45202-404	100-45202-404	8,419.48
RD OFFUTT COMPANY	W2247004	12/18/2024	STREET/ MAINT	100-45202-404	4,859.98
Activity 45202 - Park Areas Total:					14,181.99
Fund 100 - GENERAL Total:					152,264.91
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
DEMCO INC	7583457	12/30/2024	LIBRARY/SUPPLIES	211-45501-200	220.91
PLUM CREEK LIBRARY	IN26290	12/17/2024	LIBRARY/ BOOKS/PAMPHLETS	211-45501-200	48.90
WINDOM FIRE & SAFETY, LLC	0008749	12/17/2024	LIBRARY/MAINTENANCE - ST...	211-45501-402	20.00
VESTIS GROUP, INC	2560326855	12/09/2024	LIBRARY/MAINTENANCE - ST...	211-45501-402	44.65
VESTIS GROUP, INC	2560331523	12/20/2024	LIBRARY/MAINTENANCE - ST...	211-45501-402	44.65
CRISTINA MAZARIEGOS	DEC 9- DEC 20	12/26/2024	CITY HALL/LIBRARY CLEANING	211-45501-402	450.00
PLUM CREEK LIBRARY	IV26318	12/17/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	14.96
Activity 45501 - Library Total:					844.07
Fund 211 - LIBRARY Total:					844.07
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAND..	12/19/2024	12/20/2024	AIRPORT/TELEPHONE	225-45127-321	31.14
SOUTH CENTRAL ELECTRIC	11/1-11/30	12/30/2024	AIRPORT/EDA/SEWER	225-45127-381	295.73
SOUTH CENTRAL ELECTRIC	11/1-11/30	12/30/2024	AIRPORT/EDA/SEWER	225-45127-381	353.00
ELECTRIC FUND	# 1002	12/20/2024	EL/ AIRPORT/MAINTENANCE -...	225-45127-406	4.57
Activity 45127 - Airport Total:					684.44
Activity: 49950 - Capital Outlay					
FAHRNER ASPHALT SEALERS, L...	10/11/24	12/16/2024	AIRPORT/CAPITAL OUTLAY	225-49950-500	95,856.82
SEH	478507	12/11/2024	AIRPORT cip PROJECT	225-49950-500	10,890.00
Activity 49950 - Capital Outlay Total:					106,746.82
Fund 225 - AIRPORT Total:					107,431.26
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
VESTIS GROUP, INC	2560333833	12/30/2024	FIRE/AMBO/SUPPLIES	235-42153-217	39.50
LEWIS FAMILY DRUG, LLC	11/30/2024	12/18/2024	AMBO/OTHER MERCHANDISE	235-42153-261	479.51
LINDE GAS & EQUIPMENT INC.	46721900	12/10/2024	AMBO/OTHER MERCHANDISE	235-42153-261	1,085.43
EXPERT BILLING LLC	12932	12/20/2024	AMBO/DATA PROCESSING	235-42153-326	2,784.00
KRISTEN PORATH	12/11/2024	12/26/2024	AMBO/MEALS	235-42153-334	80.20
REBEKAH ELLINGSON	12/12/2024	12/26/2024	AMBO/MEALS	235-42153-334	30.00
MEGAN BRAMSTEDT	12/12-12/15	12/26/2024	AMBO/MEALS	235-42153-334	118.86
JIM AXFORD	12/17/2024	12/26/2024	AMBO/MEALS	235-42153-334	81.14
LEESA ARNDT	12/20-12/21	12/26/2024	AMBO/MEALS	235-42153-334	136.30
DONNA MARCY	12/21/2024	12/26/2024	AMBO/MEALS	235-42153-334	18.64
JUSTIN HARRINGTON	12/9-12/12	12/26/2024	AMBO/MEALS	235-42153-334	60.91
WINDOM FIRE & SAFETY, LLC	0008748	12/18/2024	AMBO/ MAINTENANCE - OFFI...	235-42153-404	80.00

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WINDOM FIRE & SAFETY, LLC	0008751	12/16/2024	AIRPORT/MAINTENANCE - OFF..	235-42153-404	83.90
PAUL MARSH	33133	12/18/2024	AMBO/VEHICLE MAINT	235-42153-405	97.42
EMS CUSTOM EDUCATION LLC	98264	12/18/2024	STREET DEPT/LEGAL FEES	235-42153-435	4,180.00
Activity 42153 - Ambulance Total:					9,355.81
Fund 235 - AMBULANCE Total:					9,355.81
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	250-46520-350	203.30
FEDERATED RURAL ELECTRIC	11/30/2024	12/16/2024	WATER/EDA/ELECTRIC UTILITY	250-46520-381	36.00
WINDOM FIRE & SAFETY, LLC	0008753	12/16/2024	CITY HALL/EDA/MAINT.	250-46520-404	40.00
DGR ENGINEERING	00272437	12/16/2024	EDA/SPECIAL PROJECTS	250-46520-439	258.00
Activity 46520 - EDA Total:					537.30
Fund 250 - EDA GENERAL Total:					537.30
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	11/1-11/30	12/30/2024	AIRPORT/EDA/SEWER	254-46520-381	161.07
Activity 46520 - EDA Total:					161.07
Fund 254 - NORTH IND PARK Total:					161.07
Fund: 261 - TIF 1-21 TIBODEAU'S CENTER					
Activity: 46530 - TIF Districts					
WINDSTREAM INNS LLC	12/17/2024	12/17/2024	TIF PAYMENTS	261-46530-482	33,775.35
Activity 46530 - TIF Districts Total:					33,775.35
Fund 261 - TIF 1-21 TIBODEAU'S CENTER Total:					33,775.35
Fund: 266 - TIF 1-10 RUNNINGS					
Activity: 46530 - TIF Districts					
J R & R PARTNERSHIP	12/12/2024	12/16/2024	TIF PAYMENTS	266-46530-482	16,837.89
Activity 46530 - TIF Districts Total:					16,837.89
Fund 266 - TIF 1-10 RUNNINGS Total:					16,837.89
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
AG BUILDERS	12/12/2024	12/16/2024	TIF PAYMENTS	271-46530-482	5,192.88
Activity 46530 - TIF Districts Total:					5,192.88
Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:					5,192.88
Fund: 276 - TIF 1-20 NEW VISION					
Activity: 46530 - TIF Districts					
NEW VISION COOP	12/17/2024	12/17/2024	TIF PAYMENT	276-46530-482	10,806.82
Activity 46530 - TIF Districts Total:					10,806.82
Fund 276 - TIF 1-20 NEW VISION Total:					10,806.82
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
LAKESIDE APARTMENTS OF W...	12/16/2024	12/16/2024	TIF PAYMENTS	277-46530-482	19,099.10
Activity 46530 - TIF Districts Total:					19,099.10
Fund 277 - TIF 1-22 CEMSTONE Total:					19,099.10
Fund: 309 - 2025 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00272433	12/18/2024	STREET DEPT/ENGINEERING	309-41000-303	306.00
Activity 41000 - General Government Total:					306.00
Fund 309 - 2025 STREET PROJECT Total:					306.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
HEIMAN FIRE EQUIP. CO	3013	12/12/2024	UNIT 26 BEW TANKER	401-49950-502	108,334.00
CITY OF WORTHINGTON	202412043608	12/20/2024	SAND BAG PICK UP	401-49950-509	9,900.00
Activity 49950 - Capital Outlay Total:					118,234.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					118,234.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 601 - WATER					
Activity: 49400 - Water					
DACOTAH PAPER CO	33575	12/20/2024	WATER/SEWER/SUPPLIES	601-49400-200	81.86
HAWKINS, INC	6938192	12/20/2024	WATER/CHEMICALS	601-49400-216	20.00
HAWKINS, INC	6946065	12/30/2024	WATER/CHEMICALS	601-49400-216	3,948.31
FEDERATED RURAL ELECTRIC	11/30/2024	12/16/2024	WATER/EDA/ELECTRIC UTILITY	601-49400-381	23.00
STANTEC CONSULTING SERVI...	2326664	12/20/2024	WATER/LANDFILL	601-49400-386	1,464.75
WINDOM FIRE & SAFETY, LLC	0008754	12/20/2024	WATER/SEWER/MAINTENAN...	601-49400-404	200.00
AUTOMATIC SYSTEMS CO	042615	12/20/2024	WATER/MAINT. STRUCTURE	601-49400-404	76,914.00
AUTOMATIC SYSTEMS CO	052562	12/20/2024	WATER/MAINT. STRUCTURE	601-49400-404	7,200.00
AMAZON CAPITAL SERVICES, I...	1LF1-T9KJ-PRCV	12/20/2024	WATER/MAINTENANCE - OFFI...	601-49400-404	160.89
WINDOM AUTO VALUE	34308187	12/30/2024	WATER/MAINTENANCE - VEHI...	601-49400-405	15.99
Activity 49400 - Water Total:					90,028.80
Fund 601 - WATER Total:					90,028.80
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
DACOTAH PAPER CO	33575	12/20/2024	WATER/SEWER/SUPPLIES	602-49450-200	81.86
MN VALLEY TESTING	1285123	12/11/2024	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1285287	12/12/2024	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1285327	12/12/2024	SEWER/ LEB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1285716	12/20/2024	SEWER/LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1285859	12/20/2024	SEWER/ LAB TESTING	602-49450-310	134.00
MN VALLEY TESTING	1285860	12/20/2024	SEWER/LAB TESTING	602-49450-310	146.80
MN VALLEY TESTING	1285913	12/20/2024	SEWER LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1286359	12/20/2024	SEWER/ LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1286567	12/26/2024	SEWER/LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1287194	12/30/2024	SEWER/ LAB TESTING	602-49450-310	126.40
MN VALLEY TESTING	1287235	12/30/2024	SEWER.LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1287275	12/30/2024	SEWER/LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1287428	12/30/2024	SEWER/LAB TESTING	602-49450-310	155.20
RYAN ANDERSON	11/6/2024	12/17/2024	WASTE/WATER/MEALS/LODG...	602-49450-334	60.00
RYAN ANDERSON	12/16/2024	12/20/2024	WASTE/WATER	602-49450-334	201.00
SOUTH CENTRAL ELECTRIC	11/1-11/30	12/30/2024	AIRPORT/EDA/SEWER	602-49450-381	131.10
WINDOM FIRE & SAFETY, LLC	0008754	12/20/2024	WATER/SEWER/MAINTENAN...	602-49450-404	200.00
AMAZON CAPITAL SERVICES, I...	1P1L-NPRM-FNHM	12/20/2024	SEWER/MAINTENANCE - OFFI...	602-49450-404	155.74
Activity 49450 - Sewer Total:					2,833.70
Fund 602 - SEWER Total:					2,833.70
Fund: 604 - ELECTRIC					
ELECTRIC FUND	# 619 RETURN	12/11/2024	ELECTRIC/INVENTORY	604-14200	132.88
ELECTRIC FUND	# 620 RETURN	12/26/2024	ELECTRIC/INVENTORY	604-14200	1,826.61
ELECTRIC FUND	# 622 RETURN	12/30/2024	INVENTORY	604-14200	126.74
DAKOTA SUPPLY GROUP	S104341554.001	12/30/2024	ELECTRIC/INVENTORY	604-14200	1,458.95
ELECTRIC FUND	# 1004	12/26/2024	ELECTRIC/CAPITAL	604-16300	576.10
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	604-20202	385.19
NATHAN OLSEM	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
YESICA AMBRIZ BOTELLO	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
GUMER A LOPEZ TEMA	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
LUIS A GUTIERREZ	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
DONNA CROWELL	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
NATHAN OLSEM	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	46.99
FEBREANN WENGU	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
MOUNTAIN LAKE AUTOMOTI...	12/12/2024	12/12/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
MILTON MALDONADO	12/16/2024	12/16/2024	ELECTRIC/REFUND	604-22000	35.82
CEMSTONE PRODUCTS CO	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	282.69
SHIRLEY FISHER	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	13.52
ABE CROWELL & ERIN PIETZ	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
JOMAIRY JIMENEZ-REYES	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	64.17
EVELYN MORENO	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	48.40
JULIO VALDIVIA MONTES	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00

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AMY OLIVER	12/17/2024	12/17/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
PRAXAIR DISTRIBUTION	12/17/2024	12/17/2024	ELECTRIC PREAPYMENT REFU...	604-22000	287.51
AYDEN R BERGHORST	12/30/2024	12/30/2024	ELECTRIC DEPOSIT REFUND	604-22000	2.34
SANDRA L ROMAN SOTO	2607-7	12/26/2024	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
					8,587.91

Activity: 49550 - Electric

UNITED SYSTEMS & SOFTWARE...	111216	12/16/2024	ELECTRIC/SUPPLIES	604-49550-200	107.80
AMAZON CAPITAL SERVICES, I...	1K61-LVFW-3VNL	12/20/2024	ELECTRIC/SUPPLIES	604-49550-200	111.12
AMAZON CAPITAL SERVICES, I...	1V4H-F43F-QF3L	12/17/2024	ELECTRIC/SUPPLIES	604-49550-200	168.36
AMAZON CAPITAL SERVICES, I...	1XG7-PH4W-7W33	12/30/2024	ELECTRIC/SUPPLIES	604-49550-200	53.49
LIFELINE INC	LL-21160	12/09/2024	ELECTRIC/SUPPLIES	604-49550-200	109.90
CARQUEST - SMITH AUTO SUP...	15495-59695	12/26/2024	ELECTRIC/SUPPLIES	604-49550-211	21.49
STAPLES OIL CO	30369508959	12/26/2024	ELECTRIC/GENERATION FUEL	604-49550-262	8,328.46
CMP - CENTRAL MUNICIPAL P...	7830	12/16/2024	ELECTRIC/MERCHANDISE FOR...	604-49550-263	41,829.10
CMP - CENTRAL MUNICIPAL P...	7830	12/16/2024	ELECTRIC/MERCHANDISE FOR...	604-49550-263	137,940.78
MN MUNICIPAL UTILITIES ASS...	64463	12/26/2024	ELECTRIC/TRAINING & REGIST...	604-49550-308	2,224.50
STEVE NASBY	12/18/2024	12/20/2024	ELECTRIC/TRAVEL	604-49550-331	173.53
WINDOM AUTO VALUE	34308059	12/30/2024	ELECTRIC/MAINTENANCE - ST...	604-49550-402	1.65
WINDOM AUTO VALUE	43408062	12/30/2024	ELECTRIC/MAINTENANCE - ST...	604-49550-402	7.13
WINDOM AUTO VALUE	34307614	12/20/2024	ELECTRIC/ VEHICLE MAINT/	604-49550-405	3.30
WINDOM FIRE & SAFETY, LLC	0008755	12/17/2024	ELECTRIC/MAINTENANCE - G...	604-49550-406	320.00
ELECTRIC FUND	# 1001	12/20/2024	ELECTRIC/MAINTENANCE - DI...	604-49550-408	183.04
ELECTRIC FUND	# 1003	12/26/2024	ELECTRIC/MAINTENANCE - DI...	604-49550-408	237.43
ELECTRIC FUND	# 997	12/11/2024	ELECTRIC/MAINTENANCE - DI...	604-49550-408	152.58
ELECTRIC FUND	# 998	12/16/2024	ELECTRIC/MAINTENANCE - DI...	604-49550-408	332.10
ELECTRIC FUND	# 999	12/26/2024	ELECTRIC/MAINTENANCE - DI...	604-49550-408	649.00
ELECTRIC FUND	# 1000	12/20/2024	ELECTRIC/ MAINTENANCE - UT...	604-49550-409	1.28
CMP - CENTRAL MUNICIPAL P...	7830	12/16/2024	ELECTRIC/MERCHANDISE FOR...	604-49550-450	3,599.92
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	604-49550-460	225.00
Activity 49550 - Electric Total:					196,780.96
Fund 604 - ELECTRIC Total:					205,368.87

Fund: 609 - LIQUOR STORE

MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	609-20202	19,062.00
					19,062.00

Activity: 49751 - Liquor Store

VESTIS GROUP, INC	2560326857	12/09/2024	LIQUOR STORE/SUPPLIES	609-49751-211	69.07
VESTIS GROUP, INC	2560331525	12/20/2024	LIQUOR STORE/SUPPLIES	609-49751-211	69.07
BELLBOY CORP	0109234000	12/18/2024	LIQUOR STORE/ OPERATING S...	609-49751-217	406.00
O'MALLEY'S STORAGE AND R...	4278	12/18/2024	LIQUOR STORE/OPERATING S...	609-49751-217	100.00
BELLBOY CORP	0206105400	12/18/2024	LIQUOR STORE/LIQUOR	609-49751-251	702.50
VINOCOPIA, INC	0364640-IN	12/18/2024	LIQUOR STORE/LIQUOR	609-49751-251	329.75
BREAKTHRU BEVERAGE MN W...	119221055	12/20/2024	LIQUOR STORE/WINE/LIQUO/...	609-49751-251	941.84
SOUTHERN GLAZER'S OF MN	12/11/2024	12/26/2024	LIQUOR STORE/	609-49751-251	-0.05
DOLL DISTRIBUTING, LLC	1657683	12/16/2024	LIQUOR STORE/LIQUOR	609-49751-251	1,570.80
DOLL DISTRIBUTING, LLC	1662430	12/20/2024	LIQUOR STORE/ WINE/BEER/L...	609-49751-251	138.90
DOLL DISTRIBUTING, LLC	1662438	12/26/2024	WCC/BEER/LIQUOR	609-49751-251	52.90
SOUTHERN GLAZER'S OF MN	2565340	12/16/2024	LIQUOR STORE/LIQUOR	609-49751-251	4,594.19
SOUTHERN GLAZER'S OF MN	2568434	12/20/2024	LIQUOR STORE/LIQUOR & FRE...	609-49751-251	4,627.52
SOUTHERN GLAZER'S OF MN	2571059	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	2,044.28
SOUTHERN GLAZER'S OF MN	2571061	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	310.50
JOHNSON BROS.	2626022	12/30/2024	LIQUOR STORE/LIQUOR STOR...	609-49751-251	2,659.47
JOHNSON BROS.	2685271	12/16/2024	LIQUOR STORE/LIQUOR	609-49751-251	2,023.74
JOHNSON BROS.	2690464	12/20/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	1,518.98
JOHNSON BROS.	2696020	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	315.00
BEVERAGE WHOLESALERS	360613	12/20/2024	LIQUOR STORE/ LIQUOR/BEER...	609-49751-251	1,181.80
BREAKTHRU BEVERAGE MN W...	412330251	12/20/2024	LIQUOR STORE/ LIQUOR	609-49751-251	-81.05
PHILLIPS WINE & SPIRITS	6895235	12/16/2024	LIQUOR STORE/LIQUOR	609-49751-251	1,133.05
PHILLIPS WINE & SPIRITS	6899459	12/20/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	12,656.08
PHILLIPS WINE & SPIRITS	6903547	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	2,860.90

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MINN...	119220763	12/20/2024	LIQUOR STORE/BEER	609-49751-252	142.50
DOLL DISTRIBUTING, LLC	1657683	12/16/2024	LIQUOR STORE/BEER	609-49751-252	6,255.45
DOLL DISTRIBUTING, LLC	1657694	12/16/2024	LIQUOR STORE/ BEER	609-49751-252	1,751.40
DOLL DISTRIBUTING, LLC	1657695	12/16/2024	LIQUOR STORE/ BEER	609-49751-252	15.73
DOLL DISTRIBUTING, LLC	1662430	12/20/2024	LIQUOR STORE/ WINE/BEER/L...	609-49751-252	14,591.30
DOLL DISTRIBUTING, LLC	1662432	12/20/2024	LIQUOR STORE/	609-49751-252	-12.86
DOLL DISTRIBUTING, LLC	1662438	12/26/2024	WCC/BEER/LIQUOR	609-49751-252	136.20
DOLL DISTRIBUTING, LLC	1663464	12/20/2024	LIQUOR STORE/BERE	609-49751-252	-30.00
DOLL DISTRIBUTING, LLC	1663502	12/20/2024	LIQUOR STORE/BEER/NON-AL...	609-49751-252	240.50
DOLL DISTRIBUTING, LLC	1665495	12/26/2024	LIQUOR STORE/BEER	609-49751-252	222.25
DOLL DISTRIBUTING, LLC	1666564C	12/30/2024	LIQUOR STORE/BEER CREDIT	609-49751-252	-53.40
BEVERAGE WHOLESALERS	359663	12/16/2024	LIQUOR STORE/BEER	609-49751-252	8,028.29
BEVERAGE WHOLESALERS	360612	12/26/2024	WCC/BEER	609-49751-252	164.25
BEVERAGE WHOLESALERS	360613	12/20/2024	LIQUOR STORE/ LIQUOR/BEER...	609-49751-252	6,562.10
BEVERAGE WHOLESALERS	361484	12/30/2024	LIQUOR STORE/BEER	609-49751-252	416.00
BEVERAGE WHOLESALERS	361830	12/30/2024	LIQUOR STORE/BEER	609-49751-252	8,718.70
ARTISAN BEER COMPANY	3734280	12/20/2024	LIQUOR STORE/BEER	609-49751-252	151.40
ARTISAN BEER COMPANY	3735895	12/30/2024	LIQUOR STORE/BEER	609-49751-252	84.65
DOLL DISTRIBUTING, LLC	921321	12/30/2024	LIQUOR STORE/BEER	609-49751-252	4,863.86
BELLBOY CORP	0206105400	12/18/2024	LIQUOR STORE/WINE	609-49751-253	120.00
VINOCOPIA, INC	0364640-IN	12/18/2024	LIQUOR STORE/WINE	609-49751-253	96.00
BREAKTHRU BEVERAGE MN W...	119221055	12/20/2024	LIQUOR STORE/ WINE/LIQUO...	609-49751-253	268.00
DOLL DISTRIBUTING, LLC	1657683	12/16/2024	LIQUOR STORE/WINE	609-49751-253	33.60
DOLL DISTRIBUTING, LLC	1662430	12/20/2024	LIQUOR STORE/ WINE/BEER/L...	609-49751-253	67.20
PAUSTIS WINE COMPANY	253775	12/11/2024	LIQUOR STORE/ WINE/FREIG...	609-49751-253	311.00
SOUTHERN GLAZER'S OF MN	2565342	12/16/2024	LIQUOR STORE/WINE	609-49751-253	470.54
SOUTHERN GLAZER'S OF MN	2568435	12/20/2024	LIQUOR STORE/ WINE & FREI...	609-49751-253	479.00
SOUTHERN GLAZER'S OF MN	2571063	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	1,157.76
JOHNSON BROS.	2667398C	12/26/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	-80.00
JOHNSON BROS.	2685272	12/16/2024	LIQUOR STORE/WINE	609-49751-253	551.50
JOHNSON BROS.	2690465	12/20/2024	LIQUOR STORE/ WINE/FREIG...	609-49751-253	1,264.50
JOHNSON BROS.	2696021	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	224.00
JOHNSON BROS.	2696023	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	388.00
BREAKTHRU BEVERAGE MN W...	413058151	12/20/2024	LIQUOR STORE/WINE & FREI...	609-49751-253	-104.00
ROUND LAKE VINEYARDS & W...	4356	12/16/2024	LIQUOR STORE/WINE	609-49751-253	375.00
ROUND LAKE VINEYARDS & W...	4364	12/26/2024	LIQUOR STORE/WINE	609-49751-253	337.50
PHILLIPS WINE & SPIRITS	537239	12/26/2024	LIQUOR STORE/WINE	609-49751-253	-17.27
PHILLIPS WINE & SPIRITS	5903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-253	467.10
PHILLIPS WINE & SPIRITS	6895236	12/16/2024	LIQUOR STORE/WINE	609-49751-253	211.15
PHILLIPS WINE & SPIRITS	6899460	12/20/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-253	389.60
PHILLIPS WINE & SPIRITS	6903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-253	467.10
MORGAN CREEK VINEYARDS	7344	12/30/2024	LIQUOR STORE/WINE	609-49751-253	238.80
DOLL DISTRIBUTING, LLC	921321	12/30/2024	LIQUOR STORE/WINE	609-49751-253	129.20
VINOCOPIA, INC	0364640-IN	12/18/2024	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	120.00
AH HERMEL COMPANY	1047174	12/09/2024	LIQUOR STORE/SUPPLIES	609-49751-254	150.17
AH HERMEL COMPANY	1049110	12/18/2024	LIQUOR STORE/SOFT DRINKS	609-49751-254	37.30
RED BULL DISTRIBUTION CO, I...	2022622721	12/30/2024	LIQUOR STORE/ SOFT DRINKS...	609-49751-254	210.00
SOUTHERN GLAZER'S OF MN	2566341	12/16/2024	LIQUOR STORE/SOFT DRINKS	609-49751-254	27.00
SOUTHERN GLAZER'S OF MN	2571062	12/30/2024	LIQUOR STORE/SOFT DRINKS/...	609-49751-254	27.00
BREAKTHRU BEVERAGE MN W...	412341960	12/20/2024	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	-30.11
BREAKTHRU BEVERAGE MN W...	413014626	12/20/2024	LIQUOR STORE/SOFT DRINKS&...	609-49751-254	-72.00
BREAKTHRU BEVERAGE MN W...	413034850	12/16/2024	LIQUOR STORE/ SOFT DRINKS...	609-49751-254	-72.00
ATLANTIC COCA-COLA	4945855	12/16/2024	LIQUOR STORE/SOFT DRINKS	609-49751-254	376.00
PHILLIPS WINE & SPIRITS	5903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-254	334.80
PHILLIPS WINE & SPIRITS	6903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-254	334.80
HOME CITY ICE COMPANY	7511241646	12/26/2024	LIQUOR STORE/ICE/FREIGHT	609-49751-257	267.26
JOHNSON BROS.	2696024	12/30/2024	LIQUOR STORE/THC	609-49751-258	83.05
DOLL DISTRIBUTING, LLC	1657683	12/16/2024	LIQUOR STORE/NON-ALCOHO...	609-49751-259	40.80
DOLL DISTRIBUTING, LLC	1662430	12/20/2024	LIQUOR STORE/ WINE/BEER/L...	609-49751-259	158.30
DOLL DISTRIBUTING, LLC	1663502	12/20/2024	LIQUOR STORE/BEER/NON-AL...	609-49751-259	33.50

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DOLL DISTRIBUTING, LLC	1666564	12/30/2024	LIQUOR STORE/NON-ALCOHO...	609-49751-259	53.40
BEVERAGE WHOLESALERS	360613	12/20/2024	LIQUOR STORE/ LIQUOR/BEER...	609-49751-259	46.80
BEVERAGE WHOLESALERS	361830	12/30/2024	LIQUOR STORE/NON-ALCOHO...	609-49751-259	93.30
DOLL DISTRIBUTING, LLC	921321	12/30/2024	LIQUOR STORE//NON-ALCOH...	609-49751-259	57.60
AH HERMEL COMPANY	1047174	12/09/2024	LIQUOR STORE/SUPPLIES	609-49751-261	51.03
AH HERMEL COMPANY	1049110	12/18/2024	LIQUOR STORE/OTHER MERC...	609-49751-261	5.98
DOLL DISTRIBUTING, LLC	921321	12/30/2024	LIQUOR STORE/OTHER MERC...	609-49751-261	110.00
BELLBOY CORP	0109234000	12/18/2024	LIQUOR STORE/FREIGHT	609-49751-333	7.89
BELLBOY CORP	0206105400	12/18/2024	LIQUOR STORE/FREIGHT	609-49751-333	14.50
VINOCOPIA, INC	0364640-IN	12/18/2024	LIQUOR STORE/FREIGHT	609-49751-333	16.00
AH HERMEL COMPANY	1047174	12/09/2024	LIQUOR STORE/SUPPLIES	609-49751-333	8.95
AH HERMEL COMPANY	1049110	12/18/2024	LIQUOR STORE/FREIGHT	609-49751-333	8.95
BREAKTHRU BEVERAGE MN W...	119221055	12/20/2024	LIQUOR STORE/ WINE/LIQUO...	609-49751-333	20.96
PAUSTIS WINE COMPANY	253775	12/11/2024	LIQUOR STORE/ WINE/FREIG...	609-49751-333	7.50
SOUTHERN GLAZER'S OF MN	2565340	12/16/2024	LIQUOR STORE/FREIGHT	609-49751-333	96.06
SOUTHERN GLAZER'S OF MN	2565342	12/16/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	16.40
SOUTHERN GLAZER'S OF MN	2566341	12/16/2024	LIQUOR STORE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2568434	12/20/2024	LIQUOR STORE/LIQUOR & FRE...	609-49751-333	59.88
SOUTHERN GLAZER'S OF MN	2568435	12/20/2024	LIQUOR STORE/ WINE & FREI...	609-49751-333	17.08
SOUTHERN GLAZER'S OF MN	2571059	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	34.05
SOUTHERN GLAZER'S OF MN	2571060	12/30/2024	LIQUOR STORE/	609-49751-333	0.34
SOUTHERN GLAZER'S OF MN	2571061	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	6.15
SOUTHERN GLAZER'S OF MN	2571062	12/30/2024	LIQUOR STORE/SOFT DRINKS...	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2571063	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	35.36
JOHNSON BROS.	2626022	12/30/2024	LIQUOR STORE/LIQUOR STOR...	609-49751-333	33.33
JOHNSON BROS.	2667398C	12/26/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	-5.25
JOHNSON BROS.	2685271	12/16/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	28.42
JOHNSON BROS.	2685272	12/16/2024	LIQUOR STORE/ FREIGHT	609-49751-333	14.72
JOHNSON BROS.	2690464	12/20/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	19.15
JOHNSON BROS.	2690465	12/20/2024	LIQUOR STORE/ WINE/FREIG...	609-49751-333	57.86
JOHNSON BROS.	2696020	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	4.06
JOHNSON BROS.	2696021	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	6.09
JOHNSON BROS.	2696023	12/30/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	14.21
BREAKTHRU BEVERAGE MN W...	413014626	12/20/2024	LIQUOR STORE/SOFT DRINKS&..	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN W...	413034850	12/16/2024	LIQUOR STORE/ SOFT DRINKS...	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN W...	413058151	12/20/2024	LIQUOR STORE/WINE & FREI...	609-49751-333	-1.85
PHILLIPS WINE & SPIRITS	5903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-333	29.78
PHILLIPS WINE & SPIRITS	6895235	12/16/2024	LIQUOR STORE/FREIGHT	609-49751-333	13.75
PHILLIPS WINE & SPIRITS	6895236	12/16/2024	LIQUOR STORE/FREIGHT	609-49751-333	6.09
PHILLIPS WINE & SPIRITS	6899459	12/20/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	223.68
PHILLIPS WINE & SPIRITS	6899460	12/20/2024	LIQUOR STORE/WINE/FREIGHT	609-49751-333	14.21
PHILLIPS WINE & SPIRITS	6903547	12/30/2024	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	37.23
PHILLIPS WINE & SPIRITS	6903548	12/30/2024	LIQUOR STORE/WINE/SOFT D...	609-49751-333	29.78
HOME CITY ICE COMPANY	7511241646	12/26/2024	LIQUOR STORE/ICE/FREIGHT	609-49751-333	7.50
WINDOM FIRE & SAFETY, LLC	0008750	12/20/2024	LIQUOR STORE/MAINTENANC...	609-49751-404	40.95
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	609-49751-460	13.00

Activity 49751 - Liquor Store Total: 103,700.00

Fund 609 - LIQUOR STORE Total: 122,762.00

Fund: 614 - TELECOM

ADAMS CABLE EQUIPMENT I...	2024-71868	12/17/2024	TELECOM/IMPROVEMENTS	614-16300	2,719.00
DGR ENGINEERING	00272837	12/26/2024	ELECTRIC/GENERATION BUILD...	614-16480	4,931.50
INTERNAL REVENUE SERVICE	DEC-24	12/18/2024	TELECOM/TAX	614-20201	500.00
INTERNAL REVENUE SERVICE	NOV-24 FINAL	12/18/2024	TELECOM/TAX	614-20201	249.80
MN 9-1-1 PROGRAM	NOV 24	12/17/2024	TELECOM/ TAP & TACIP Fees C...	614-20206	953.07

9,353.37

Activity: 49870 - Telecom

AMAZON CAPITAL SERVICES, I...	1974-HVPC-3LHN	12/17/2024	TELECOM/SUPPLIES	614-49870-200	147.22
CITY LAUNDERING CO.	2075280	12/26/2024	TELECOM/SUPPLIES	614-49870-211	29.39
AMAZON CAPITAL SERVICES, I...	1WCT-QJMN-9XD7	12/17/2024	TELECOM/UTILITY SYSTEM	614-49870-227	67.34

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POWER & TEL	8033824-00	12/17/2024	TELECOM/UTILITY SYSTEM	614-49870-227	67.83
INTERSTATE TRS FUND	PAYMENT # 6	12/17/2024	TELECOM/LEGAL FEES	614-49870-304	698.26
NEUSTAR, INC.	L-0000048799	12/09/2024	TELECOM/DATA PROCESSING	614-49870-326	14.00
WINDOM FIRE & SAFETY, LLC	000085752	12/17/2024	TELECOM/SERVICES	614-49870-401	70.00
ENTERPRISE FM TRUST	FBN5207626	12/17/2024	POLICE/TELECOM/VEHICLE LE...	614-49870-419	537.16
CENTURY LINK	7242105D-D-24352	12/26/2024	TELECOM/TRANSMISSION FEES	614-49870-441	36.91
CENTURY LINK	lx017082024357	12/26/2024	TELECOM/TRANSMISSION FEES	614-49870-441	272.64
CONSOLIDATED COMMUNICA...	12/01/2024	12/17/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	1,444.95
BALLY SPORTS NORTH	22733	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	6,436.80
BALLY SPORTS NORTH	23195	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	6,472.56
BALLY SPORTS NORTH	23695	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	6,401.04
NATIONAL CABLE TV COOP	24120380	12/30/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	1,385.90
BALLY SPORTS NORTH	24140	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	6,436.80
FOX CORPORATION	352514	12/16/2024	TELECOM/SUBSCRIBER FEESQ	614-49870-442	1,344.60
FOX CORPORATION	352515	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	236.73
FOX CORPORATION	352516	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	3,035.00
NEXSTAR BROADCASTING GR...	592313	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	213.20
MLB NETWORK	593684	12/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	363.00
SHOWTIME NETWORKS INC	88041	12/12/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	146.88
MN DEPT OF COMMERCE	1000052483	12/02/2024	TELECOM/INTER GOVT FEES	614-49870-443	759.92
1623 FARNAM LLC	000102664	12/09/2024	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
MANKATO NETWORKS, LLC	390328	12/11/2024	TELECOM/INTERNET EXPENSE	614-49870-447	1,242.46
ONVOY, LLC dba INTELIGENT	509601	12/04/2024	TELECOM/CALL COMPLETION	614-49870-451	277.61
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	614-49870-460	162.00
Activity 49870 - Telecom Total:					38,500.20
Fund 614 - TELECOM Total:					47,853.57
Fund: 615 - ARENA					
ARENA BOOSTER CLUB	12/31/2024	12/31/2024	ARENA-SKATING	615-38102	94.00
					94.00
Activity: 49850 - Arena					
JCL SOLUTIONS - JANITORS CL...	1381110	12/31/2024	ARENA/SUPPLIES	615-49850-211	909.46
VESTIS GROUP, INC	2560329225	12/31/2024	ARENA/SUPPLIES	615-49850-211	63.47
VESTIS GROUP, INC	2560333847	12/31/2024	ARENA/SUPPLIES	615-49850-211	63.47
COUNTRY PRIDE SERVICE	9038858	12/31/2024	ARENA/ MOTOR FUELS	615-49850-212	120.00
COUNTRY PRIDE SERVICE	9039347	12/31/2024	ARENA/MOTOR FUELS	615-49850-212	150.00
GOPHER	IN375609	12/31/2024	ARENA/MATERIALS	615-49850-215	928.64
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	615-49850-340	698.06
BECKER ARENA PRODUCTS, INC	614810	12/31/2024	ARENA/MAINTENANCE - OFFI...	615-49850-404	2,349.46
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	615-49850-460	63.00
Activity 49850 - Arena Total:					5,345.56
Fund 615 - ARENA Total:					5,439.56
Fund: 617 - M/P CENTER					
WINDOM COMMUNITY CENT...	2/11/2024	12/11/2024	PETTY CASH REFUND	617-38510	200.00
					200.00
Activity: 49860 - M/P Center					
VESTIS GROUP, INC	2560326850	12/09/2024	WCC/SUPPLIES	617-49860-211	18.52
CITIZEN PUBLISHING CO	11/30/2024	12/12/2024	ADVERTISING AND PRINTING	617-49860-340	109.60
INDOFF, INC	3770760	12/30/2024	WCC/MAINTENANCE - GROU...	617-49860-406	34.50
MN REVENUE	NOV 24	12/20/2024	SALES TAX & USE TAX	617-49860-460	785.00
Activity 49860 - M/P Center Total:					947.62
Fund 617 - M/P CENTER Total:					1,147.62
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Federal Tax Withholding	700-21701	13,637.26
Internal Revenue Service-Payr...	INV0002539	12/27/2024	Federal Tax Withholding	700-21701	11,222.41
MN Department of Revenue - ...	INV0002533	12/13/2024	State Withholding	700-21702	6,637.88
MN Department of Revenue - ...	INV0002540	12/27/2024	State Withholding	700-21702	5,864.54
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Social Security	700-21703	14,826.94
Internal Revenue Service-Payr...	INV0002539	12/27/2024	Social Security	700-21703	15,573.02

Expense Approval Report

Payment Dates: 12/13/2024 - 1/3/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0002530	12/13/2024	PERA	700-21704	15,616.28
MN Pera	INV0002530	12/13/2024	PERA	700-21704	9,715.00
MN Pera	INV0002530	12/13/2024	PERA	700-21704	1,380.66
MN Pera	INV0002537	12/27/2024	PERA	700-21704	15,823.30
MN Pera	INV0002537	12/27/2024	PERA	700-21704	8,847.56
MN Pera	INV0002537	12/27/2024	PERA	700-21704	1,359.20
MN Pera	INV0002537	12/27/2024	PERA	700-21704	460.16
MN State Deferred	INV0002531	12/13/2024	Deferred Compensation	700-21705	4,329.00
MN State Deferred	INV0002531	12/13/2024	Deferred Roth	700-21705	577.00
MN State Deferred	INV0002538	12/27/2024	Deferred Roth	700-21705	577.00
MN State Deferred	INV0002538	12/27/2024	Deferred Compensation	700-21705	4,329.00
NECA IBEW FAMILY MEDICAL ...	JAN 2025	12/12/2024	HEALTH INSURANCE	700-21706	40,897.29
LOCAL UNION #949	DEC-24	12/16/2024	UNION DUES	700-21707	1,848.30
Internal Revenue Service-Payr...	INV0002532	12/13/2024	Medicare Withholding	700-21711	4,539.40
Internal Revenue Service-Payr...	INV0002539	12/27/2024	Medicare Withholding	700-21711	4,419.02
WEX Health Inc	12/11/2024	12/31/2024	FLEX SPENDING	700-21712	30.22
WEX Health Inc	12/12/2024	12/31/2024	FLEX	700-21712	510.00
WEX Health Inc	12/12/24	12/31/2024	FLEX SPENDING	700-21712	70.90
WEX Health Inc	12/13/2024	12/31/2024	FLEX SPENDING	700-21712	1,300.00
WEX Health Inc	12/17/2024	12/31/2024	FLEX SPENDING	700-21712	12.79
WEX Health Inc	12/18/2024	12/31/2024	FLEX SPENDING	700-21712	50.13
AFLAC	399750	12/18/2024	INSURANCE	700-21715	499.73
AFLAC	399750	12/18/2024	INSURANCE	700-21716	526.79
MN BENEFIT ASSOCIATION	2024-0302428	12/18/2024	VEHICLE INSURANCE	700-21719	0.84
MN BENEFIT ASSOCIATION	2024-0302428	12/18/2024	VEHICLE INSURANCE	700-21719	0.84
MN BENEFIT ASSOCIATION	2024-0302428	12/18/2024	VEHICLE INSURANCE	700-21719	744.45
WEX Health Inc	2024 WELLNESS	12/26/2024	INSURANCE	700-21720	3,250.00
WEX Health Inc	INV0002536	12/27/2024	VEBA Employer Contribution	700-21720	1,696.61
WEX Health Inc	2024 WELLNESS	12/26/2024	INSURANCE	700-21722	2,250.00
WEX Health Inc	INV0002535	12/27/2024	HSA Employer Contribution	700-21722	1,060.85
WEX Health Inc	INV0002529	12/13/2024	HSA Employee Contribution	700-21723	546.28
WEX Health Inc	INV0002534	12/27/2024	HSA Employee Contribution	700-21723	410.00
					195,440.65
Fund 700 - PAYROLL Total:					195,440.65
Grand Total:					1,145,721.23

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	152,264.91
211 - LIBRARY	844.07
225 - AIRPORT	107,431.26
235 - AMBULANCE	9,355.81
250 - EDA GENERAL	537.30
254 - NORTH IND PARK	161.07
261 - TIF 1-21 TIBODEAU'S CENTER	33,775.35
266 - TIF 1-10 RUNNINGS	16,837.89
271 - TIF 1- 18 AG BUILDERS GDF	5,192.88
276 - TIF 1-20 NEW VISION	10,806.82
277 - TIF 1-22 CEMSTONE	19,099.10
309 - 2025 STREET PROJECT	306.00
401 - GENERAL CAPITAL PROJECTS	118,234.00
601 - WATER	90,028.80
602 - SEWER	2,833.70
604 - ELECTRIC	205,368.87
609 - LIQUOR STORE	122,762.00
614 - TELECOM	47,853.57
615 - ARENA	5,439.56
617 - M/P CENTER	1,147.62
700 - PAYROLL	195,440.65
Grand Total:	1,145,721.23

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	89.30
100-20202	Sales Tax Payable	24,700.81
100-41110-200	Office Supplies	246.26
100-41110-350	Printing & Design	991.90
100-41310-200	Office Supplies	117.75
100-41310-217	Other Operating Supplies	153.50
100-41310-301	Auditing & Consulting Se...	1,400.00
100-41910-200	Office Supplies	72.80
100-41940-406	Repairs & Maint - Groun...	490.00
100-42120-200	Office Supplies	238.25
100-42120-308	Training & Registrations	150.00
100-42120-321	Telephone	695.22
100-42120-326	Data Processing	6,256.16
100-42120-334	Meals/Lodging	13.67
100-42120-405	Repairs & Maint - Vehicle	815.90
100-42120-412	Rentals - Building	2,152.50
100-42120-419	Vehicle Lease	3,725.37
100-42120-480	Other Miscellaneous	250.00
100-42220-211	Cleaning Supplies	39.50
100-42220-215	Materials & Equipment	280.00
100-42220-218	Uniforms	198.89
100-42220-405	Repairs & Maint - Vehicle	51.58
100-42220-491	Payments to Other Orga...	74,968.77
100-43100-218	Uniforms	529.19
100-43100-404	Repairs & Maint - M&E	29.50
100-43100-405	Repairs & Maint - Vehicle	31.60
100-43100-406	Repairs & Maint - Groun...	3,250.00
100-43100-407	Repairs & Maint - Seal C...	16,144.50
100-45202-211	Cleaning Supplies	116.86
100-45202-350	Printing & Design	77.56
100-45202-404	Repairs & Maint - M&E	13,987.57
211-45501-200	Office Supplies	269.81

Account Summary

Account Number	Account Name	Payment Amount
211-45501-402	Repairs & Maint - Struct...	559.30
211-45501-435	Books and Pamphlets	14.96
225-45127-321	Telephone	31.14
225-45127-381	Electric Utility	648.73
225-45127-406	Repairs & Maint - Groun...	4.57
225-49950-500	Capital Outlay	106,746.82
235-42153-217	Other Operating Supplies	39.50
235-42153-261	Other Merchandise-Med...	1,564.94
235-42153-326	Data Processing	2,784.00
235-42153-334	Meals/Lodging	526.05
235-42153-404	Repairs & Maint - M&E	163.90
235-42153-405	Repairs & Maint - Vehicle	97.42
235-42153-435	Books and Pamphlets	4,180.00
250-46520-350	Printing & Design	203.30
250-46520-381	Electric Utility	36.00
250-46520-404	Repairs & Maint - M&E	40.00
250-46520-439	Special Projects	258.00
254-46520-381	Electric Utility	161.07
261-46530-482	TIF Payments	33,775.35
266-46530-482	TIF Payments	16,837.89
271-46530-482	TIF Payments	5,192.88
276-46530-482	TIF Payments	10,806.82
277-46530-482	TIF Payments	19,099.10
309-41000-303	Engineering and Surveyi...	306.00
401-49950-502	Capital Outlay - Fire	108,334.00
401-49950-509	Capital Outlay - Administ...	9,900.00
601-49400-200	Office Supplies	81.86
601-49400-216	Chemicals and Chemical ...	3,968.31
601-49400-381	Electric Utility	23.00
601-49400-386	Landfill	1,464.75
601-49400-404	Repairs & Maint - M&E	84,474.89
601-49400-405	Repairs & Maint - Vehicle	15.99
602-49450-200	Office Supplies	81.86
602-49450-310	Lab Testing	2,004.00
602-49450-334	Meals/Lodging	261.00
602-49450-381	Electric Utility	131.10
602-49450-404	Repairs & Maint - M&E	355.74
604-14200	Inventory	3,545.18
604-16300	Improvements Other Th...	576.10
604-20202	Sales Tax Payable	385.19
604-22000	Prepayments	4,081.44
604-49550-200	Office Supplies	550.67
604-49550-211	Cleaning Supplies	21.49
604-49550-262	Merchandise for Resale -...	8,328.46
604-49550-263	Merchandise for Resale -...	179,769.88
604-49550-308	Training & Registrations	2,224.50
604-49550-331	Travel Expense	173.53
604-49550-402	Repairs & Maint - Struct...	8.78
604-49550-405	Repairs & Maint - Vehicle	3.30
604-49550-406	Repairs & Maint - Groun...	320.00
604-49550-408	Repairs & Maint - Distrib...	1,554.15
604-49550-409	Repairs & Maint - Utilities	1.28
604-49550-450	Conservation	3,599.92
604-49550-460	Miscellaneous Taxes	225.00
609-20202	Sales Tax Payable	19,062.00
609-49751-211	Cleaning Supplies	138.14
609-49751-217	Other Operating Supplies	506.00
609-49751-251	Liquor	39,581.10

Account Summary

Account Number	Account Name	Payment Amount
609-49751-252	Beer	52,248.32
609-49751-253	Wine	7,845.28
609-49751-254	Soft Drinks & Mix	1,442.96
609-49751-257	Ice	267.26
609-49751-258	Liquor Store THC	83.05
609-49751-259	Non- Alcoholic	483.70
609-49751-261	Other Merchandise	167.01
609-49751-333	Freight and Express	883.23
609-49751-404	Repairs & Maint - M&E	40.95
609-49751-460	Miscellaneous Taxes	13.00
614-16300	Improvements Other Th...	2,719.00
614-16480	CIP-Const in Progress	4,931.50
614-20201	Excise Tax Payable	749.80
614-20206	911 988 TAP & TACIP Fe...	953.07
614-49870-200	Office Supplies	147.22
614-49870-211	Cleaning Supplies	29.39
614-49870-227	Utility System Maint Sup...	135.17
614-49870-304	Legal Fees	698.26
614-49870-326	Data Processing	14.00
614-49870-401	Repairs & Maint - Buildi...	70.00
614-49870-419	Vehicle Lease	537.16
614-49870-441	Transmission Fees	309.55
614-49870-442	Subscriber Fees	33,917.46
614-49870-443	Intergovernmental Fees	759.92
614-49870-447	Internet Expense	1,442.46
614-49870-451	Call Completion	277.61
614-49870-460	Miscellaneous Taxes	162.00
615-38102	Arena Skating	94.00
615-49850-211	Cleaning Supplies	1,036.40
615-49850-212	Motor Fuels	270.00
615-49850-215	Materials & Equipment	928.64
615-49850-340	Advertising & Promotions	698.06
615-49850-404	Repairs & Maint - M&E	2,349.46
615-49850-460	Miscellaneous Taxes	63.00
617-38510	M/P Room Rent	200.00
617-49860-211	Cleaning Supplies	18.52
617-49860-340	Advertising & Promotions	109.60
617-49860-406	Repairs & Maint - Groun...	34.50
617-49860-460	Miscellaneous Taxes	785.00
700-21701	Federal Withholding	24,859.67
700-21702	State Withholding	12,502.42
700-21703	FICA Tax Withholding	30,399.96
700-21704	PERA Contributions	53,202.16
700-21705	Retirement	9,812.00
700-21706	Medical Insurance	40,897.29
700-21707	Union Dues	1,848.30
700-21711	Medicare Tax Withholdi...	8,958.42
700-21712	Flex Account	1,974.04
700-21715	Individual Insurance-Afla...	499.73
700-21716	Individual Insurance-Afla...	526.79
700-21719	Individual Insurance-MB...	746.13
700-21720	VEBA Contributions	4,946.61
700-21722	HSA Contribution	3,310.85
700-21723	HSA Employee Contribut...	956.28
Grand Total:		1,145,721.23

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
1,073,915.53
1,073,915.53 ✓

Donna Keaton

Date/Time received: 12/31/24 2:35 pm AK

Agenda Request Form

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

Name: Mike Lohr Telephone No: 507-330-8281

Address: 26188 Cityland S

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

Subject: Hospital information
recommendation for diversity
of quality health care for all of Cottonwood
County

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

Jenny Quade & Dennis
ESplan

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

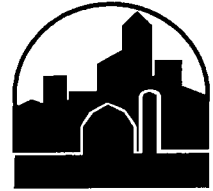
A sample handout with my main
points.

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

Mike Lohr
Signature

I will give the same info
to county commissioners
censorship for information
care for the vaccine injured will
be brought forward.

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: Mayor Mathis
DATE: January 2, 2025
RE: Appointments and Re-appointments to Boards and Commissions
CONTACT: Hilary Mathis: Windommayor@windom-mn.com

The following are my recommendations for vacancies on the various Boards\Commissions for the City of Windom.

<u>Library Board</u>		<u>3-year Term</u>
Christina Wolf	12/31/2027	Re-appointment

<u>Parks & Recreation Commission</u>		<u>3-year Term</u>
Pam Hogan	12/31/2027	Re-appointment
Autumn Hauge	12/31/2027	New appointment

<u>Telecom Commission</u>		<u>3-year Term</u>
Keegan Hofferbert	12/31/2027	New appointment

<u>Utility Commission</u>		<u>3-year Term</u>
Tom Riordan	12/31/2027	Re-appointment

<u>Tree Commission</u>		<u>3-year Term</u>
Deb Polzin	12/31/2027	Re-appointment
Joanne Kaiser	12/31/2027	Re-appointment

<u>Planning Commission</u>		<u>4-year Term</u>
Jared Baloun	12/31/2028	Re-appointment
Brandon Pletcher	12/31/2028	Re-appointment

<u>Housing & Redevelopment Authority</u>		<u>5-year Term</u>
Nick Kulseth	12/31/2029	New appointment

<u>Community Center Commission</u>		<u>3-year Term</u>
Linda Struckenbroker	12/31/2027	Re-appointment



Windom Lions Club "We Serve"



LETTER OF INTENT TO DONATE

January 3, 2025

The Lions Club of Windom, Minnesota, known as "Windom Lions Club", would like to take this opportunity to express our appreciation and thank the City of Windom, MN, for partnering with us and acting as our Fiscal Agent during our fundraising campaign efforts to construct the pavilion and for allowing us to build & place the structure on city owned property. The Lions Club of Windom, Minnesota wishes to officially donate the ownership of the pavilion to the City of Windom, MN. The Windom Lions Club Pavilion is located at:

Tegels Park
1745 Cottonwood Lake Drive
Windom MN 56101

Terms & Conditions of the agreement are as follows:

1. The Lions Club of Windom, Minnesota reserves the right to use the facility at no cost with the following conditions:
 - a. Dates requested will be subject to availability to the public.
 - b. Up to, but no more than five (5) events each calendar year and must be uses or forfeited on calendar year basis.
 - c. Events are for official Windom Lions Club use only.
 - d. Windom Lions Club does not have the authority to donate any of the allowed or unused events to any individuals, organizations, or groups.
2. When Windom Lions Club wishes to begin Phase II of fundraising efforts for the installation of overhead doors, enhancements, or improvements to the structure, a written request must be submitted to the City of Windom & prior approval must be obtained.
3. The City of Windom, MN will be responsible for the upkeep and maintenance of the property, including, but not limited to:
 - a. Routine Maintenance, Landscaping, Pest Control, Seasonal Winterizing for colder climates and Summer Preparation
 - b. Repairs to electrical systems (lighting, fixtures, or faulty wiring) and plumbing (fixing leaks, unclogging drains, repairing toilets, and maintaining water pressure)
 - c. Safety Inspections and Structural Integrity (regular checks of the foundation, walls, and roof to prevent major structural issues.
 - d. Financial Management (budgeting for maintenance and repairs)

Once again, we deeply appreciate your support and partnership on this project. Our mission is to serve our communities locally and globally, impacting others through our humanitarian service projects. The City of Windom has afforded us the opportunity to serve and invest in our community.

Respectfully,

Eric Haken
Windom Lions Club
President

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION OF THE TEGELS PARK SHELTER FROM THE WINDOM LIONS CLUB TO THE CITY OF WINDOM

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

WHEREAS, the City of Windom has received a donation of the Tegels Park Shelter Building, located at the 1745 Cottonwood Lake Drive, from the Windom Lions Club at an estimated value of \$500,000; and

WHEREAS, the City of Windom greatly appreciates the generous donation from the Windom Lions Club for the planning and construction of this amenity.

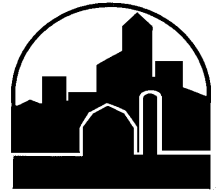
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of the Tegels Park Shelter offered by Windom Lions Club.

Adopted by the Council this 7th day of January, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: January 3, 2025
RE: Liquor Store Part-Time Liquor Store Clerk Position
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council hire Tera Crowell as the Union Part-Time Assistant Liquor Store Clerk. This is a Grade 1 position. It is recommended to hire her at Step 4 (\$17.01) of the 2025 Union Wage Schedule with a 6-month probationary period. Upon successful completion of her probationary period, a step increase would be received.

Issue Summary/Background

Effective January 5, 2025, Tony will be stepping down/retiring from the city of Windom as our Union Part-Time Liquor Store Assistant. This position was advertised both internally and externally at the end of November. There were no internal applications, but we did receive eight external applicants. On Thursday January 2nd, 5 candidates were interviewed. Out of the interviews, Tera stood out as the best candidate for this position.

Tera has previous experience with both River Bend Liquor and the City of Windom. Tera served many years as a non-union part-time liquor store clerk with us. She also worked for a year as the administrative assistant/receptionist for the community center. Her background and experience set her ahead of other candidates.

Fiscal Impact

The fiscal impact will come from Part-Time Wages in our budget.

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: January 3, 2025
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 both Amber Teachout and Baldomero Martinez as Non-Union Part-Time Liquor Store Clerks.

Issue Summary/Background

In the past, we have advertised for Non-Union Liquor Store Clerk position and only received 1 application. More recently, we advertised for a Union Part-Time Liquor Store Clerk and received eight applicants. During interviews for that position on January 2, each candidate was asked about interest in joining our staff in a non-union roll. We extended offers to two potential candidates and they both accepted.

With that, it is my recommendation to hire Amber Teachout at a rate of \$14.25/hr, and Baldomero Martinez at a rate of \$12.75/hr. Both of these wages are in accordance with the Non-Union Part-Time Wage Scale approved at the Windom City Council Meeting 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