



CITY COUNCIL MEETING

June 17, 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. Consent Agenda

- Minutes
 - Council Minutes – June 3, 2025 & June 10, 2025
 - Community Center – June 11, 2025
 - EDA – June 9, 2025
 - Housing & Redevelopment – June 11, 2025
 - Library Board – June 10, 2025
 - Planning Commission – June 10, 2025
 - Telecom Commission – May 19, 2025
- Amplification Permit – American Lutheran Church – July 13, 2025
- Exempt Gambling Permit – St. Francis Xavier Church – September 21, 2025
- Solicitation Permit – Matthew Steffen
- Regular Bills

2. Department Heads

3. Resolution Accepting a Donation – Windom Library – Friends of the Library

4. Resolution Awarding a Bid – Airport – 2025 Taxilane Widening Project

5. Resolution Approving Plans/Specifications and Ordering Advertisement for Bids – 2025 Street Improvement Project

6. Planning Commission Recommendation – Authorize Preparation of Ordinance

- Study & Moratorium – New Billboard Applications

7. Land Lease Agreement – Windom Police Department

8. Community Center – Decorative Wall

9. Declaration of Surplus Equipment – Riverbend Liquor Sign

10. Personnel – Hiring Recommendations

- Riverbend Liquor – Union Part-time/Non-union Part-time
- Library – Union Part-time
- Seasonal Employees – Summer Park/Recreation Programs
- EDA Director

11. Employee Recognition Program – Updates

12. New Business

13. Old Business

- Facilities Tour – Set Date

14. Council Comments

15. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
June 3, 2025
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Hilary Mathis

2. Roll Call:

Council Present: Hilary Mathis, Dennis Esplan, Jenny Quade, James Nelson, Scott Benson and Jayesun Sherman

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jon Ketzenberg, Streets & Parks Superintendent; Jeff Dahna, Windomnet General Manager; Matt Fast, Building Official and Devin Kopperud, Sergeant

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – May 20, 2025
 - Housing & Redevelopment Authority – May 14, 2025
 - Parks & Recreation Commission – May 14, 2025
 - Tree Commission – May 28, 2025
 - Utility Commission – May 22, 2025
- Amplification Permit – Windom Chamber of Commerce – June 14, 2025
- Exempt Gambling Permit – Windom Fire Department Relief Association – October 12, 2025
- Regular Bills

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

5. Department Heads:

Jon Ketzenberg, Streets and Parks Superintendent, said that there were 59 loads of tree branches taken to the landfill plus a number of loads that were chipped. The cost of the tree branch pick-up was \$23,585 accounting for labor, equipment, fuel, etc. He thanked the City employees from the Electric Department, Water/Wastewater and Community Center for helping out as well as the Mayor. He also thanked POET for sending volunteers and equipment to help. There were some properties that were taking advantage of the pick-up, but knows that most people really appreciated it.

Benson asked people not to abuse activities like this as it makes it hard to do goodwill things like this for the community. He too thanked the City employees that did the work and others for helping out.

Mathis thanked Ketzenberg and the Street Department guys for getting this tree branch pick-up organized and coordinated. She thanked POET for sending volunteers. She also acknowledging seeing first-hand it was evident some households were taking advantage of the situation. She noted that the Council should consider a tree branch drop-off site so people can take things themselves.

Ketzenberg said the Street crews are still getting a few boulevard tree branches trimmed up.

Benson asked about insect spraying. Ketzenberg replied they are going to do the spraying as in the past, but the bugs have not been a problem yet.

6. Resolution Establishing Rates – Telecommunications Enterprise Fund:

Jeff Dahna, Windomnet General Manager, said the Telecom Commission is recommending the creation of new Data Only tier for higher speeds. He reviewed the speeds and the costs. This would not impact any of the video or other packages, but when the streaming of video comes on-line there will be changes in all the packages.

Council Member Benson introduced the Resolution No. 2025-24, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Esplan, Quade and Sherman. Nay: Benson and Nelson. Absent: None. Abstain: None. Resolution passed 3 – 2.

7. Resolution Calling for a Public Hearing – Alley Vacation:

Nasby said that two owners of a building adjacent to this alley had asked about vacation. The City Council started the vacation process with a resolution at the last meeting. This next step is to contact surrounding property owners and have a public hearing, which is being scheduled for June 17th.

Council Member Quade introduced the Resolution No. 2025-25, entitled “A RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED ALLEY VACATION” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Esplan, Benson, Quade, Nelson and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Personnel:

Scott Peterson, Police Chief, said that they had been working on hiring a tenth officer for quite sometime and are recommending the hiring of Bryan Macario Rios. He is a Windom high school graduate and completed his law enforcement degree at Minnesota West. This will bring the Department to full staffing, which they have not had since 2021.

Motion by Benson second by Nelson to approve the hiring of Bryan Macario Rios as an officer for the Windom Police Department. Motion carried 5 – 0.

Nasby said that the Recreation Director had an additional list of temporary, seasonal hires in the Council packet for consideration.

Motion by Benson second by Sherman to approve the list of temporary, seasonal hires for the 2025 season as recommended by the Recreation Director. Motion carried 5 – 0.

9. Contractor Payment – Electric Generation Plant:

Nasby said that the building project is completed with one warranty item being finished up. The Utility Commission is recommending that pay request #15 from Wilcon Construction be approved.

Motion by Benson second by Sherman to approve Pay Request #15 from Wilcon Construction for \$13,915.00. Motion carried 5 – 0.

10. New Business:

None.

Preliminary

11. Old Business:

Reminder of the City Council Work session with MN DOT for 5:00 pm on June 10th.

The City Council needs to pick a date for completion of the City facility tours. The liquor store, Arena, Community Center and Pool are left. The Windom Area Hospital is hosting a public tour on June 19th.

12. Council Comments:

Benson asked people with junk\trash sitting on their curbs to please pick it up. He asked citizens to watch out for kids in the streets, on bikes and walking as school is out. Please take care of your neighbors.

Quade noted the summer hours at the Liquor Store which are now 10 am to 10 pm from Monday – Saturday and the normal 11 am to 4 pm on Sundays.

Esplan thanked Ava VanNorman for the flags on the square.

Mathis also thanked Van Norman, Joel and Shannon LaCanne and Wayne Mau for their work on the flag project. She thanked the school and students for helping out on “Community Day” and their work helping clean up public property and doing some landscaping at the Community Center.

13. City Facilities Tour – Continuation:

The City Council was provided a tour of the Windom PD offices and City Hall offices by City staff who talked about the building uses, potential capital needs and answered questions.

14. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 8:43 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special Council Meeting
City Hall, Council Chamber
June 10, 2025
5:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Hilary Mathis

2. Roll Call:

Council Present: Hilary Mathis, Dennis Esplan, Jenny Quade, James Nelson,
Scott Benson and Jayesun Sherman

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief;
Jon Ketzenberg, Streets & Parks Superintendent and Mary
Hensen, Administrative Assistant

3. MN DOT Workshop – Highway 60/71 Roundabout Concepts:

Mary Loeffler and Zak Tess introduced themselves. Loeffler reviewed the agenda for the meeting and noted a few highlights of the proposed roundabout project. She said MN DOT is on a tight timeline for the 2027 construction season and the goal tonight is to have a preferred concept. The larger reconstruction of the highway corridor is still slated for about 2032. The right-of-way process takes two years so that is why the design of the roundabout is needed so fast. The two problems the roundabout is meant to resolve is traffic speed coming into town and increasing safety. She said they have a PowerPoint presentation which showed the concepts. She would review each concept and then the Council would have time to review the concept boards, ask questions and make comments about the proposed concepts. She noted that all concepts were designed to accommodate the traffic volumes and large trucks and vehicles.

Concept A – is a single lane roundabout and the lanes are 16 feet which is 20 feet curb to curb. There is full access to Kwik Trip and limited access (as is presently) to Subway. There would be a raised median between Kwik Trip and the river bridge.

Concept B – is also a single lane roundabout and there is limited access to both Kwik Trip and Subway. The traffic going S\W on the highway would use the roundabout to get off on south Highway 71 and then access Kwik Trip, but N\E traffic has a right in and right out. No raised median but a ditch from Kwik Trip to the river bridge.

Concept C – expands the traffic lanes but is still a single lane roundabout. The Kwik Trip access is right in and right out with S\W traffic needing to use the roundabout to take a left to get into that property. The access by Subway is closed.

Concept D – is a two-lane roundabout with four lanes from the river bridge all the way through. The Kwik Trip access is limited the same as Concepts B & C and the Subway access is closed.

Benson said that Concepts C & D expand the highway back to four lanes and Concepts A & B keep the three-lane configuration. He has traffic volume concerns and sees the four lane concepts as better. Loeffler said that all concepts would accommodate traffic flow and signs could be put up for truck traffic wanting to access Kwik Trip.

Preliminary

Tess said that in New Ulm at Highway 14 and Highland Avenue they did a single lane roundabout but the design and pavement is such that it could be expanded if/when needed in the future.

Sherman asked how long a process it is to expand a roundabout from a single lane to a double lane roundabout. Tess said that all roundabouts are designed for future expansion so it is only an issue of re-striping. Loeffler said MN DOT gets all the easements they need upfront so that process does not have to be undertaken again in the future if a roundabout were expanded. Sherman inquired if the right-of-way does not already exist at the Windom location as MN DOT has a lot of property to work with currently. Loeffler said what they need is minimal, probably a few feet by Cindy Street.

Nelson said he does not like the concepts that require the trucks to have to use the roundabout to get into Kwik Trip as mixing the trucks with cars unnecessarily.

Council reviewed each of the four concepts with MN DOT and City staff, asking questions and giving MN DOT comments on the proposed designs.

Mathis and Loeffler asked Council for more discussion on the details or questions they have on the concepts.

Benson said he does not like Concept A as it is too small to accommodate large vehicles and it is single lane. Tess said all concepts will handle large vehicles. Benson said he favors Concept D as it restores four lanes to the highway, but it needs some tweaks to make the accesses to businesses better.

Quade said she is anti-Concept A & B since they do not restore four lanes to any part of the highway.

Sherman said we need the four lanes back; it is a must for the community. He wants to see a full access to Kwik Trip as the limited access is very inconvenient for customers and large vehicles. Nasby added that the que on Highway 71 for vehicles, if no access from Highway 60, could be long and that was a problem MN DOT identified when the Kwik Trip was built.

Esplan said he is a no for Concept A and prefers Concept D with business accesses.

Nelson said he is not a fan of any of the concepts and wants the highway back to the way it used to be. The change to a single lane for safety was not needed.

Mathis said that she struggles with any of the business accesses being cut off, she is not in favor of any plan where there is not access maintained.

Sherman asked if part of the right-of-way needed would it include part of Cindy Street as to shut off access between Hardees and Subway? Loeffler said no, that connection would still be left alone. Tess said that they do not have an exit from the highway to that street due to the higher classification of the highway.

Esplan said MN DOT has a lot of pavements out there and much is not being used. He feels they have options so look at Concept D with modifications.

Sherman asked if Concept D were redesigned with a full Kwik Trip access how many conflict points would MN DOT say that adds. Tess said it may add 8-10. There are 20 identified conflict points with Concept D as it was shown.

Preliminary

Quade asked about speeds for the roundabout concepts. Loeffler said the speeds are typically right around 25 mph. Tess said there would be speed zones like 65, 45, 30 not just going from 65 to 25 at the roundabout. Quade clarified that it would be likely 30 mph going into and out of town.

Nelson asked if the access for the Baptist Church is changed. Loeffler said it is not and stays as is.

Benson said he could support Concept D with changes for business access.

Quade said she agrees with Concept D with access changes, but understands if some are not able to be accommodated. Tess said the access by Subway is very hard to see and causes MN DOT problems.

Esplan said businesses will lose customers if accesses are cut off.

Sherman said if it is a priority of accesses, he could see the full access at Kwik Trip as priority.

Esplan said he has promoted a turn lane for Kwik Trip off the highway as that left turn lane worked well for 50 years. Loeffler said the Kwik Trip generates more traffic than the prior use so that is why a left turn lane will not be feasible now.

Sherman said that with the speeds at 25-30 the traffic is moving slower so there should be fewer conflicts. Tess said with four lanes speeds are usually higher than single lanes as people feel it is okay to drive faster.

Mathis said that the access shown to Kwik Trip is better than the access to Subway so she wants the Subway access open, but prefers it open for both.

Motion by Quade second by Sherman that the City Council prefers Concept D with a full access to Kwik Trip at a minimum with considerations for keeping other access open. Motion carried 5 – 0.

Nasby said he anticipates that MN DOT will be doing a final design concept for the Council to vote on related to municipal consent so this is not the final vote for the Council. Tess said that MN DOT would have to consider the Council's requests, do a redesign and come back to the Council but the municipal consent process is not applicable due to this being a highway safety improvement project which is exempt from those requirements.

Quade confirmed this City Council vote is for a preferred concept with revisions and MN DOT will be coming back to the Council for final approval.

Benson asked about the design schedule. Loeffler said that the project will be bid in February 2026 so designs are to be done by December 2025; however, the concept has to be done by the end of June 2025.

Nasby noted the June 17th and June 24th Special Council meetings as options for this roundabout concept approval to come back to the City Council.

Sherman asked what the minimum distance for a turn lane is for traffic moving at 30 mph? Tess said depending on the highway standards and surrounding land use it could be 90-220 feet.

Loeffler said they will try to do a redesign with the full Kwik Trip access and keep the current access at Subway, which she understands as the Council ask.

Esplan thanked MN DOT for coming and listening to the Council's concerns.

Preliminary

Benson asked about the traffic signal project. Loeffler said that is coming up too, but that would be a future discussion.

4. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 6:21 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes

Wednesday June 11, 2025

1. Call to Order: Called to order by President Linda Stuckenbroker at 5:30 p.m.

2. Present:

President: Linda Stuckenbroker - Absent

CC Director: Tim Snyder

Commission Members: Mitch Voehl

Jan Duscher

Al Baloun - Absent

William Hanson

Commission Liaisons: Scott Benson

Jim Nelson

City Administrator: Steve Nasby - Absent

3. Approval of Minutes: Minutes from May 11, 2025 meeting reviewed and approved. Motion was made by Mitch Voehl; seconded by William Hansen. Approved 3-0.

4. Director Report:

Personnel:

Jennifer Nauman has started and is learning the position. Shared employee is working well with the arena.

Financial Report:

Nothing current to report and revenue evens are increasing.

5. Old Business:

- A. Wall quote was reviewed and tabled to June 11th meeting due to lack of specifics and scope of work to be completed for project.
- B. Fencing project: Finish fencing around patio. Board recommends Brugman Fencing at a cost of \$6,738.55; funds from Byers donation. Motion by Hanson and seconded by Duscher, vote 4-0.
- C. Discussed Roof damage from winds. LMCIT has proposed 2 options. Option 1- ½ roof repair; piecing new membrane into existing membrane or replacing entire roof. Motion by Hanson, 2nd by Baloun to replace entire roof. Schwickert's has filed their bid for a full roof replacement. LMCIT is requiring a 2nd bid for this project. They will pay for architect/engineer to draw up specs for bidding process based on their (LMCIT) engineers report. Director will contact 2 other companies seeking bids for full roof repair. Concerns expressed about this pushing timeline for project out and potential damage due to excess rains as well as scheduling project around summer events.

6. New Business:

- A. Reviewed decorative wall bids. Motion made by Mitch Voehl; seconded by William Hanson to accept Masters Stone and Landscaping bid of \$9,600 to install a 32' wall of the north end of the patio, vote passed 3-0.

7. Commissioners Comments:

- A. Questioned the schedule for the new vestibule and sound system, director will give an update.
- B. Question of overall use of the Senior Center.
- C. Discussed potential use of Eagle Achievement Awards next year.

Next Meeting: July 14, 2025 at 5:30 pm.

Motion to adjourn by William Hanson, seconded by Mitch Voehl at 6:03 pm, motion approved 3-0.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JUNE 9, 2025

1. Call to Order: The meeting was called to order by President Wepplo at 12:04 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Nancy Wepplo, Ryan McNamara, Stacie Sanow, James Nelson, and Jenny Quade

Also Present: EDA Staff – Admin. Asst. Mary Hensen; City Administrator Steve Nasby; Mayor Hilary Mathis; and Kevin Stevens, Cottonwood County Liaison.

3. Approval of Minutes: May 12, 2025

Motion by Commissioner McNamara, seconded by Commissioner Sanow, to approve the Minutes of the EDA Meeting held on May 12, 2025. Motion carried 5-0.

4. EDA Director

A. Update on Interview Process & Next Steps: City Admin. Nasby updated the Board that on Wednesday, June 4th, the EDA Interview Committee (Personnel Committee + EDA President Nancy Wepplo) conducted interviews of four of the Applicants for the EDA Director position. The Committee recommended hiring one of the candidates who had municipal experience. City Admin. Nasby is currently in negotiations with the candidate concerning employment terms. If both parties are in agreement, a personnel action item will come before the City Council on June 17th. If the hiring is approved by the City Council, it is anticipated that the new EDA Director would begin work on Monday, July 7th.

5. Premium Iowa Pork, LLC

A. Business Subsidy Agreement: In the Spring of 2023, the Minnesota Legislature and the Governor approved a Special Appropriation for the City of Windom in the aftermath of HyLife's bankruptcy and closing of its Windom operations. These funds are being administered through the Minnesota Department of Employment and Economic Development ("DEED"). This special appropriation included an allocation of One Million Dollars ("1M") for expenses related to recruitment efforts to locate or secure a purchaser of the property ("recruitment allocation"). Premium Iowa Pork, LLC ("PIP") has purchased equipment needed for job creation on the property and use of the recruitment allocation for these expenses has been approved by DEED Representatives. The proposal is to provide a grant of \$500,000 to PIP that would be forgivable if PIP complies with the terms of the Business Subsidy Agreement and the loan documents. The remaining \$500,000 would be a zero percent loan to PIP that is repayable to the City in annual installments of \$100,000 over a 5-year period. City Admin. Nasby indicated that the City Council would determine potential use(s) of the funds to be repaid.

This "recruitment allocation" and the payment of tax increment in TIF District 1-12 for the remaining term of this TIF District would constitute a "business subsidy" pursuant to Minnesota law. It is necessary that the EDA and the City Council review the proposed Business Subsidy Agreement and loan documents. The City Council will need to hold a public hearing prior to final approval of these documents.

Motion by Commissioner Quade, seconded by Commissioner Sanow, to recommend that the City Council hold a public hearing on Tuesday, June 24, 2025, at 5:00 p.m. on the proposed Business Subsidy Agreement and loan documents between the City of Windom and Premium Iowa Pork,

LLC. Motion carried 5-0.

The Board had received a copy of a preliminary Business Subsidy Agreement between the City and PIP for review. PIP will be reviewing this document also. After a brief discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Quade, recommending that, following the required public hearing, the City Council approve the Business Subsidy Agreement, as presented, subject to approval by Premium Iowa Pork, LLC. Motion carried 5-0.

B. Loan Agreement: City Admin. Nasby reviewed proposed terms of the Loan Agreement between the City of Windom and PIP. He advised that in addition to the proposed recruitment allocation, PIP is contributing \$600,000 in equity and \$1,400,000 in private funding for the purchase of this equipment that is needed for job creation at the Windom facility. The job creation associated with the recruitment allocation is at least 70 jobs which PIP is to maintain over the 5-year repayment period. Wage goals are proposed at a base wage of \$17.00 which includes benefits.

The Board had received a copy of a preliminary Grant/Loan Agreement between the City and PIP for review. PIP will be reviewing this document also. After a brief discussion, the following action was taken.

Motion by Commissioner Sanow, seconded by Commissioner Quade, recommending that, following the required public hearing, the City Council approve the proposed Grant/Loan Agreement subject to approval of said Agreement by Premium Iowa Pork, LLC. Motion carried 5-0.

6. Small Business Façade Improvement Program

A. Loan Application – 355 Cindy Street: The purpose of the Windom Small Business Façade Improvement Program is to provide incentives to improve and revitalize small businesses by improving the appearance of building facades and at the same time, stimulate private investment. Tom White has submitted an application in the program to assist with eligible costs for painting, replacement of some signage on the property, construction of a terrace (into 3 parts), and the addition of lighting and flags on the Hometown Sanitation property at 355 Cindy Street. The estimated costs (submitted by the property owner) are in the range of \$8,000. The loan from the EDA would be in the amount of one-half of the actual project costs up to \$3,000. This loan is forgivable over the period of 5 years if the property owner continues to own the property and comply with the other terms of the mortgage. There is an equal match from the property owner and any additional costs will be paid by the property owner. EDA Staff have reviewed the application and it complies with the EDA's program requirements.

Motion by Commissioner McNamara, seconded by Commissioner Quade, to approve the loan for one-half of the façade improvement costs, up to \$3,000, from the EDA's Small Business Façade Improvement Program to Thomas E. White for eligible exterior improvements at 355 Cindy Street. Motion carried 5-0.

7. Alley Vacation – Block 12, Windom Original Townsite

A. Authorization to Execute Quit Claim Deed(s): City Admin. Nasby reported that the 2025 Street Project includes the replacement of infrastructure and road surface for several alleys in the downtown area.

During the public hearing process for the Street Project, representatives of one of the property owners requested that the alley located between the USDA (FSA) Office and the former Smith Appliance building be vacated. This vacation would allow for additional on-street parking on Ninth Street. The alley runs from the South line of 9th Street to the North line of the alley running between 3rd Avenue and 4th Avenue. The Street Committee recommended the vacation of this alley and the City Council is proceeding with this process.

The alley is legally described as: The alley between Lots 7 and 8 in Block 12 of the Original Townsite to the City of Windom, Cottonwood County, Minnesota.

City Admin. Nasby advised that typically when an alley is vacated, one-half of the alley is transferred to the adjoining property owners on each side of the alley. In this instance, the East half of the vacated alley would be transferred to Minn-Kota Properties, Inc. and the West half of the vacated alley would be transferred to Iryna Johnson.

Admin. Asst. Hensen provided a brief of history concerning the EDA's acquisition of title to the alley proposed for vacation. The City of Windom was started by a railroad company. In June 1997, the remaining heir of the original railroad owner, Harry M. Drake, executed a Quit Claim Deed for all his right, title and interest in the streets and alleys in the Original Townsite, the Second Addition, the Third Addition, and the East Addition of City of Windom to the EDA. (This includes all of the streets and alleys in those subdivisions that have not been otherwise since transferred.)

After the alley is vacated, the EDA will need to issue Quit Claim Deeds to current owners of the property adjoining the alley for their respective halves of the vacated alley.

City Admin. Nasby advised that the public hearing on this proposed alley vacation is scheduled for the July 1st City Council Meeting. The City will reserve utility easements in the vacated alley.

Resolution introduced and motion by Commissioner Quade, seconded by Commissioner McNamara, to adopt EDA Resolution No. 2025-01, entitled "Resolution Authorizing Execution of Quit Claim Deed(s) After Vacation of Alley by the City of Windom".

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Nelson, Quade, Sanow, Wepplo, and McNamara; the following voted against the same: None; and the following were absent: None. (The Resolution was adopted.)

8. New Business: City Admin. Nasby updated the Board that a representative from the Minnesota Department of Employment and Economic Development ("DEED") will be in Windom for a monitoring visit concerning the grant awarded for the redevelopment of the former Cemstone property. Staff have been in contact with the developer of the proposed apartment building on Lot 5 in Block 1 of the new subdivision and a representative of DVK concerning installation of the lift station and backup generator in the new subdivision. Cemstone retained two lots in the subdivision for the purpose of constructing concrete spec houses. A representative of DVK has also contacted the Building & Zoning Office concerning his plan to construct a spec home(s) on a back lot(s) in the new subdivision.

9. Unfinished Business

A. Staff Report: City Admin. Nasby advised that the fourth pay request (from Windom Apartments, LLC) for Special Appropriation Funds has been submitted to DEED. The pay request is in the amount of \$579,739.18. The balance of \$100,000 will be retained in DEED's account until the final certificate

of occupancy has been issued on the last building in the apartment complex. The funds will be deposited in the City Attorney's Trust Account for payment of the holders of the mechanics' liens and he will obtain the satisfactions for these liens. City Admin. Nasby stated that the DEED Rep. reminded the EDA that the annual report for the redevelopment grant is due in July.

City Admin. Nasby attended a recent Community Venture Network (CVN) Meeting. There were over 20 presenters in attendance. He spoke with the presenters at the meeting and has since followed up with some of those presenters.

10. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial statements for the month of April 2025 provided by Van Binsbergen & Associates.

11. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:37 p.m.

Attest: _____
Nancy Wepplo, EDA President

Stacie Sanow, EDA Secretary-Treasurer

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

June 11, 2025, at 8:30 a.m.

A regular meeting of the Board of Directors was held on June 11, 2025, at the Hillside Manor. Board Members present: Tony Scott, Linda Jaakola and Jean Fast. Also present was Executive Director Linda Loewen and Operations Manager Tami Wahdan. Absent: Nick Kulseth-approved, Heidi Hill-approved and City Liaison Jim Nelson.

The Regular Board Meeting was called to order at 8:53 a.m.

The Consent Agenda was approved which included minutes from the May meeting, the Agenda, Balance Report and Bills Report. (Fast/Jaakola)

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director gave an update on the HS Window Project. The sample window should be here within a week and will be installed. Once approved by the Architect, the remaining windows will be ordered.
2. The Executive Director reported that the Boiler Zone Valve project is well underway at the Riverview Apartments and should be completed by the end of July.
3. The Executive Director reported that the Annual Audit began on Monday via remote.

New Business consists of:

1. The Executive Director reported that the SCDP Loan for Benson has been paid in full.
2. The Executive Director reported that SM Engineering did a review of the utility bills and there were no overage charges to report.
3. The Executive Director presented the Operating Budget Revision. After some review, a motion was made to approve as presented. (Fast/Jaakola)
4. The Executive Director presented updated language on the lease termination letters, the repayment agreement and the Lease. After some discussion a motion was made to approve the changes as presented. (Jaakola/Fast)
5. The Executive Director reported that Scott Olsem Construction is currently addressing the roof repairs that were needed at Hillside Manor.
6. The Executive Director reported that all men at the HRA will be receiving a Father's Day gift.
7. The Executive Director reminded the board that the office will be closed for the Juneteenth holiday.
8. The Executive Director reported that Dennis will be having surgery. If needed in his absence, we will call on the Jackson HRA maintenance staff for assistance through our Contingency Plan.
9. The Executive Director presented two estimates from Nielsen Landscaping for phase two of the landscaping at Riverview Apartments, to address the water issue on the east side of the building. After some review and discussion, a motion was made to approve the estimate in the amount of \$5,336.25, to be paid from the Laundry account. (Jaakola/Fast)
10. The Executive Director reported that Joe's Lawn Care cut down the 5 dead trees at the Riverview Apartments.
11. The Executive Director reported that we have completed a unit renewal of one apartment at the Riverview Apartments and that the resident chose to have faucets replaced, his shower head replaced and new lighting except in the bedroom. We have met with the next resident on the list and will begin her unit renewal shortly. The Executive Director has reached out to Nick Peterson about painting that apartment.
12. The Executive Director reviewed the June Overview.

Upcoming Board Meetings are scheduled for July 9th (RV) and August 13th (HS) at 8:30 a.m.

With no further business, the meeting was adjourned at 9:20 a.m. (Jaakola/Fast)

Tony Scott, Chairman

Linda Loewen, Executive Directo

Windom Library Board Meeting

Monday, June 10, 2025

5:05 PM

Call to order – Called to order @ 5:05 PM by John Duscher

Roll Call –

Present – John Duscher, Steve Fresk, Anita Winkel, Kari Scheitel, Fran Swenson, Wade Pfeiffer

Absent – Chris Wolf

Library Staff present – Kari Hanson

Agenda & Minutes – Motion to approve agenda and minutes by S. Fresk and second by F. Swenson. Motion carried.

Financial Report – Kari will email out her detailed financial report when completed. Financial data not available at time of the meeting.

Librarians Report –

Circulation Numbers: A total of 2, 486 items were checked out in May. We sent out 464 items for delivery to other libraries and received 193 items. 46 items came from MNLINK.

*Zoo Man is in town on Friday at 1:00 at the Highland Early Learning Center.

*We have had many patrons sign up for the summer reading program. Kids seem enthusiastic about trying to earn the prizes for the age category.

*Leading Edge Credit Union has been doing story time for the month of June.

*Instead of Lana the Iguana hiding around town we have the “Grumpy Monkey” hiding around the Square. Lana must be sunning herself on a beach somewhere, so Grumpy Monkey stepped up to the challenge! He will move to a new location every 2 weeks. Families are encouraged to find the Grumpy Monkey, then come back to the library and write his location and their name on a piece of paper to add to the jar.

*Guessing jar for the kids. Need to guess how many items are in the jar. This week it is puzzle pieces. We will draw a prize winner for the guessing jar and the Grumpy Monkey every 2 weeks.

Motion by K. Scheitel to accept the Librarians Report and second by W. Pfeiffer. Motion carried.

Old Business – Update on the roofing project. Kari has signed the contract for Schwickerts. Need to get the project scheduled. Schwickerts will be in touch.

New Business –

- A. The Interview Committee updated the board on the interviews for the Children’s Librarian vacancy. The committee recommends the hiring of Wendy Newman for the position. S. Fresk made a motion to approve Wendy Newman for the Assistant Librarian position. Second by A. Winkel. Motion carried.
- B. A bid from Doug Bergendahl for repairs to the sidewalk was presented. Doug’s bid includes the plans for each panel of sidewalk around the library. Doug plans to grind down the areas that need attention to get them level. S. Fresk made a motion to accept the bid for sidewalk repairs. Second by K. Scheitel. Motion carried.

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

Next Library Board meeting will be on Tuesday, July 8th at 5:05 PM.

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JUNE 10, 2025**

1. Call to Order: The meeting was called to order by Vice Chairperson Hartman at 7:05 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Carol Hartman, Jared Baloun, Ben Byam, Matt Miller, Brandon Pletcher, and Tom Tegels.

Absent: Lorri Cole and Brett Mattson. Zoning Admin. Matt Fast was absent due to a previous commitment.

Also Present: B&Z Staff: Admin. Asst. Mary Hensen and City Council Liaison Jayesun Sherman.

3. Approval of Minutes: May 13, 2025:

Motion by Commissioner Tegels, seconded by Commissioner Byam, to approve the Planning Commission Minutes for the Meeting held on May 13, 2025, as sent. Motion carried 6-0.

4. Discussion & Recommendation for Study and Review of Code Sections

A. Potential Ordinance – Moratorium – CUP Applications (Billboards): Admin. Asst. Hensen recalled that at the Planning Commission Meeting on May 13th, Commissioner Baloun suggested that the Planning Commission consider revising the City Ordinance as it relates to billboards within city limits. Subsequently, City Administrator Steve Nasby mentioned the possibility of a moratorium for a period of six months on consideration of conditional use permit applications requesting billboards within city limits. Subsequent to those conversations, Building & Zoning Staff contacted City Attorney Ron Schramel. He advised that it is possible for the City to adopt such a moratorium. However, Minnesota Statutes [Section 462.355(4)] sets forth the procedure which includes adoption of an ordinance. The ordinance could authorize a study of the existing City Code and impose a moratorium on the consideration of conditional use permit applications for billboards within city limits for up to one year to allow for the study and proposed revisions to the City Code.

There was a discussion by the Commissioners concerning the provisions in the current City Code regarding billboards and the need to study these provisions, review other cities' ordinances regarding billboards, and prepare proposed revisions to the City Code. The Commissioners discussed the need for an ordinance to authorize a study and impose a 6-month moratorium on conditional use permit applications for billboards. Commissioner Byam asked if electronic signs are considered as billboards and if they need to be regulated. After further discussion, the following action was taken.

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to recommend that the City Council authorize Building & Zoning Staff to prepare a proposed ordinance authorizing a study of existing billboard provisions in City Code for potential revisions and establishing a six-month moratorium on the consideration of conditional use permit applications for billboards to allow time for said actions. Motion carried 6-0.

5. Other Business/Reports: None.

6. Unfinished Business: Admin. Asst. Hensen reported that, on the Planning Commission's recommendations, the City Council denied all three conditional use permit applications submitted by Summit Locations LLC for the construction of billboards in Windom. City Council Liaison Sherman commented that Councilmembers were very pleased with the public responses, rational arguments presented by citizens, and Marv Grunig's research and comments.

Commissioner Pletcher recalled that he had inquired previously if there were any provisions in City Code concerning data mining companies. He indicated that he had seen a recent news article concerning tax credits

for these companies. Admin. Asst. Hensen advised that this is a topic that could be addressed in a possible housekeeping ordinance as there are other minor revisions to the City Code that should also probably be considered this year.

7. New Business: Admin. Asst. Hensen indicated that there could be public hearings on three variance applications at the July Planning Commission Meeting.

Zoning Admin. Fast and Commissioner Miller had received a letter from Kathy Kretsch who had applied and received a conditional use permit to operate a short-term rental (Airbnb) in her home. Mrs. Kretsch was disappointed in the cost and length of the process as the Minnesota Department of Health is the licensing agency. She also requested enforcement of the code provisions concerning other Airbnbs operating in Windom without complying with City Code provisions. Admin. Asst. Hensen responded that the Building & Zoning Office had run a "Did You Know" Ad in the Citizen and Shopper concerning City Code requirements for short-term rentals. The Building & Zoning Office has also done some research and received information concerning contacts for individuals operating short-term rentals and will be contacting these individuals.

8. Planning Commission Comments, Concerns, Suggestions: Commissioner Tegels read portions of an e-mail he had received from a resident with questions concerning the nuisance ordinance. Admin. Asst. Hensen responded that the Building & Zoning Office would review the e-mail in relation to existing code sections and update the Commissioners at a subsequent meeting.

Commissioner Hartman commended the Street Department and others for all the work they did to cut up and remove branches that were blocking streets and in the branch pickup. She advised that they started cutting up two trees that have fallen across the street near her home around 1:30 a.m. and finished up probably around 3:00 a.m.

Commissioner Hartman also asked about broken trees in the new residential subdivision and whose responsibility it is to take care of those trees. Admin. Asst. Hensen and Commissioner Baloun advised that there are DNR regulations concerning the shoreland area. Admin. Asst. Hensen also confirmed that this is privately-owned property that is for sale for construction of new homes. The Property Owner/Developer or, more likely, the purchasers of the lots would be responsible for any removal of these branches and trees, etc.

9. Adjourn: The meeting was adjourned by unanimous consent at 7:43 p.m.

Attest: _____
Jared Baloun, Commissioner

Carol Hartman, Vice Chairperson

TELECOMMUNICATIONS COMMISSION MEETING
City of Windom Council Chambers May 19th, 2025

I. Call Meeting to Order. The meeting was called to order by Pres. Abraham at 6:05 PM

II. Roll Call:

President:	Dirk Abraham	City Staff:	Steve Nasby
V President:	Josh Peterson	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman <i>Absent</i>
Commissioner:	Tim Hiley <i>Absent</i>	Council Liaison:	Dennis Esplan
Commissioner:	Jake Voth <i>Absent</i>	Others Present:	
Commissioner:	Kegan Hofferbert	Others Present:	

III. Approval of Minutes from April 21st , 2025 meeting.

Motion by commissioner Hofferbert, to approve minutes from the April 21st, 2025 meeting.
Seconded by commissioner Peterson. Motion approved 3 to 0.

IV. Project Updates: Dahna updated commissioners on the various projects.

- Migrations –Staff is working on the North side of town Customer Serving Area (CSA) subscribers to E7-2. New subscribers are migrated if applicable. Migration is at 86% complete. Techs took advantage of the warmer weather to migrate subscribers.
- Outside Plant – Techs working on Customer Serving Areas (CSA) cabinets and pedestal maintenance. Started to installing fiber optic service drops.
- NOC Tech has been working on a replacement system to stream Channel 3 rollup service. working on Shoretel phone system server replacement.

V. Manager's Report: Dahna reports:

- Cable TV Headend – Maintaining as necessary.
- Southern Fiber Net (SFN) Border Gateway Protocol (BGP) connections are up for the streaming video between Southwest Minnesota Broadband Services (SMBS) and Windomnet. SFN is still in the process of rolling out GEN 2 app and bug issues with Southwest MN Broadband Services.
- NOC room air handler blower assembly replacement has been installed.
- GM worked on Construction Consent Form for new/replacement fiber optic service drops.

VI. New Business:

- Network- The edge routers have been in service for quite a while. One of the routers has been having issues. To replace the edge router and increase our bandwidth capacities a set of new edge routers will be required. Dahna reports that there is a potential customer requesting pricing on a 10 Gb redundant connections which would exceed the current capacity. Commissioners discussed.
- Commissioners discussed proposed new Residential Data internet rates.

Motion by commissioner Peterson, to recommend to city council to set rates/fees for new Residential Data services. 10 Mbps \$35.00 (Home Wi-Fi not included. Add on \$9.95), 100 Mbps \$85.00, 250 Mbps \$100.00, 1000 Mbps (1Gb) \$125.00. Seconded by commissioner Hofferbert. Motion approved 3 to 0.

VII. Old Business: None

Commissioner Voth joined the meeting at 6:33 PM.

IX. Set Next Telecom meeting:

June 16th, 2025 at 6:00 pm in the City Council Chambers or City Hall.

X. Adjourn: Meeting adjourned by unanimous consent at 6:38 pm.

Dirk Abraham, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

City Council

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: St. Francis Xavier Church

Previous Gambling Permit Number: X- 17001-24-016

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 532 17th Street

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

Name of Chief Executive Officer (CEO): Fr. Peter Schuster

CEO Daytime Phone: 507-831-1985 CEO Email: secretaryfrancis2024@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): St. Francis Xavier Church

Physical Address (do not use P.O. box): 532 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): September 21st 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: *Fr. Peter Schuster* Date: 6/6/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Peter Schuster

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

From: donna.torkelson@windommn.com
To: [Leesa Arndt](#)
Subject: Application for Business Solicitation
Date: Tuesday, June 10, 2025 8:37:29 AM

First Name

Matthew

Middle name

Allen

Last Name

Steffen

Date of Birth

[REDACTED]

Federal ID # - FEIN # or SSN #

[REDACTED]

MN ID#

[REDACTED]

Driver's License Number

[REDACTED]

State of Issue

Minnesota

Solicitor's Address

469 19th St
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 822-1900

Email

matthew.steffen@edwardjones.com

Name of Business/Organization

Edward Jones

Contractor's License

NA

Address of Business/Organization

246 9th St

Windom, Minnesota 56101
United States
[Map It](#)

Business/Organization Phone

(507) 831-2027

Purpose of Solicitation

Meeting people in the neighborhood for prospecting potential clients.

If door to door solicitation, indicate area to be solicited

Residential District

Informed Consent Form

- I have downloaded the above informed consent form and will fax it to the City of Windom or call 507-831-6129 for other options.

Acknowledgement

- I acknowledge and accept that a convenience fee will be added to the license/application fee made via this online form.

Credit Card

Visa

Would you like a copy?

- Yes

Name

Matt Steffen

Order

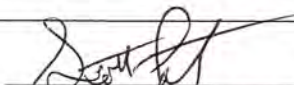
Product	Qty	Unit Price	Price
Application Fee			
• License/Application Fees: Initial Investigation Fee	1	\$20.00	\$20.00
Credit Card Surcharge	1	\$0.60	\$0.60
Sub Total			\$20.60
Total			\$20.60

Referred to the Police Chief on

6/10/2025

Recommendation: Approved ☒ Disapproved ☐ . If disapproved give reason: _____

6/10/25
Date


Police Chief

Approved by the City Council on _____, 20____.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
LUIS YANEZ	6/6/2025	06/06/2025	CREDIT BALANCE REFUND	100-20191	37.05
ELLA NICKEL	6/6/2025	06/06/2025	CREDIT BALANCE REFUND	100-20191	11.94
LILLIAN HUGHES	6/6/2025	06/09/2025	CREDIT BALANCE REFUND	100-20191	80.69
LISA VERNO	6/6/2025	06/06/2025	CREDIT BALANCE REFUND	100-20191	15.86
GITSIT SOLUTONS LLC	6/6/2025	06/06/2025	CREDIT REFUND	100-20191	3.00
TIEKGKHAM MANIVONG	6/6/2025	06/06/2025	CREDIT BALANCE REFUND	100-20191	29.51
CHANCE A MEYER	6/6/2025	06/06/2025	CREDIT REFUND	100-20191	81.39
ARLENE ORLOSKE	6/6/2025	06/06/2025	CREDIT BALANCE REUND	100-20191	6.73
					266.17

Activity: 41110 - Mayor & Council

SCHRAMMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	100-41110-304	720.00
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41110-326	27.39
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-41110-350	312.20
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-41110-350	111.00
NEXT STEP BROADCASTING IN	25050202	06/02/2025	STORM CLEAN UP ADVERTISI	100-41110-480	200.00
WINDOM AREA CHAMBER OF	6/4/2025	06/05/2025	RIVERFEST/FLOAT FOR PARAD	100-41110-480	50.00
CONVENT. & VISITOR BUREAU	MAY 2025	05/30/2025	LODGING TAX	100-41110-491	3,454.78
Activity 41110 - Mayor & Council Total:					4,875.37

Activity: 41310 - Administration

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	100-41310-200	314.90
MANTRONICS MAILING SYSTE	56086	06/09/2025	CITY HALL- OFFICE SUPPLIES	100-41310-200	220.00
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INSERTS	100-41310-200	66.00
US BANK	MAY 2025	06/10/2025	Moneysoft inc	100-41310-200	374.05
US BANK	MAY 2025	06/10/2025	Amazon - Supplies	100-41310-200	10.67
US BANK	MAY 2025	06/10/2025	Amazon - Supplies	100-41310-200	9.44
US BANK	MAY 2025	06/10/2025	Amazon - Supplies	100-41310-200	14.93
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-41310-200	25.03
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	100-41310-217	335.40
US BANK	MAY 2025	06/10/2025	Website Domain	100-41310-217	7.47
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41310-321	73.65
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-41310-322	1.77
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-41310-322	10.10
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41310-326	292.41
US BANK	MAY 2025	06/10/2025	zoom meeting	100-41310-326	17.09
US BANK	MAY 2025	06/10/2025	Authorize.Net	100-41310-433	25.00
US BANK	MAY 2025	06/10/2025	Amazon	100-41310-480	162.21
Activity 41310 - Administration Total:					1,960.12

Activity: 41910 - Building & Zoning

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	100-41910-200	39.36
US BANK	MAY 2025	06/10/2025	Acrobat Pro	100-41910-200	21.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-41910-200	25.03
SCHRAMMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	100-41910-304	675.00
VERIZON WIRELESS	6114310614	06/02/2025	Matthew Fast 822-1123	100-41910-321	41.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41910-321	59.19
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-41910-350	249.75
Activity 41910 - Building & Zoning Total:					1,111.08

Activity: 41940 - City Hall

US BANK	MAY 2025	06/10/2025	Amazon.	100-41940-211	15.49
US BANK	MAY 2025	06/10/2025	Amazon	100-41940-211	26.42
US BANK	MAY 2025	06/10/2025	Amazon	100-41940-211	48.08
US BANK	MAY 2025	06/10/2025	Amazon	100-41940-211	58.25
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41940-381	465.13

Expense Approval Report

Payment Dates: 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41940-382	91.46
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	100-41940-383	227.18
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-41940-385	185.88
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	MAY 2025	100-41940-409	266.99
Activity 41940 - City Hall Total:					1,384.88

Activity: 42120 - Crime Control

INDOFF, INC	3799373	05/30/2025	POLICE/SUPPLIES	100-42120-200	73.28
WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	100-42120-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-42120-200	25.03
KWIK TRIP INC & SUBSIDIARIE	MAY 2025	06/12/2025	WCC/POLICE/MOTOR FUEL	100-42120-212	1,526.83
WEX BANK	MAY 2025	06/12/2025	FUEL	100-42120-212	585.01
KWIK TRIP INC & SUBSIDIARIE	MAY 2025	06/12/2025	WCC/POLICE/MOTOR FUEL	100-42120-212	-139.40
WEX BANK	MAY 2025	06/12/2025	FUEL	100-42120-212	-10.32
SCHRAMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	100-42120-304	375.00
US BANK	MAY 2025	06/10/2025	Minnesota State Colleges	100-42120-308	225.00
AT & T MOBILITY	287293102788X06032025	06/09/2025	POLICE-TELEPHONE	100-42120-321	695.23
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42120-321	29.93
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-42120-322	6.10
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-42120-322	6.90
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-42120-322	6.10
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-42120-322	13.15
ALPHA WIRELESS - MANKATO	30123	06/09/2025	POLICE-RADIO UNITS	100-42120-323	120.00
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-42120-340	172.00
M. J. DONOVAN ENTERPRISES	164325	06/04/2025	POLICE-PRINTING	100-42120-350	69.84
CRYSTAL CLEAN CAR WASH LL	1191	06/04/2025	POLICE-MAINTENANCE - VEHI	100-42120-405	88.00
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Police	100-42120-480	2.99
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Police	100-42120-480	27.98
Activity 42120 - Crime Control Total:					3,938.01

Activity: 42220 - Fire Fighting

US BANK	MAY 2025	06/10/2025	amazon	100-42220-211	26.94
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Fire	100-42220-211	27.13
WEX BANK	MAY 2025	06/12/2025	FUEL	100-42220-212	239.13
US BANK	MAY 2025	06/10/2025	amazon	100-42220-215	11.99
US BANK	MAY 2025	06/10/2025	Amazon	100-42220-215	71.24
US BANK	MAY 2025	06/10/2025	Amazon	100-42220-215	94.55
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	100-42220-217	107.00
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Fire	100-42220-217	52.35
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42220-321	42.89
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	100-42220-322	4.80
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42220-381	293.88
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42220-382	15.92
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	100-42220-383	171.47
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42220-385	38.81
US BANK	MAY 2025	06/10/2025	Amazon	100-42220-406	71.46
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Fire	100-42220-406	69.95
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Fire	100-42220-406	17.99
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Fire	100-42220-406	187.99
Activity 42220 - Fire Fighting Total:					1,545.49

Activity: 42500 - Civil Defense

ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-42500-381	35.65
Activity 42500 - Civil Defense Total:					35.65

Activity: 43100 - Streets

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	100-43100-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-43100-200	25.03
WEX BANK	MAY 2025	06/12/2025	FUEL	100-43100-212	-27.92
WEX BANK	MAY 2025	06/12/2025	FUEL	100-43100-212	1,582.02
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	100-43100-217	17.23
MASON ANDERSON	6/5/2025	06/09/2025	STREET/ UNIFORMS	100-43100-218	150.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO SOLID WA	2570836	06/03/2025	BVLD TREE STUMP	100-43100-224	20.00
COTTONWOOD CO SOLID WA	2570846	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570866	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570874	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570888	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570890	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570892	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570893	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570904	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570906	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570919	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570922	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570931	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570935	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570977	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570978	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570982	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570986	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570988	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570990	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570991	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570997	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2570998	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571001	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571004	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571008	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571009	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571011	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571019	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571022	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571023	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571025	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571026	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571028	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571030	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571031	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571032	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571037	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571038	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571040	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571041	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571045	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571051	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571053	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571056	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571057	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571064	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571066	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571067	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571069	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571072	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571074	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571085	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571100	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571105	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571114	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571139	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571169	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
COTTONWOOD CO SOLID WA	2571170	06/03/2025	STORM CLEAN UP	100-43100-224	10.00
US LBM OPERATING CO 3009	3165382	06/06/2025	STREET-UTILITY SYSTEM	100-43100-224	56.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	6114310614	06/02/2025	Jon Ketzenberg 822-0783	100-43100-321	42.22
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-321	20.55
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-43100-350	264.75
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-381	245.85
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-381	1,481.91
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-382	21.25
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	100-43100-383	84.26
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-43100-385	47.25
BRENT HANSON	11309	05/30/2025	STREET/SERVICES	100-43100-401	821.00
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Street	100-43100-401	21.98
WINDOM AUTO VALUE	34316765	06/04/2025	STREET-MAINTENANCE - OFFI	100-43100-404	87.96
KRIS ENGINEERING, INC	41492	06/09/2025	STREET-MAINTENANCE - REPA	100-43100-404	1,964.26
WINDOM AUTO VALUE	34316891	06/06/2025	STREET/MAINTENANCE - VEHI	100-43100-405	6.61
COTTONWOOD CO SWCD	5/19/2025	05/30/2025	RELEAF GRANT	100-43100-439	3,700.00
VERIZON WIRELESS	6114310614	06/02/2025	J.K. SCREEN PRO. 822-0783	100-43100-480	11.24

Activity 43100 - Streets Total: 11,333.35

Activity: 43210 - Sanitation

NEXT STEP BROADCASTING IN	25050200	06/02/2025	CITY HALL- ADVERTISING	100-43210-340	162.50
NEXT STEP BROADCASTING IN	25050201	06/02/2025	CITY HALL-ADVERTISING	100-43210-340	162.50
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	100-43210-340	5,156.00
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INSERTS	100-43210-340	310.06
COTTONWOOD CO SOLID WA	2570738	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	173.58
COTTONWOOD CO SOLID WA	2570744	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	222.11
COTTONWOOD CO SOLID WA	2570747	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	290.77
COTTONWOOD CO SOLID WA	2570749	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	219.93
COTTONWOOD CO SOLID WA	2570751	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	194.57
COTTONWOOD CO SOLID WA	2570755	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	54.66
COTTONWOOD CO SOLID WA	2570762	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	164.85
COTTONWOOD CO SOLID WA	2570764	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	232.18
COTTONWOOD CO SOLID WA	2570765	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	188.45
COTTONWOOD CO SOLID WA	2570768	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	187.14
COTTONWOOD CO SOLID WA	2570769	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	182.76
COTTONWOOD CO SOLID WA	2570772	06/02/2025	CITY WIDE CLEAN UP	100-43210-384	72.58
COTTONWOOD CO SOLID WA	2571107	06/04/2025	CLEAN UP- MATTRESS PICK UP	100-43210-384	2,040.00

Activity 43210 - Sanitation Total: 10,014.64

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-45120-200	25.03
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	100-45120-217	19.25
US BANK	MAY 2025	06/10/2025	Epic Sports	100-45120-217	1,682.68

Activity 45120 - Recreation Total: 1,726.96

Activity: 45202 - Park Areas

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	100-45202-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	100-45202-200	25.03
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Parks	100-45202-211	9.58
WEX BANK	MAY 2025	06/12/2025	FUEL	100-45202-212	73.53
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-45202-381	683.84
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-45202-382	1,489.79
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	100-45202-385	326.81
MTI DISTRIBUTING, INC	1475349-00	05/30/2025	PARKS/MAINTENANCE - OFFIC	100-45202-404	72.30
US BANK	MAY 2025	06/10/2025	Amazon	100-45202-404	41.67
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Parks	100-45202-404	14.99
WINDOM AUTO VALUE	34316755	06/04/2025	PARKS-MAINTENANCE - VEHIC	100-45202-405	6.61
COTTONWOOD CO SOLID WA	2570243CR	05/19/2025	PARKS-MAINTENANCE - GRO	100-45202-406	-10.00
COTTONWOOD CO SOLID WA	2570800	05/30/2025	PARKS-MAINTENANCE - GRO	100-45202-406	10.00
SCOTT VEENKER	31469	05/30/2025	PARKS/MAINTENANCE - GRO	100-45202-406	892.38
DICKS WELDING INC	74396	06/06/2025	PARKS-MAINTENANCE - GRO	100-45202-406	167.04

Activity 45202 - Park Areas Total: 4,109.60

Fund 100 - GENERAL Total: 42,301.32

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Payment Dates: 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
WINDOM PRINTING LLC	25139	06/06/2025	LIBRARY/SUPPLIES	211-45501-200	73.65
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-200	10.47
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-200	37.04
US BANK	MAY 2025	06/10/2025	Illinois Library	211-45501-200	50.05
US BANK	MAY 2025	06/10/2025	OTC Brands	211-45501-200	77.18
US BANK	MAY 2025	06/10/2025	Adobe	211-45501-200	21.36
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-211	44.90
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Library	211-45501-211	48.33
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	211-45501-217	204.71
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	211-45501-321	164.11
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	211-45501-326	70.00
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	211-45501-350	432.24
US BANK	MAY 2025	06/10/2025	Canva	211-45501-350	119.99
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	211-45501-381	163.02
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	211-45501-382	20.62
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	211-45501-383	147.01
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	211-45501-385	45.16
VESTIS GROUP, INC	2560388957	06/09/2025	LIBRARY-MAINTENANCE - STR	211-45501-402	44.65
US BANK	MAY 2025	06/10/2025	Jk Windows	211-45501-402	50.00
US BANK	MAY 2025	06/10/2025	People Magazine	211-45501-433	138.00
US BANK	MAY 2025	06/10/2025	Greenspring	211-45501-433	24.95
US BANK	MAY 2025	06/10/2025	Hearst Membership	211-45501-433	15.00
INGRAM INDUSTRIES	MAY 2025	06/04/2025	LIBRARY-BOOKS/PAMPHLETS	211-45501-435	1,069.32
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-435	31.17
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-435	18.99
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-435	39.95
US BANK	MAY 2025	06/10/2025	Lakeshore Learning	211-45501-435	814.48
US BANK	MAY 2025	06/10/2025	OTC Brands	211-45501-480	52.14
US BANK	MAY 2025	06/10/2025	Amazon	211-45501-480	289.78
US BANK	MAY 2025	06/10/2025	Fat Brain	211-45501-480	435.88
US BANK	MAY 2025	06/10/2025	OTC Brands	211-45501-480	96.00
Activity 45501 - Library Total:					4,850.15
Fund 211 - LIBRARY Total:					4,850.15
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	6/2/2025	06/02/2025	AIRPORT- SERVICES	225-45127-200	32.75
SOUTH CENTRAL ELECTRIC	APRIL 2025	05/30/2025	AIRPORT/EDA/SEWER/ELECTR	225-45127-381	284.03
SOUTH CENTRAL ELECTRIC	APRIL 2025	05/30/2025	AIRPORT/EDA/SEWER/ELECTR	225-45127-381	332.00
Activity 45127 - Airport Total:					648.78
Fund 225 - AIRPORT Total:					648.78
Fund: 230 - POOL					
GREG SCHEITEL	6/12/2025	06/12/2025	POOL- REFUND	230-34720	70.00
					70.00
Activity: 45124 - Pool					
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	230-45124-217	19.25
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	230-45124-381	35.00
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	230-45124-383	48.09
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	230-45124-385	54.16
Activity 45124 - Pool Total:					289.83
Fund 230 - POOL Total:					359.83
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	235-42153-200	25.04
WEX BANK	MAY 2025	06/12/2025	FUEL	235-42153-212	2,252.31
WEX BANK	MAY 2025	06/12/2025	FUEL	235-42153-212	-39.75

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ESPENSON GROUP LLC	1702	06/09/2025	AMBO-OTHER OPERATING SU	235-42153-217	300.00
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	235-42153-217	15.00
LINDE GAS & EQUIPMENT INC	50139453	06/09/2025	AMBO-OTHER MERCHANDISE	235-42153-261	1,351.12
SCHRAMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	235-42153-304	1,245.00
AT & T MOBILITY	287304392280X06032025	06/09/2025	AMBO-TELEPHONE	235-42153-321	349.18
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	235-42153-321	28.59
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	235-42153-322	4.80
LEESA ARNDT	5/25/2025	06/12/2025	AMBO-MEAL	235-42153-334	45.00
MEGAN BRAMSTEDT	5/27/25-6/3/25	06/12/2025	AMBO-MEALS	235-42153-334	73.29
REBEKAH ELLINGSON	6/1/2025	06/12/2025	AMBO-MEALS	235-42153-334	13.94
ROB VISKER	6/1/2025	06/12/2025	AMBO-MEALS	235-42153-334	27.10
JUSTIN HARRINGTON	6/4/2025	06/12/2025	AMBO.MEALS	235-42153-334	27.85
DONNA MARCY	6/7/2025	06/12/2025	AMBO./ MEALS	235-42153-334	38.26
AMBER SVOBODA	6/9/25-6/7/25	06/12/2025	AMBO-MEALS	235-42153-334	54.55
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	235-42153-381	195.92
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	235-42153-382	10.61
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	235-42153-383	114.32
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	235-42153-385	25.88
PAUL MARSH	034265	05/30/2025	AMBO/ MAINTENANCE - VEHI	235-42153-405	99.42
PAUL MARSH	034419	05/30/2025	AMBO/MAINTENANCE - VEHI	235-42153-405	33.24
Activity 42153 - Ambulance Total:					6,290.67
Fund 235 - AMBULANCE Total:					6,290.67

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	250-46520-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	250-46520-200	25.03
VERIZON WIRELESS	6114310614	06/02/2025	EDA 822-5918	250-46520-321	41.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	250-46520-321	59.19
STEVE NASBY	6/5/2025	06/06/2025	EDA/ TRAVEL EXPENSE	250-46520-331	94.50
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	250-46520-340	432.24
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	250-46520-381	56.84
FEDERATED RURAL ELECTRIC	MAY 2025	06/12/2025	EDA-WATER-ELECTRIC UTILITY	250-46520-381	39.00
Activity 46520 - EDA Total:					787.55
Fund 250 - EDA GENERAL Total:					787.55

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	APRIL 2025	05/30/2025	AIRPORT/EDA/SEWER/ELECTR	254-46520-381	135.83
Activity 46520 - EDA Total:					135.83
Fund 254 - NORTH IND PARK Total:					135.83

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

MoboTrex, LLC	281719	05/05/2025	STREET/CAPTIAL	401-49950-503	18,024.00
Activity 49950 - Capital Outlay Total:					18,024.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					18,024.00

Fund: 601 - WATER

Activity: 49400 - Water

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	601-49400-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	601-49400-200	25.04
WEX BANK	MAY 2025	06/12/2025	FUEL	601-49400-212	381.49
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	601-49400-217	82.48
RED ROCK RURAL WATER	JUNE 2 2025	06/02/2025	WATER- JOHNSON AUTO	601-49400-217	34.85
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Water	601-49400-241	86.98
SECR REV FUND/CITY OF WD	6/12/2025	06/12/2025	PETTY CASH-POLICE-CITY HAL	601-49400-310	6.10
VERIZON WIRELESS	6114310614	06/02/2025	Water Treatment Ipad 822-43	601-49400-321	40.01
VERIZON WIRELESS	6114310614	06/02/2025	Water Treatment 822-1854	601-49400-321	51.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-321	51.44
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE POSTAGE	601-49400-322	278.05
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-326	70.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	601-49400-326	1,102.50
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE PROCESSING	601-49400-326	160.00
CITIZEN PUBLISHING CO	5/31/2025	06/06/2025	ADVERTISING	601-49400-340	214.80
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-381	5,070.16
FEDERATED RURAL ELECTRIC	MAY 2025	06/12/2025	EDA-WATER-ELECTRIC UTILITY	601-49400-381	42.00
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-382	20.31
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	601-49400-383	25.39
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	601-49400-383	244.50
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-385	44.12
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	601-49400-386	926.13
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Water	601-49400-386	24.75
NEXT STEP BROADCASTING IN	25050198	06/04/2025	WATER-MAINTENANCE - DIST	601-49400-408	98.00
NEXT STEP BROADCASTING IN	25050199	06/04/2025	WATER-MAINTENANCE - DIST	601-49400-408	98.00
US BANK	MAY 2025	06/10/2025	Flagshooter	601-49400-408	-430.24
				Activity 49400 - Water Total:	9,305.11
				Fund 601 - WATER Total:	9,305.11

Fund: 602 - SEWER

Activity: 49450 - Sewer

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	602-49450-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	602-49450-200	25.03
WEX BANK	MAY 2025	06/12/2025	FUEL	602-49450-212	88.69
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	602-49450-217	91.78
MN VALLEY TESTING	1307657	06/02/2025	SEWER/ LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1307717	06/02/2025	SEWER. LAB TESTING	602-49450-310	126.00
MN VALLEY TESTING	1307953	06/02/2025	SEWER/ LAB TESTING	602-49450-310	170.80
VERIZON WIRELESS	6114310614	06/02/2025	Waste Water IPAD 832-0212	602-49450-321	40.01
VERIZON WIRELESS	6114310614	06/02/2025	Waste Water 822-1674	602-49450-321	41.39
VERIZON WIRELESS	6114310614	06/02/2025	Waste Water IPAD 832-0222	602-49450-321	40.01
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	602-49450-321	177.75
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE POSTAGE	602-49450-322	278.05
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	602-49450-326	1,102.50
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE PROCESSING	602-49450-326	160.00
SOUTH CENTRAL ELECTRIC	APRIL 2025	05/30/2025	AIRPORT/EDA/SEWER/ELECTR	602-49450-381	189.15
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	602-49450-381	9,246.45
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	602-49450-382	584.93
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	602-49450-383	19.92
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	602-49450-383	19.24
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	602-49450-383	39.23
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	602-49450-383	966.86
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	sewer	602-49450-404	20.98
US BANK	MAY 2025	06/10/2025	Flagshooter	602-49450-404	-430.25
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	sewer	602-49450-404	53.47
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	sewer	602-49450-404	304.48
WENNER HOLDINGS LLC	4448	06/02/2025	SEWER/MAINT-DISTRIBUTION	602-49450-408	22,849.55
WENNER HOLDINGS LLC	4455	06/02/2025	SEWER/ MAINT DISTRIBUTIO	602-49450-408	781.50
				Activity 49450 - Sewer Total:	37,881.18
				Fund 602 - SEWER Total:	37,881.18

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 660 RETURN	05/30/2025	ELECTRIC-INVENTORY	604-14200	575.94
ELECTRIC FUND	# 662 RETURN	06/09/2025	ELECTRIC-INVENTORY	604-14200	576.33
WESCO DISTRIBUTION, INC	555968	05/30/2025	ELECTRIC/INVENTORY	604-14200	1,037.76
ELECTRIC FUND	# 1047	05/30/2025	ELECTRIC/IMPROVEMENTS	604-16300	394.89
ELECTRIC FUND	# 1049	06/09/2025	ELECTRIC-IMPROVEMENTS	604-16300	1,060.27
ELECTRIC FUND	5/26/2025-6/8/2025	06/09/2025	CAP LABOR- SOUTH WINDOM	604-16300	13,195.00
DGR ENGINEERING	00274338.1	06/04/2025	ELECTRIC-CIP-GENETATION BU	604-16480	4,955.50
WILCON CONSTRUCTION SER	PAYMNET # 15	06/04/2025	ELECTRIC-CIP-GENPLANT	604-16480	13,915.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARLOS D RODRIGUEZ RIVER	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	239.98
NATASHA CAVINESS	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFN	604-22000	300.00
ELLA NICKEL	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
ERICKA ORTIZ	6/6/2025	06/06/2025	ELECTRIC PREPAMYENT REFU	604-22000	300.00
JOANNA AUNG	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REUN	604-22000	300.00
DAKOTAH J JANZEN RICE	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
HAYDEN KALEDA	6/6/2025	06/06/2025	ELECTRIC PREPAMYENT REFU	604-22000	300.00
JENIFFER MARY JIMENEZ ORT	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	114.97
WILLIAM J SAAVEDRA RIOS	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	8.47
JOSE RODRIGUEZ PEREZ	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	132.59
MELLOMES NGIRACHELSAU	6/6/2025	06/06/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
					38,306.70

Activity: 49550 - Electric

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	604-49550-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	604-49550-200	25.04
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-211	41.98
WEX BANK	MAY 2025	06/12/2025	FUEL	604-49550-212	486.03
FRANKS SHOE REPAIR	0046263	06/06/2025	ELECTRIC/UNIFORMS	604-49550-218	169.59
SCHRAMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	604-49550-304	1,995.00
VERIZON WIRELESS	6114310614	06/02/2025	Electric Phone 822-5140	604-49550-321	40.01
VERIZON WIRELESS	6114310614	06/02/2025	Jason Sykora 822-7572	604-49550-321	40.01
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	604-49550-321	51.51
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE POSTAGE	604-49550-322	278.05
OZ GROUP INC	5073176-060125	06/04/2025	ELECTRIC-DISPATCHING	604-49550-325	93.38
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	604-49550-326	90.00
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	604-49550-326	2,198.40
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE PROCESSING	604-49550-326	160.00
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	604-49550-381	88.06
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	604-49550-382	54.65
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	604-49550-383	100.61
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	604-49550-385	113.37
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-402	15.99
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-402	99.94
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-402	79.94
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-402	85.96
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Electric	604-49550-402	20.76
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Electric	604-49550-402	14.07
CARQUEST - SMITH AUTO SUP	2200	06/02/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	13.49
CARQUEST - SMITH AUTO SUP	2046	05/30/2025	ELECTRIC-MAINTENANCE - VE	604-49550-405	29.50
CARQUEST - SMITH AUTO SUP	2167	06/04/2025	ELECTRIC-MAINTENANCE - VE	604-49550-405	303.70
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Electric	604-49550-406	250.52
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Electric	604-49550-406	143.78
ELECTRIC FUND	# 1048	06/02/2025	ELECTRIC-MAINTENANCE - DI	604-49550-408	99.64
ELECTRIC FUND	# 1050	06/09/2025	ELECTRIC-MAINTENANCE - DI	604-49550-408	431.61
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Electric	604-49550-409	9.59
US BANK	MAY 2025	06/10/2025	Namecheap.com	604-49550-433	11.00

Activity 49550 - Electric Total: 8,709.54**Fund 604 - ELECTRIC Total: 47,016.24****Fund: 609 - LIQUOR STORE****Activity: 49751 - Liquor Store**

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	609-49751-200	39.36
US BANK	MAY 2025	06/10/2025	Sams Club/Amazon/HyVee	609-49751-200	111.82
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	609-49751-200	25.04
VESTIS GROUP, INC	2560388959	06/06/2025	LIQUOR STORE-SUPPLIES	609-49751-211	57.05
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	609-49751-217	38.80
VINOCOPIA, INC	0366276-CM	05/13/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	-220.06
VINOCOPIA, INC	0374588-IN	06/04/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-251	1,008.25
JOHNSON BROS.	135751	06/06/2025	LIQUOR STORE	609-49751-251	-288.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1772238	05/30/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	92.60
DOLL DISTRIBUTING, LLC	1772244	05/30/2025	LIQUOR STORE-LIQUOR	609-49751-251	-37.40
DOLL DISTRIBUTING, LLC	1777459	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-251	55.50
SOUTHERN GLAZER'S OF MN	2629604	06/02/2025	LIQUOR STORE- LIQUOR-FREI	609-49751-251	7,739.04
SOUTHERN GLAZER'S OF MN	2632408	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	1,075.33
JOHNSON BROS.	2799572	06/02/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	3,204.31
JOHNSON BROS.	2804655	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	1,443.00
BEVERAGE WHOLESALERS	383321	05/30/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-251	105.20
BEVERAGE WHOLESALERS	384363	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-251	329.00
PHILLIPS WINE & SPIRITS	6984840	06/02/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	879.14
PHILLIPS WINE & SPIRITS	6988610	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	3,433.06
SOUTHERN GLAZER'S OF MN	9637993.2	06/12/2025	LIQUOR STORE-LIQUOR	609-49751-251	17.15
BREAKTHRU BEVERAGE MN	I21777373	06/06/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-251	4,294.97
DOLL DISTRIBUTING, LLC	1770007	05/30/2025	LIQUOR STORE-BEER	609-49751-252	0.01
DOLL DISTRIBUTING, LLC	1772238	05/30/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	3,923.15
DOLL DISTRIBUTING, LLC	1772242	05/30/2025	LIQUOR STORE-BEER	609-49751-252	89.00
DOLL DISTRIBUTING, LLC	1773426	06/02/2025	LIQUOR STORE- BEER	609-49751-252	-25.60
DOLL DISTRIBUTING, LLC	1775302	06/04/2025	LIQUOR STORE-BEER	609-49751-252	30,789.55
DOLL DISTRIBUTING, LLC	1777459	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-252	3,811.40
DOLL DISTRIBUTING, LLC	1778626	06/06/2025	LIQUOR STORE-BEER	609-49751-252	-60.00
BEVERAGE WHOLESALERS	375738	06/06/2025	LIQUOR STORE-BEER	609-49751-252	152.00
ARTISAN BEER COMPANY	3771002	06/02/2025	LIQUOR STORE-BEER	609-49751-252	78.50
ARTISAN BEER COMPANY	3772474	06/06/2025	LIQUOR STORE-BEER	609-49751-252	138.40
BEVERAGE WHOLESALERS	383321	05/30/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-252	7,331.95
BEVERAGE WHOLESALERS	384363	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-252	23,048.95
DOLL DISTRIBUTING, LLC	921043	06/06/2025	LIQUOR STORE- BEER/NA	609-49751-252	-56.07
VINOCOPIA, INC	0374588-IN	06/04/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-253	304.00
JOHNSON BROS.	136983	06/06/2025	LIQUOR STORE- WINE-FREIGH	609-49751-253	-112.00
DOLL DISTRIBUTING, LLC	1772238	05/30/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-253	33.60
DOLL DISTRIBUTING, LLC	1777459	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-253	30.00
SOUTHERN GLAZER'S OF MN	2629605	06/02/2025	LIQUOR STORE- WINE/FREIGH	609-49751-253	921.21
SOUTHERN GLAZER'S OF MN	2632409	06/06/2025	LIQUOR STORE-WINE-FREIGH	609-49751-253	110.28
JOHNSON BROS.	2799573	06/02/2025	LIQUOR STORE/WINE/SOFTD	609-49751-253	590.10
JOHNSON BROS.	2804656	06/06/2025	LIQUOR STORE-WINE-FREIGH	609-49751-253	284.50
PHILLIPS WINE & SPIRITS	6988611	06/06/2025	LIQUOR STORE-WINE-SOFT D	609-49751-253	1,024.55
MORGAN CREEK VINEYARDS	7463	06/02/2025	LIQUOR STORE-WINE	609-49751-253	100.80
BREAKTHRU BEVERAGE MN	I21777373	06/06/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-253	604.00
VINOCOPIA, INC	0374588-IN	06/04/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-254	240.00
AH HERMEL COMPANY	1071593	06/04/2025	LIQUOR STORE-TOBACCO-FRE	609-49751-254	50.12
JOHNSON BROS.	2799573	06/02/2025	LIQUOR STORE/WINE/SOFTD	609-49751-254	77.00
BEVERAGE WHOLESALERS	383321	05/30/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-254	-60.00
BEVERAGE WHOLESALERS	384003	06/02/2025	LIQUOR STORE-SOFT DRINKS	609-49751-254	86.00
BEVERAGE WHOLESALERS	384363	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-254	-30.00
RED BULL DISTRIBUTION CO, I	5017040861	06/02/2025	LIQUOR STORE-SOFT DRINKS	609-49751-254	120.11
ATLANTIC COCA-COLA	5213307	06/02/2025	LIQUOR STORE-SOFT DRINKS	609-49751-254	239.00
ATLANTIC COCA-COLA	5213308	06/02/2025	LIQUOR STORE-MIXERS	609-49751-254	-7.56
PHILLIPS WINE & SPIRITS	6988611	06/06/2025	LIQUOR STORE-WINE-SOFT D	609-49751-254	59.55
AH HERMEL COMPANY	1071593	06/04/2025	LIQUOR STORE-TOBACCO-FRE	609-49751-256	128.07
HOME CITY ICE COMPANY	6782252735	06/02/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-257	168.00
JOHNSON BROS.	2799574	06/02/2025	LIQUOR STORE- THC	609-49751-258	342.60
PHILLIPS WINE & SPIRITS	6984842	06/02/2025	LIQUOR STORE-THC	609-49751-258	447.40
PHILLIPS WINE & SPIRITS	6988612	06/06/2025	LIQUOR STORE- THC	609-49751-258	195.00
NUTRITION EXCELLENCE LLC	INV-0001	06/09/2025	LIQUOR STORE-THC	609-49751-258	1,100.00
DOLL DISTRIBUTING, LLC	1772238	05/30/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-259	33.50
DOLL DISTRIBUTING, LLC	1777459	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-259	175.10
BEVERAGE WHOLESALERS	383321	05/30/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-259	40.80
BEVERAGE WHOLESALERS	384363	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-259	99.30
DOLL DISTRIBUTING, LLC	921043	06/06/2025	LIQUOR STORE- BEER/NA	609-49751-259	-7.98
AH HERMEL COMPANY	1071593	06/04/2025	LIQUOR STORE-TOBACCO-FRE	609-49751-261	26.42
BEVERAGE WHOLESALERS	383321	05/30/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-261	-50.00

Expense Approval Report

Payment Dates: 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	609-49751-321	226.78
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	609-49751-326	129.00
VINOCOPIA, INC	0366276-CM	05/13/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	-1.50
VINOCOPIA, INC	0374588-IN	06/04/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-333	32.50
AH HERMEL COMPANY	1071593	06/04/2025	LIQUOR STORE-TOBACCO-FRE	609-49751-333	8.95
JOHNSON BROS.	135751	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	-2.05
JOHNSON BROS.	136983	06/06/2025	LIQUOR STORE- WINE-FREIGH	609-49751-333	-2.05
DOLL DISTRIBUTING, LLC	1772238	05/30/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1777459	06/06/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2629604	06/02/2025	LIQUOR STORE- LIQUOR-FREI	609-49751-333	135.30
SOUTHERN GLAZER'S OF MN	2629605	06/02/2025	LIQUOR STORE- WINE/FREIGH	609-49751-333	38.95
SOUTHERN GLAZER'S OF MN	2632408	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	23.10
SOUTHERN GLAZER'S OF MN	2632409	06/06/2025	LIQUOR STORE-WINE-FREIGH	609-49751-333	4.10
JOHNSON BROS.	2799572	06/02/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	41.00
JOHNSON BROS.	2799573	06/02/2025	LIQUOR STORE/WINE/SOFTD	609-49751-333	24.60
JOHNSON BROS.	2804655	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	20.50
JOHNSON BROS.	2804656	06/06/2025	LIQUOR STORE-WINE-FREIGH	609-49751-333	10.59
HOME CITY ICE COMPANY	6782252735	06/02/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-333	4.00
PHILLIPS WINE & SPIRITS	6984840	06/02/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	29.38
PHILLIPS WINE & SPIRITS	6988610	06/06/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	35.19
PHILLIPS WINE & SPIRITS	6988611	06/06/2025	LIQUOR STORE-WINE-SOFT D	609-49751-333	41.00
BREAKTHRU BEVERAGE MN	121777373	06/06/2025	LIQUOR STORE-LIQUOR-WINE	609-49751-333	86.95
NEXT STEP BROADCASTING IN	25050416	06/04/2025	LIQUOR STORE-ADVERTISING	609-49751-340	51.00
NEXT STEP BROADCASTING IN	25050417	06/04/2025	LIQUOR STORE-ADVERTISING	609-49751-340	312.63
NEXT STEP BROADCASTING IN	25050418	06/04/2025	LIQUOR STORE-ADVERTISING	609-49751-340	229.50
CITIZEN PUBLISHING CO	357693	06/06/2025	LIQUOR STORE-ADVERTISING	609-49751-340	920.00
CITIZEN PUBLISHING CO	358005	06/06/2025	LIQUOR STORE-ADVERTISING	609-49751-340	21.00
CITIZEN PUBLISHING CO	358176	06/06/2025	LIQUOR STORE-ADVERTISING	609-49751-340	15.00
WINDOM PRINTING LLC	25410	05/30/2025	LIQUOR/PRINTING	609-49751-350	103.50
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	609-49751-381	725.83
CULLIGAN	286895	06/09/2025	LIQUOR STORE-WATER UTILIT	609-49751-382	17.53
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	609-49751-382	22.41
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	609-49751-383	177.97
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	609-49751-385	46.46
US BANK	MAY 2025	06/10/2025	City Hive	609-49751-433	49.94

Activity 49751 - Liquor Store Total: 103,580.93

Fund 609 - LIQUOR STORE Total: 103,580.93

Fund: 614 - TELECOM

Activity: 49870 - Telecom

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	614-49870-200	39.36
US BANK	MAY 2025	06/10/2025	Ebay	614-49870-200	30.03
US BANK	MAY 2025	06/10/2025	Ebay	614-49870-200	30.13
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	614-49870-200	25.04
CITY LAUNDERING CO.	2126294	06/06/2025	TELECOM-SUPPLIES	614-49870-211	28.92
WEX BANK	MAY 2025	06/12/2025	FUEL	614-49870-212	126.61
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	614-49870-217	56.60
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Telecom	614-49870-227	19.99
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Telecom	614-49870-227	21.99
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Telecom	614-49870-227	14.98
CENTURY LINK	507-831-1075 MAY-16-25	06/04/2025	TELECOM-TELEPHONE	614-49870-321	94.61
VERIZON WIRELESS	6114310614	06/02/2025	Jeff Dahna 822-2895	614-49870-321	51.39
VERIZON WIRELESS	6114310614	06/02/2025	Andrew Rossow 822-2868	614-49870-321	51.39
VERIZON WIRELESS	6114310614	06/02/2025	Brian Turner 822-2845	614-49870-321	51.39
VERIZON WIRELESS	6114310614	06/02/2025	Jordan Bussa 822-2807	614-49870-321	51.39
VERIZON WIRELESS	6114310614	06/02/2025	Telecom Extra 822-2806	614-49870-321	41.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	614-49870-321	209.79
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE POSTAGE	614-49870-322	278.05
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-25255	06/04/2025	MONTHLY BILLING	614-49870-326	2,198.40
INNOVATIVE SYSTEMS LLC	INV-25387	06/06/2025	INVOICE PROCESSING	614-49870-326	160.00

Expense Approval Report

Payment Dates: 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEXT STEP BROADCASTING IN	25050514	06/04/2025	TELECOM-ADVERTISING	614-49870-340	75.99
LEAGUE OF MN CITIES INS TR	24685	06/06/2025	TELECOM-WORK COMP	614-49870-364	250.00
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	614-49870-381	3,628.27
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	614-49870-382	21.80
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	614-49870-383	47.87
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	614-49870-385	44.58
ELITE MECHANICAL SYSTEMS	32690	06/04/2025	TELECOM-MAINTENANCE - O	614-49870-404	257.50
SCOTT COUNTY TREASURER	IN00032182	06/04/2025	TELECOM-DUES	614-49870-433	1,500.00
CENTURY LINK	LX017082025142	05/30/2025	DIRECTORY LISTINGS	614-49870-441	687.00
NATIONAL CABLE TV COOP	25050453	06/02/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	48,897.84
DISPLAY SYSTEMS INTERNATI	259033	06/04/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	198.44
Diamond Sports Topco, LLC	27423	06/04/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	3,705.00
ARVIG ENTERPRISES, INC	351043	06/04/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	291.00
BIG TEN NETWORK, LLC	398543	06/02/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	1,257.45
FOX CORPORATION	398544	06/02/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	238.62
FOX CORPORATION	398545	06/02/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	3,142.80
NEXSTAR BROADCASTING GR	612886	06/06/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	218.44
MLB NETWORK	613419	06/06/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	366.80
MLB MEDIA LLC	613712	06/06/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	2,929.00
SHOWTIME NETWORKS INC	93479	06/09/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	153.45
ADARA TECHNOLOGIES INC	AP100223CW-62	06/06/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	11,025.00
MN DEPT OF COMMERCE	1000053297	06/09/2025	TELECOM-INTER GOVT FEE	614-49870-443	408.41
MANKATO NETWORKS, LLC	390446	06/06/2025	TELECOM-INTERNET EXPENSE	614-49870-447	1,293.88
MANKATO NETWORKS, LLC	390456	06/06/2025	TELECOM-INTERNET EXPENSE	614-49870-447	536.25
HURRICANE ELECTRIC LLC	98546307-IN	06/04/2025	TELECOM-INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	MAY 2025	06/10/2025	Dream Host Web Hosting	614-49870-447	139.00
US BANK	MAY 2025	06/10/2025	Namecheap.com	614-49870-447	221.95
SWWC - SOUTHWEST WEST C	79003	06/06/2025	TELECOM-ON CALL SUPPORT	614-49870-448	950.00

Activity 49870 - Telecom Total: 91,202.79

Fund 614 - TELECOM Total: 91,202.79

Fund: 615 - ARENA

Activity: 49850 - Arena

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	615-49850-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	615-49850-200	25.03
WEX BANK	MAY 2025	06/12/2025	FUEL	615-49850-212	111.96
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	615-49850-217	40.01
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	Arena	615-49850-217	6.18
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Arena	615-49850-217	114.41
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	Arena	615-49850-217	86.15
VERIZON WIRELESS	6114310614	06/02/2025	Arena Staff 822-0096	615-49850-321	42.95
VERIZON WIRELESS	6114310614	06/02/2025	Tim Hogan 822-0514	615-49850-321	41.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	615-49850-321	127.28
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	615-49850-326	446.95
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	615-49850-381	2,442.61
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	615-49850-382	48.93
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	615-49850-383	634.85
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	615-49850-385	95.14

Activity 49850 - Arena Total: 4,303.20

Fund 615 - ARENA Total: 4,303.20

Fund: 617 - M/P CENTER

NESTOR HERNANDEZ	6/9/2025	06/09/2025	WCC/KEG RETURN	617-38521	193.13
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193.13

Activity: 49860 - M/P Center

WINDOM AREA CHAMBER OF	5045	06/09/2025	SHREDDING EVENT	617-49860-200	39.36
QUADIENT LEASING USA, INC	Q1872210	06/06/2025	LEASE PAYMENT	617-49860-200	25.04
KWIK TRIP INC & SUBSIDIARIE	MAY 2025	06/12/2025	WCC/POLICE/MOTOR FUEL	617-49860-212	-4.31
KWIK TRIP INC & SUBSIDIARIE	MAY 2025	06/12/2025	WCC/POLICE/MOTOR FUEL	617-49860-212	40.00
INDOFF, INC	3800273	06/04/2025	WCC/SUPPLIES	617-49860-217	86.99
A & B BUSINESS	IN1266867	06/06/2025	MAINTENANCE CONTRACT	617-49860-217	105.00

Expense Approval Report

Payment Dates: 5/31/2025 - 6/13/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	m-p building	617-49860-217	29.98
DOLL DISTRIBUTING, LLC	1777468	06/09/2025	WCC-LIQUOR	617-49860-251	77.90
JOHNSON BROS.	2801157	06/04/2025	WCC/LIQUOR	617-49860-251	99.48
JOHNSON BROS.	2801158	06/04/2025	WCC.LIQUOR	617-49860-251	40.05
JOHNSON BROS.	6984794	06/04/2025	WCC/LIQUOR	617-49860-251	325.12
JOHNSON BROS.	6985943	06/04/2025	WCC/LIQUOR	617-49860-251	75.74
DOLL DISTRIBUTING, LLC	1777469	06/09/2025	WCC-BEER-FREIGHT	617-49860-252	344.65
BEVERAGE WHOLESALERS	384362	06/09/2025	WCC/BEER	617-49860-252	189.55
US BANK	MAY 2025	06/10/2025	Hy-Vee	617-49860-254	45.52
SCHRAMEL LAW OFFICE	MAY 2025	06/09/2025	LEGAL FEES	617-49860-304	330.00
VERIZON WIRELESS	6114310614	06/02/2025	Tim Snyder 822-2843	617-49860-321	41.39
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	617-49860-321	60.77
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	617-49860-326	403.33
DOLL DISTRIBUTING, LLC	1777469	06/09/2025	WCC-BEER-FREIGHT	617-49860-333	7.00
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	617-49860-381	1,062.75
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	617-49860-382	92.78
MN ENERGY RESOURCES	MAY 2025	06/12/2025	GAS UTILITY	617-49860-383	325.21
ELECTRIC FUND	CITY UTILITIES JUNE 2025	06/06/2025	MONTHLY UTILITY	617-49860-385	177.04
US BANK	MAY 2025	06/10/2025	Amazon	617-49860-402	285.18
SCHWALBACH HARDWARE	MAY 2025	06/10/2025	M/P maint/grounds	617-49860-406	47.97
US BANK	MAY 2025	06/10/2025	WalMart	617-49860-406	38.64
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	M/P maint/grounds	617-49860-406	21.96
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	M/P maint/grounds	617-49860-406	99.90
RUNNINGS SUPPLY, INC	RUNNINGS MAY 2025	06/03/2025	m/p building	617-49860-406	108.68
MN DEPT OF HEALTH	31222	06/02/2025	WCC / DUES	617-49860-433	40.00
NATHAN BRUGMAN	5/30/2025	06/02/2025	WCC/FENCING	617-49860-439	4,000.00
Activity 49860 - M/P Center Total:					8,662.67
Fund 617 - M/P CENTER Total:					8,855.80

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002618	06/13/2025	Federal Tax Withholding	700-21701	11,916.30
MN Department of Revenue -	INV0002619	06/13/2025	State Withholding	700-21702	6,313.08
Internal Revenue Service-Payr	INV0002618	06/13/2025	Social Security	700-21703	14,780.74
MN Pera	INV0002616	06/13/2025	PERA	700-21704	975.22
MN Pera	INV0002616	06/13/2025	PERA	700-21704	16,652.39
MN Pera	INV0002616	06/13/2025	PERA	700-21704	10,306.81
MN State Deferred	INV0002617	06/13/2025	Deferred Roth	700-21705	902.00
MN State Deferred	INV0002617	06/13/2025	Deferred Compensation	700-21705	3,804.00
NECA IBEW FAMILY MEDICAL	JULY 2025	06/09/2025	HEALTH INSURANCE	700-21706	52,227.11
LAW ENFORCEMENT LABOR S	JUNE 2025	06/02/2025	POLICE-UNIONS DUES	700-21708	584.00
Internal Revenue Service-Payr	INV0002618	06/13/2025	Medicare Withholding	700-21711	4,427.86
WEX Health Inc	6/10/2025	06/12/2025	FLEX SPENDING	700-21712	8.13
WEX Health Inc	6/5/2025	06/12/2025	FLEX SPENDING	700-21712	45.00
WEX Health Inc	6/6/2025	06/12/2025	FLEX SPENDING	700-21712	1,754.62
WEX Health Inc	INV0002615	06/13/2025	HSA Employee Contribution	700-21723	1,011.14
					125,708.40
Fund 700 - PAYROLL Total:					125,708.40
Grand Total:					501,251.78

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	42,301.32
211 - LIBRARY	4,850.15
225 - AIRPORT	648.78
230 - POOL	359.83
235 - AMBULANCE	6,290.67
250 - EDA GENERAL	787.55
254 - NORTH IND PARK	135.83
401 - GENERAL CAPITAL PROJECTS	18,024.00
601 - WATER	9,305.11
602 - SEWER	37,881.18
604 - ELECTRIC	47,016.24
609 - LIQUOR STORE	103,580.93
614 - TELECOM	91,202.79
615 - ARENA	4,303.20
617 - M/P CENTER	8,855.80
700 - PAYROLL	125,708.40
Grand Total:	501,251.78

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	266.17
100-41110-304	Legal Fees	720.00
100-41110-326	Data Processing	27.39
100-41110-350	Printing & Design	423.20
100-41110-480	Other Miscellaneous	250.00
100-41110-491	Payments to Other Orga	3,454.78
100-41310-200	Office Supplies	1,035.02
100-41310-217	Other Operating Supplie	342.87
100-41310-321	Telephone	73.65
100-41310-322	Postage	11.87
100-41310-326	Data Processing	309.50
100-41310-433	Dues & Subscriptions	25.00
100-41310-480	Other Miscellaneous	162.21
100-41910-200	Office Supplies	85.75
100-41910-304	Legal Fees	675.00
100-41910-321	Telephone	100.58
100-41910-350	Printing & Design	249.75
100-41940-211	Cleaning Supplies	148.24
100-41940-381	Electric Utility	465.13
100-41940-382	Water Utility	91.46
100-41940-383	Gas Utility	227.18
100-41940-385	Sewer Utility	185.88
100-41940-409	Repairs & Maint - Utilitie	266.99
100-42120-200	Office Supplies	137.67
100-42120-212	Motor Fuels	1,962.12
100-42120-304	Legal Fees	375.00
100-42120-308	Training & Registrations	225.00
100-42120-321	Telephone	725.16
100-42120-322	Postage	32.25
100-42120-323	Radio Units	120.00
100-42120-340	Advertising & Promotion	172.00
100-42120-350	Printing & Design	69.84
100-42120-405	Repairs & Maint - Vehicl	88.00
100-42120-480	Other Miscellaneous	30.97
100-42220-211	Cleaning Supplies	54.07
100-42220-212	Motor Fuels	239.13
100-42220-215	Materials & Equipment	177.78

Account Summary

Account Number	Account Name	Payment Amount
100-42220-217	Other Operating Supplie	159.35
100-42220-321	Telephone	42.89
100-42220-322	Postage	4.80
100-42220-381	Electric Utility	293.88
100-42220-382	Water Utility	15.92
100-42220-383	Gas Utility	171.47
100-42220-385	Sewer Utility	38.81
100-42220-406	Repairs & Maint - Groun	347.39
100-42500-381	Electric Utility	35.65
100-43100-200	Office Supplies	64.39
100-43100-212	Motor Fuels	1,554.10
100-43100-217	Other Operating Supplie	87.23
100-43100-218	Uniforms	150.00
100-43100-224	Street Maint Materials	656.54
100-43100-321	Telephone	62.77
100-43100-350	Printing & Design	264.75
100-43100-381	Electric Utility	1,727.76
100-43100-382	Water Utility	21.25
100-43100-383	Gas Utility	84.26
100-43100-385	Sewer Utility	47.25
100-43100-401	Repairs & Maint - Buildi	842.98
100-43100-404	Repairs & Maint - M&E	2,052.22
100-43100-405	Repairs & Maint - Vehicl	6.61
100-43100-439	Special Projects	3,700.00
100-43100-480	Other Miscellaneous	11.24
100-43210-340	Advertising & Promotion	5,791.06
100-43210-384	Refuse Disposal	4,223.58
100-45120-200	Office Supplies	25.03
100-45120-217	Other Operating Supplie	1,701.93
100-45202-200	Office Supplies	64.39
100-45202-211	Cleaning Supplies	9.58
100-45202-212	Motor Fuels	73.53
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	683.84
100-45202-382	Water Utility	1,489.79
100-45202-385	Sewer Utility	326.81
100-45202-404	Repairs & Maint - M&E	128.96
100-45202-405	Repairs & Maint - Vehicl	6.61
100-45202-406	Repairs & Maint - Groun	1,059.42
211-45501-200	Office Supplies	269.75
211-45501-211	Cleaning Supplies	93.23
211-45501-217	Other Operating Supplie	204.71
211-45501-321	Telephone	164.11
211-45501-326	Data Processing	70.00
211-45501-350	Printing & Design	552.23
211-45501-381	Electric Utility	163.02
211-45501-382	Water Utility	20.62
211-45501-383	Gas Utility	147.01
211-45501-385	Sewer Utility	45.16
211-45501-402	Repairs & Maint - Struct	94.65
211-45501-433	Dues & Subscriptions	177.95
211-45501-435	Books and Pamphlets	1,973.91
211-45501-480	Other Miscellaneous	873.80
225-45127-200	Office Supplies	32.75
225-45127-381	Electric Utility	616.03
230-34720	Pool Admission	70.00
230-45124-217	Other Operating Supplie	152.58
230-45124-381	Electric Utility	35.00

Account Summary

Account Number	Account Name	Payment Amount
230-45124-383	Gas Utility	48.09
230-45124-385	Sewer Utility	54.16
235-42153-200	Office Supplies	25.04
235-42153-212	Motor Fuels	2,212.56
235-42153-217	Other Operating Supplie	315.00
235-42153-261	Other Merchandise-Med	1,351.12
235-42153-304	Legal Fees	1,245.00
235-42153-321	Telephone	377.77
235-42153-322	Postage	4.80
235-42153-334	Meals/Lodging	279.99
235-42153-381	Electric Utility	195.92
235-42153-382	Water Utility	10.61
235-42153-383	Gas Utility	114.32
235-42153-385	Sewer Utility	25.88
235-42153-405	Repairs & Maint - Vehicl	132.66
250-46520-200	Office Supplies	64.39
250-46520-321	Telephone	100.58
250-46520-331	Travel Expense	94.50
250-46520-340	Advertising & Promotion	432.24
250-46520-381	Electric Utility	95.84
254-46520-381	Electric Utility	135.83
401-49950-503	Capital Outlay - Streets	18,024.00
601-49400-200	Office Supplies	64.40
601-49400-212	Motor Fuels	381.49
601-49400-217	Other Operating Supplie	117.33
601-49400-241	Small Tools	86.98
601-49400-310	Lab Testing	6.10
601-49400-321	Telephone	142.84
601-49400-322	Postage	278.05
601-49400-326	Data Processing	1,850.00
601-49400-340	Advertising & Promotion	214.80
601-49400-381	Electric Utility	5,112.16
601-49400-382	Water Utility	20.31
601-49400-383	Gas Utility	269.89
601-49400-385	Sewer Utility	44.12
601-49400-386	Landfill	950.88
601-49400-408	Repairs & Maint - Distrib	-234.24
602-49450-200	Office Supplies	64.39
602-49450-212	Motor Fuels	88.69
602-49450-217	Other Operating Supplie	91.78
602-49450-310	Lab Testing	563.60
602-49450-321	Telephone	299.16
602-49450-322	Postage	278.05
602-49450-326	Data Processing	1,850.00
602-49450-381	Electric Utility	9,435.60
602-49450-382	Water Utility	584.93
602-49450-383	Gas Utility	1,045.25
602-49450-404	Repairs & Maint - M&E	-51.32
602-49450-408	Repairs & Maint - Distrib	23,631.05
604-14200	Inventory	2,190.03
604-16300	Improvements Other Th	14,650.16
604-16480	CIP-Const in Progress	18,870.50
604-22000	Prepayments	2,596.01
604-49550-200	Office Supplies	64.40
604-49550-211	Cleaning Supplies	41.98
604-49550-212	Motor Fuels	486.03
604-49550-218	Uniforms	169.59
604-49550-304	Legal Fees	1,995.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-321	Telephone	131.53
604-49550-322	Postage	278.05
604-49550-325	Dispatching	93.38
604-49550-326	Data Processing	3,483.40
604-49550-381	Electric Utility	88.06
604-49550-382	Water Utility	54.65
604-49550-383	Gas Utility	100.61
604-49550-385	Sewer Utility	113.37
604-49550-402	Repairs & Maint - Struct	316.66
604-49550-404	Repairs & Maint - M&E	13.49
604-49550-405	Repairs & Maint - Vehicl	333.20
604-49550-406	Repairs & Maint - Groun	394.30
604-49550-408	Repairs & Maint - Distrib	531.25
604-49550-409	Repairs & Maint - Utilitie	9.59
604-49550-433	Dues & Subscriptions	11.00
609-49751-200	Office Supplies	176.22
609-49751-211	Cleaning Supplies	57.05
609-49751-217	Other Operating Supplie	38.80
609-49751-251	Liquor	23,131.09
609-49751-252	Beer	69,221.24
609-49751-253	Wine	3,891.04
609-49751-254	Soft Drinks & Mix	774.22
609-49751-256	Tobacco Products	128.07
609-49751-257	Ice	168.00
609-49751-258	Liquor Store THC	2,085.00
609-49751-259	Non- Alcoholic	340.72
609-49751-261	Other Merchandise	-23.58
609-49751-321	Telephone	226.78
609-49751-326	Data Processing	129.00
609-49751-333	Freight and Express	544.51
609-49751-340	Advertising & Promotion	1,549.13
609-49751-350	Printing & Design	103.50
609-49751-381	Electric Utility	725.83
609-49751-382	Water Utility	39.94
609-49751-383	Gas Utility	177.97
609-49751-385	Sewer Utility	46.46
609-49751-433	Dues & Subscriptions	49.94
614-49870-200	Office Supplies	124.56
614-49870-211	Cleaning Supplies	28.92
614-49870-212	Motor Fuels	126.61
614-49870-217	Other Operating Supplie	56.60
614-49870-227	Utility System Maint Sup	56.96
614-49870-321	Telephone	551.35
614-49870-322	Postage	278.05
614-49870-326	Data Processing	3,393.40
614-49870-340	Advertising & Promotion	75.99
614-49870-364	Insurance - Worker's Co	250.00
614-49870-381	Electric Utility	3,628.27
614-49870-382	Water Utility	21.80
614-49870-383	Gas Utility	47.87
614-49870-385	Sewer Utility	44.58
614-49870-404	Repairs & Maint - M&E	257.50
614-49870-433	Dues & Subscriptions	1,500.00
614-49870-441	Transmission Fees	687.00
614-49870-442	Subscriber Fees	72,423.84
614-49870-443	Intergovernmental Fees	408.41
614-49870-447	Internet Expense	6,291.08
614-49870-448	On-Call Support	950.00

Account Summary

Account Number	Account Name	Payment Amount
615-49850-200	Office Supplies	64.39
615-49850-212	Motor Fuels	111.96
615-49850-217	Other Operating Supplie	246.75
615-49850-321	Telephone	211.62
615-49850-326	Data Processing	446.95
615-49850-381	Electric Utility	2,442.61
615-49850-382	Water Utility	48.93
615-49850-383	Gas Utility	634.85
615-49850-385	Sewer Utility	95.14
617-38521	M/P Beer Sales	193.13
617-49860-200	Office Supplies	64.40
617-49860-212	Motor Fuels	35.69
617-49860-217	Other Operating Supplie	221.97
617-49860-251	Liquor	618.29
617-49860-252	Beer	534.20
617-49860-254	Soft Drinks & Mix	45.52
617-49860-304	Legal Fees	330.00
617-49860-321	Telephone	102.16
617-49860-326	Data Processing	403.33
617-49860-333	Freight and Express	7.00
617-49860-381	Electric Utility	1,062.75
617-49860-382	Water Utility	92.78
617-49860-383	Gas Utility	325.21
617-49860-385	Sewer Utility	177.04
617-49860-402	Repairs & Maint - Struct	285.18
617-49860-406	Repairs & Maint - Groun	317.15
617-49860-433	Dues & Subscriptions	40.00
617-49860-439	Special Projects	4,000.00
700-21701	Federal Withholding	11,916.30
700-21702	State Withholding	6,313.08
700-21703	FICA Tax Withholding	14,780.74
700-21704	PERA Contributions	27,934.42
700-21705	Retirement	4,706.00
700-21706	Medical Insurance	52,227.11
700-21708	PD Union Dues	584.00
700-21711	Medicare Tax Withholdi	4,427.86
700-21712	Flex Account	1,807.75
700-21723	HSA Employee Contribu	1,011.14
Grand Total:		501,251.78

Project Account Summary

Project Account Key

None

Grand Total:

Payment Amount

501,251.78

501,251.78

MB

6/13/25

Donna Skeber
6.13.25

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM PUBLIC LIBRARY

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

WHEREAS, the Friends of the Library are supporters of the City of Windom and specifically the Windom Public Library; and

WHEREAS, the City of Windom has received a donation of \$1,688.28 from the Friends of the Library for the Windom Public Library; and

WHEREAS, the Donor requests that the donation be used for the purchase of STEM Learning Materials and the Summer Reading Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$1,688.28 offered by the Friends of the Library to be used for STEM Learning Materials and the Summer Reading Program.

Adopted by the Council this 17th day of June, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2025

INTRODUCED:

SECONDED:

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

A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED “AIRPORT 2025 TAXILANE WIDENING PROJECT”

WHEREAS, pursuant to an advertisement for bids for the project entitled “2025 Taxilane Widening Project”, bids were received, opened and tabulated according to law, and the following bid was in compliance with the advertisement:

Total Bid

Svoboda Excavating	\$172,875.00
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AND WHEREAS, it appears that the lowest responsible bidder is:

Total Bid

Svoboda Excavating	\$172,875.00
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**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
WINDOM, MINNESOTA, AS FOLLOWS:**

1. Bid award is contingent upon issuance of a Grant Offer of Federal funding from the Federal Aviation Administration and the State of Minnesota Department of Transportation.
2. A “Notice of Award” shall be issued to the above low bidder.
3. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled “2025 Taxilane Widening Project” according to the plans and specifications approved by the City Council and on file in the Office of the City Administrator.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

Adopted by the Council this 17th day of June, 2025.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2025

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE “2025 STREET IMPROVEMENT PROJECT”

WHEREAS, pursuant to a resolution adopted by the City Council on May 6, 2025, City Engineer DGR Engineering has prepared plans and specifications for the proposed “2025 Street Improvement Project” and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the office of the City Clerk/Administrator.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 10:00 a.m. on June 25, 2025. At said time, the bids will be publicly opened by the City Clerk/Administrator and City Engineer in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before July 1, 2025, at the City Council Meeting scheduled for 6:30 p.m.

Adopted by the Council this 17th day of June, 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: Building & Zoning Office
DATE: June 17, 2025 (City Council Meeting Date)
RE: Planning Commission Recommendation – Authorize Preparation of Ordinance
DEPT: Building & Zoning
CONTACT: Matthew Fast, Building & Zoning Official, at 832-8660 or
matthew.fast@windommn.com

Recommendations/Options/Action Requested

Approve a Motion authorizing Building & Zoning Staff to prepare an Ordinance (1) authorizing a study of existing billboard provisions in City Code for potential revisions and (2) establishing a six-month moratorium on the acceptance/consideration of conditional use permit applications for billboards to allow time for said actions.

Issue Summary/Background

Following the recent review of applications for new billboards in Windom, the public response, and Council actions, a suggestion had been made by one of the Planning Commissioners to review the City Code provisions on billboards. City Admin. Nasby had suggested the possibility of a moratorium on acceptance of new conditional use permit applications for billboards for a period of time. B&Z Staff contacted City Attorney Ron Schramel and he advised that the City could adopt such a moratorium. However, State Statutes set forth the procedure which includes adoption of an ordinance.

At its Meeting on June 10th, the Planning Commission discussed this matter. Following the discussion, the Planning Commission adopted the following Motion:

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to recommend that the City Council authorize Building & Zoning Staff to prepare a proposed ordinance authorizing a study of existing billboard provisions in City Code for potential revisions and establishing a six-month moratorium on the consideration of conditional use permit applications for billboards to allow time for said actions. Motion carried 6-0. (See Minutes from the Planning Commission Meeting held on June 10, 2025.)

This proposed Ordinance would be reviewed by the City Attorney and Planning Commission and then come before the City Council for review and the required two readings.

If this ordinance is adopted, the moratorium would allow time for review of City Code provisions concerning billboards; research of other cities' codes; preparation of a draft ordinance with proposed revisions for the City Code; and review of this proposed ordinance by the City Attorney, Planning Commission, Minnesota Commissioner of Transportation (as required), and the City Council.

Fiscal Impact

There should be no fiscal impact for the City to authorize preparation of the ordinance authorizing the study and moratorium on new conditional use permit applications for billboards.

Attachments

1. Planning Commission Minutes (June 10, 2025) – Included in “Consent Agenda”.

MF:mah

LAND LEASE AGREEMENT

THIS LEASE AGREEMENT (the "**Lease**") is made and entered into as of June 1, 2025 by and between Timothy W. Ketzenberg and Cynthia M. Ketzenberg, married to each other and Jonathan W. Ketzenberg and Kristen E. Ketzenberg, married to each other, (collectively "**Landlord**") and the City of Windom, Minnesota, a home rule charter city under the laws of the State of Minnesota ("**City**"). Landlord and City will be referred to in this Lease individually as a "**Party**" and collectively as the "**Parties**".

1. **LEASED PREMISES:** Landlord hereby leases to City and City hereby leases from Landlord the approximate 1 acre tract of real estate shown on Exhibit "A" attached hereto which is located in the Northeast Quarter (NE ¼) of Section 12, Township 105 North, Range 36 West of the 5th Principal Meridian in Cottonwood County, Minnesota based on the terms and conditions stated herein. This approximate one acre tract of real estate will be referred to in this Lease as the "**Leased Premises**".
2. **ACCESS EASEMENT:** Landlord hereby conveys and grants to City an ingress/egress easement to allow City to access the Leased Premises. This ingress/egress easement shall be located on, over and across the real estate shown on Exhibit "A" attached to this Lease. This ingress/egress easement shall be of sufficient width and length to allow City to access the Leased Premises using motorized vehicles from 490th Avenue.

Landlord and City hereby acknowledge that City's use of the land where this ingress/egress easement is located will be primarily law enforcement vehicles or personal vehicles driven by law enforcement personnel for the purpose of accessing the Leased Premises.

City shall have the right to use the ingress/egress easement at any and all times.

Landlord shall be solely responsible to pay all costs to maintain the real estate where the ingress/egress easement is located in a state of good repair unless the repairs or maintenance are necessary due to acts caused by the City's employees.

3. **TERM OF LEASE:** The initial term of this Lease shall run from June 1, 2025 through May 31, 2030. After the initial 5 year term expires this Lease shall automatically renew on a year to year basis which shall run from June 1st through the following May 31st unless either Landlord or City provide written notice to the other of their intent to terminate the Lease not less than 90 calendar days before the end of the then current term.
4. **RENT AMOUNT:** City shall pay Landlord annual rent in the amount of \$500.00 for the first 5 years of this Lease. The rent shall be due in advance on June 1st of each year. If this Lease goes beyond 5 years the annual rent amount for years 6 through 10 shall be \$600.00 per year. The annual rent amount of \$600.00 shall be due in advance on June 1st of each year.
5. **USE:** City shall have the right to use the Leased Premises for firearm training and shooting of weapons necessary for the Windom Police Department to remain in compliance with any state, federal or local laws, regulations or requirements. City shall use the Leased Premises in compliance with all federal, state, local laws and regulations. If for any reason City's use of the Leased Premises fails to comply with any federal, state or local law, and City fails to bring its use within compliance within thirty calendar days of written notice of such noncompliance, this

Lease shall be terminated. Landlord agrees to reasonably cooperate with City in obtaining, at City's sole expense, all licenses and permits required for City's use of the Leased Premises.

6. INSTALLATION OF IMPROVEMENTS AND ACCESS:

City shall be allowed to place and install a small storage shed, target stands, seating, small tables, and other equipment and personal property which are consistent with the purposes of this Lease (the "**Facilities**") on the Leased Premises with Landlord's prior approval. After the initial Facilities are placed on the Leased Premises, City shall not relocate any of the Facilities without the prior consent of Landlord, which consent shall not be unreasonably withheld or delayed.

City may update or change the Facilities with the prior approval of Landlord, provided that the replacement Facilities are not greater in number or size than the initial Facilities which were placed on the Leased Premises.

City shall be solely responsible to pay all costs to insure, maintain, and repair its Facilities. City shall also be solely responsible for the security of the Facilities.

7. REASONABLE APPROVAL: Both parties shall not unreasonably withhold or delay approvals required under this Lease.

8. INTERFERENCE:

a. City's installation, operation, and use of its Facilities shall not damage or interfere in any way with Landlord's farming operations. Landlord reserves the right to take any action Landlord deems necessary, in its sole discretion, to repair, maintain, alter, or improve the Leased Premises and to temporarily interfere with City's Facilities as may be necessary in order to carry out any of such farming activities. Landlord agrees to give reasonable advance notice of such activities to City and to reasonably cooperate with City to carry out such activities with a minimum amount of interference with City's training and shooting operations.

b. This Lease is made with the knowledge of both Parties that Landlord has no other parties accessing the Leased Premises nor undertaking activities that may interfere with City's planned uses.

9. TERMINATION:

a. Notwithstanding any other contrary provisions contained in this Lease, this Lease may be terminated by either Party upon 90 calendar days advance written notice to the other party as follows:

1) By either Party, upon a default of any covenant or term hereof by the other Party, which default is not cured within 30 calendar days of receipt of written notice of default to the other Party;

2) By City, if City is unable to obtain or maintain any license, permit, or other governmental approval necessary for the construction and/or operation of the training\shooting range;

3) By Landlord, if Landlord reasonably determines that the City's operation of a training/shooting range are causing disruption to their use of Landlord's agricultural activities, and/or

4) By Landlord, if City's use of the Leased Premises becomes illegal under any federal, state or local law, rule or regulation.

- a. Upon termination of this Lease City shall remove all of its Facilities from the Leased Premises within 60 calendar days after the date this Lease is terminated. City shall also restore the Leased Premises to substantially the condition the Leased Premises was in on the date this Lease commenced. City shall be solely responsible to pay all costs to restore the Leased Premises to substantially the condition it was in when the Lease commenced. Any Facilities which are not removed from the Leased Premises by the end of said 60 calendar days shall become the sole and exclusive property of Landlord.
- b. In the event this Lease is terminated by Landlord any prepaid rents shall be refunded to City on a prorated basis calculated from the date the Leased Premises is substantially restored to the condition the Leased Premises was in on the date this Lease started. The prorated rent shall be paid to City within 15 days after the Leased Premises is substantially restored. The prorated rent is subject to deductions of any costs incurred by Landlord if City fails to remove its Facilities from the Leased Premises within 60 days of notice of Lease termination.

10. INSURANCE:

City shall, during the entire term of this Lease, maintain at City's sole expense, Commercial General Liability Insurance against bodily injury, death or property damage occurring in, on, or about the Leased Premises. The minimum amount of liability coverage carried under the insurance policy shall be One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) aggregate. The insurance company shall be reputable and licensed to do business in the State of Minnesota. The insurance policy shall name Landlord as an additional insured and provide for at least thirty (30) days written notice to Landlord, prior to cancellation or modification of the insurance policy. City shall provide Landlord with certificates evidencing this required liability insurance coverage within 48 hours of Landlord's written demand.

City's Commercial General Liability Insurance coverage can be subject to a "deductible", "retention", or "participation" (or other similar provisions) requiring City to remain responsible for a stated amount or percentage of each covered loss; provided however that such amount shall not exceed \$5,000.00 each occurrence.

11. **DAMAGE OR DESTRUCTION OF LEASED PREMISES:** If the Leased Premises is damaged so as, in City's sole judgment to render the Leased Premises unusable, City, at its sole discretion, may elect to terminate this Lease upon 30 calendar days written notice to Landlord. In the event City elects to terminate this Lease, City shall be entitled to reimbursement of any prepaid rent prorated to the date this Lease is terminated.
12. **CONDEMNATION:** In the event the whole of the Leased Premises is taken by eminent domain, this Lease shall terminate as of the date title to the Leased Premises vests in the condemning authority. In the event a portion of the Leased Premises is taken by eminent domain, either

Party shall have the right to terminate this Lease as of said date of title transfer, by giving thirty (30) days written notice to the other Party. In the event of any taking under the power of eminent domain, City shall not be entitled to any portion of the award paid for the taking and Landlord shall receive the full amount of such award, City hereby expressly waives any right or claim to any portion thereof. Although all damages, whether awarded as compensation for diminution in value of the leasehold or the fee of the Leased Premises, shall belong to Landlord, City shall have the right to claim and recover from the condemning authority, but not from Landlord, such compensation as may be separately awarded or recoverable by City on account of any and all damage to City's business by reason of the taking and for or on account of any cost or loss to which City might be put in removing and relocating its storage shed, personal Leased Premises and leasehold improvements. Landlord will refund any prepaid rents prorated as of the date the Leased Premises is taken by the Condemning Authority.

13. **INDEMNIFICATION:** Except for the negligent acts or willful misconduct of Landlord's agents or employees, City agrees to indemnify, defend, and hold harmless Landlord, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, which may be asserted against or incurred by Landlord or for which Landlord may be held liable, which arise from the negligence, willful misconduct, or other fault of City or its employees, agents, or subcontractors in the performance of this Lease or from the installation, operation, use, repair, removal, or presence of City's facilities on the Leased Premises.

14. **NOTICES:** All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested to the following addresses:

If to CITY, to: City of Windom, Attn: City Administrator at 444 9th Street, PO Box 38, Windom, MN 56101

If to Landlord, to: Jon Ketzenberg, 39071 490th Street, Windom, MN 56101

15. **REPRESENTATIONS AND WARRANTIES:**

a. Landlord warrants that (1) they have full right, power, and authority to execute this Lease; and (2) to the best of their knowledge, they have good and unencumbered title to the Leased Premises free and clear of any liens or mortgages, except as may be disclosed by review of title.

Landlord warrants that City shall have quiet enjoyment of the Leased Premises.

b. Landlord warrants that they have no knowledge of any substance, chemical, or waste on the site that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation.

16. **ASSIGNMENT:** City may not assign this Lease or sublet the Leased Premises without the prior written consent of Landlord.

17. **SUCCESSORS AND ASSIGNS:** This Lease shall be binding upon and inure to the benefit of the Parties hereto and their respective successors, personal representatives, and assigns.

18. **MISCELLANEOUS:**

- a. This Lease constitutes the entire agreement and understanding of the Parties, and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification or amendment to this Lease must be in writing and executed by both Parties.
- b. This Lease shall be construed in accordance with the laws of the State of Minnesota.
- c. If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.
- a. This Lease is subject to all zoning approvals and building permits.

The undersigned hereby agrees to all the terms and conditions stated in this Lease.

Date: _____

Timothy W. Ketzenberg

Date: _____

Cynthia M. Ketzenberg

Date: _____

Jonathon W. Ketzenberg

Date: _____

Kristen E. Ketzenberg

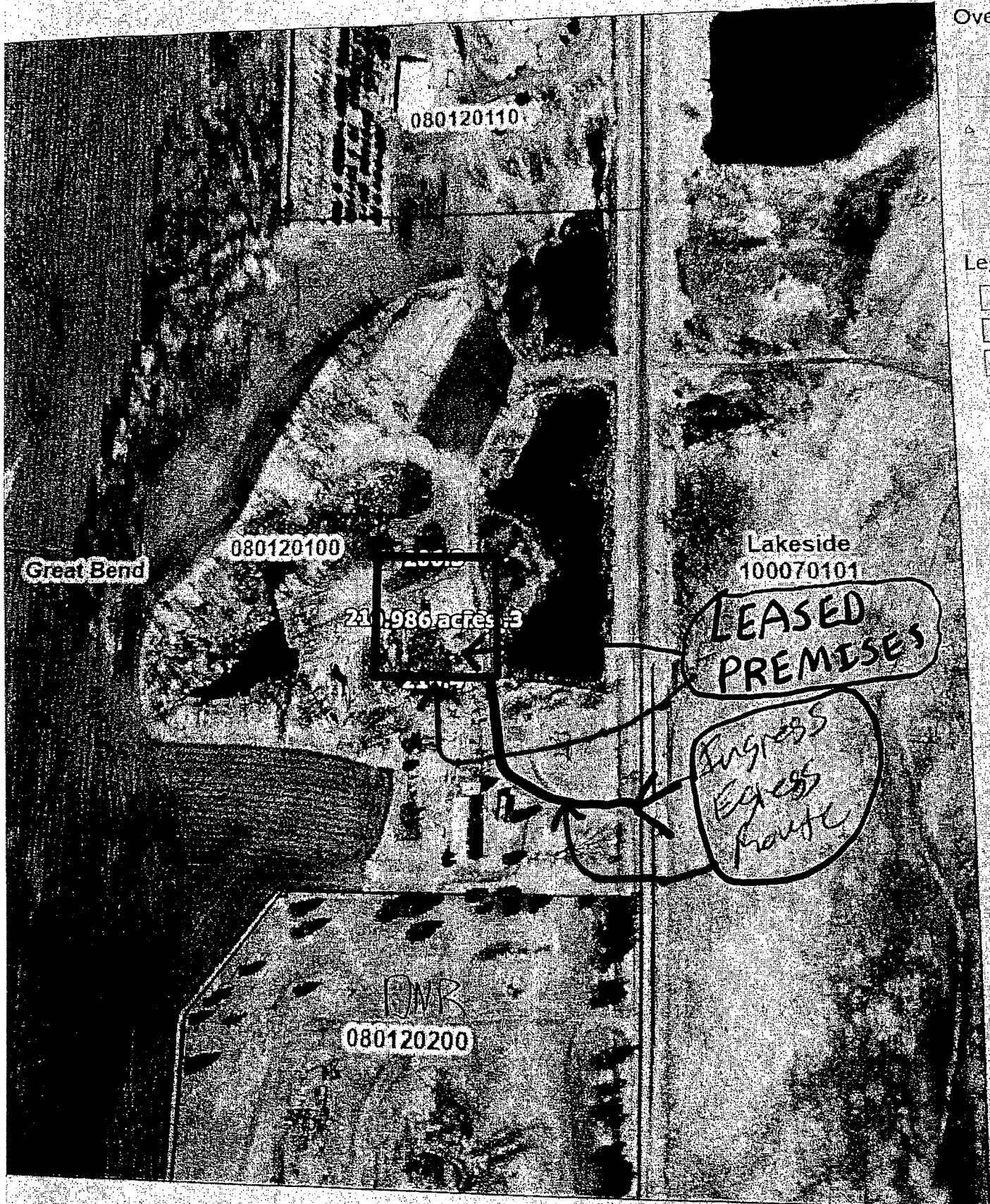
Date: _____

Steve Nasby in his capacity as Windom City
Administrator

Date: _____

Hilary Mathias in her capacity as Mayor of the
City of Windom

Overview



Legend

- ☐ Co
- ☐ Po
- ☐ Pa

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Snyder, Community Center Director
DATE: 6/12/2025
RE: **Patio Wall -Backdrop**
DEPT: Community Center
CONTACT: Tim.Snyder@windommn.com

Recommendations/Options/Action Requested

The Community Center Commission and director recommend awarding the bid for the Patio Wall-Backdrop to Masters Stone and Landscaping at a cost of \$9600.00.

Issue Summary/Background

The director sought out 3 bids for this project of building an outside patio wall/backdrop for our wedding events. This project came to a need due to existing sightlines outside of our control. This is the final step in our patio makeover to enhance our wedding venue.

Fiscal Impact

These funds will come from the Byers Donation with recognition and thanks to the upgrades planned for the patio area. The Commission and director recognize that some upgrades are needed as the patio is due to be finished. This project was started thanks to Daisy Jacobs donation which started the project. Money is still available within the fund for other building needs. A plaque of recognition will be placed alongside Jacobs for Byers contribution to the Patio venue as well.

Attachments

Action Memo



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: June 13, 2025
RE: Declaration of Surplus Equipment and Disposition
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

It is recommended that the City Council declare two items as surplus equipment and approve their disposition through mean provided by City Code. Those two items are:

- (2) – Daktronics GS6-80x150 15.85MM EMC's and equipment attached to them.
- (1) – Pylon River Bend Liquor Sign & Pole

Issue Summary/Background

Over winter of 2024-2025, our Daktronics sign had the hard drive go out. I reached out to Scenic Sign Corporation to look at potential fixes to the sign. The installation of new hard drive had a cost around \$5,100. The sign was installed in 2017, and has about a 10-year useful life, so we are nearing the end of its useful life. Potential cost ranges from \$52,000 - \$70,000 for replacement with a new sign. Discussion with the liquor commission resulted in a decision to declare the sign as surplus and not replace the digital sign at this time. This item will be posted for public sealed bids that includes all removal would be up to the bidder.

Also, during the winter of 2024-2025, wind had damaged the south facing River Bend Liquor LED lighted sign. A property damage claim was submitted to the League of Minnesota Cities. Replacement of both sides of the sign had an expense of \$11,850, while insurance would cover 60% of those costs (due to only one side of the sign being damaged). Discussion with the liquor commission resulted in a decision to remove the entire Pylon off the property, since as the liquor store remodel project was completed a new River Bend Liquor LED sign was added to the back of the building.

An advertisement will be placed in the local newspaper, sent out in an MMBA newsletter and posted on the Liquor Store's Facebook Page, for sealed bids to be turned into City Hall with a July 18, 2025 4 PM Deadline, with recommendation to approve the sale to the highest bidder.

Fiscal Impact

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

Attachments

1. City Code 96.70 – 96.74

§ 96.57 NOTICE AND SALE.

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

§ 96.58 FUNDS AND CLAIMS THEREON.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

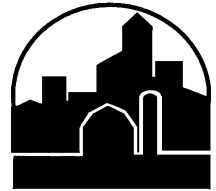
(Ord. 166, 2nd Series, passed 9-5-2017; Ord. 189, 2nd Series, passed 4-6-2021)

§ 96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.

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

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

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: June 13, 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 of (Candidate Pending) as the Union Part-Time Assistant Liquor Store Clerk. This position is a Grade 1 position with a wage between \$15.88 and \$20.85 per hour according to the IBEW Union wage schedules. Included in this recommendation is that the pending candidate would have a 6 month probationary period.

Issue Summary/Background

On May 30, 2025, Tera Crowell resigned her position effective June 2, 2025. On June 2nd an internal and external job posted was posted. The job posting had no internal transfer requests for this position. Externally has generated 12 applications. Leading up to the June 17, 2025 Council Meeting, interviews will be conducted among a handful of the applicants. From there a position will be offered and if accepted an updated recommendation will be provided to council members prior to the start of the June 17, 2025 Council Meeting.

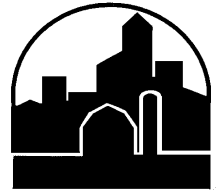
Fiscal Impact

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: June 13, 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 (Candidates Pending) as a Non-Union Part-Time Liquor Store Clerks. This position will be hired at a wage between \$12.75 and \$15.00 per hour according to the Wage Schedule for Season, Part-time and Swimming Pool Employees.

Issue Summary/Background

On May 29, 2025 Mara Hawkinson-Dunce resigned her position, along with on June 9th, Kylee Johnson resigned her position. Both of these resignations were effective immediately.

On June 2, 2025 an internal and external job posting was done for the Union Part-Time Liquor Store Clerk position. In the past we have had good luck using those candidates as options to fill the Non-Union Part-Time Liquor Store Clerk positions.

Leading up to the June 17, 2025 Council Meeting, interviews will be conducted, and offers will be made to two potential candidates. If positions are accepted, an updated recommendation will be provided to council members prior to the start of the June 17, 2025 Council Meeting.

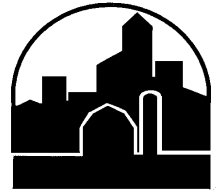
Fiscal Impact

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

Attachments

None

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: Kari Hanson, Director, Windom Public Library
DATE: June 17, 2025
RE: Librarian Assistant - IBEW Union Part Time Hiring
DEPT: Library
CONTACT: Kari Hanson Kari.Hanson@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council approve the hiring of Wendy Newman for the IBEW Union Part-time Librarian Assistant.

Issue Summary/Background

The library has had an opening for a Librarian Assistant position due to a staff resignation in April. We advertised for the position and interviewed the candidates who fulfilled the job requirements.

It is my recommendation to hire Wendy Newman at a Step 3 rate of \$21.08/hr. This wage is in accordance with the IBEW Union Part-Time Wage Scale.

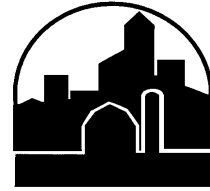
Fiscal Impact

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

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: June 17, 2025
RE: Seasonal Part Time
DEPT: Recreation
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the hiring of the following Recreation employees for 2025 season.

Recreation:
Soren Nielsen Mattie Buckentin

Issue Summary/Background

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the summer recreation season.

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: EDA Director Hiring Committee
DATE: June 12, 2025
RE: Hiring Recommendation – EDA Director Position
DEPT: Administration and Economic Development Authority
CONTACT: Steve Nasby, City Administrator: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Council Personnel Committee and EDA Board Chair recommends that the City Council take the following action:

1. Hire Sonya Wilt for the position of EDA Director.

Issue Summary/Background

On April 9th the City received a resignation letter from former EDA Director Tiffany Lamb. The City Council and EDA Board recommendations were to advertise to re-fill the position. A total of ten applications were received and four candidates were interviewed.

The hiring committee consisted of the City Council Personnel Committee (Sherman, Mathis, Quade and Utility Commission rep Tom Riordan) and Nancy Wepplo, EDA Board Chair. The City Administrator and Administrative Assistant Mary Hensen sat in on the interviews. There was a wide range of experience from the candidates which presented the hiring committee with several options. The hiring committee is recommending the hiring of Sonya Wilt for the EDA Director position based on her background of being a small business owner, accounting professional and former municipal finance director.

Fiscal Impact

The salary for Ms. Wilt is higher than that of the prior EDA Director based on her experience. The EDA position will have been vacant for three months prior to Ms. Wilt's start date so the savings from the vacancy are projected, within the budget, to be enough to cover the added cost for 2025.

Attachments

1. Terms of Employment

MEMORANDUM

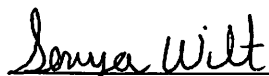


CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: Sonya Wilt
FROM: Steve Nasby, City Administrator
DATE: June 10, 2025
RE: Economic Development Director Position – Terms of Employment

Welcome to the City of Windom! The interview team and City Council are looking forward to your employment as Economic Development Director. This offer of employment is subject to background check, references and final approval by the City Council scheduled for June 17, 2025.

Starting Date	July 7, 2025
Salary	\$91,145 as Step 6 on the 2025 Supervisory pay scale. Upon successful completion of Probationary Period, advancement to Step 7 at \$93,205. Meet and confer with Personnel Committee at 1 Year Anniversary.
Federal Status	This is an exempt position. Flexible hours depending on work schedule.
Vacation Accrual	Vacation accrual according to City Policy starting on Year 5.
Holidays	Twelve paid holidays (City Policy).
Sick Leave	One day per month (City Policy).
Retirement	State of Minnesota – Public Employee Retirement Account (PERA).
Deferred Compensation	Minnesota Deferred Comp (employee's option – no City matching).
Health Insurance	Health Plan with applicable VEBA and/or HSA contributions by City.
Medical/Dependent Care Flex Acct	Available pre-tax deductions (employee's option – no City contribution).
Life Insurance	\$50,000 decreasing term life policy (100% premium paid by City).
Probation Period	6 months (terms according to City Policy).


Sonya Wilt

City of Windom

City of Windom Employee Recognition Program

The City Council believes it is important to recognize employees for their service to the citizens of Windom through an employee recognition program. Minnesota Statute 15.46 gives the City authority for an employee recognition program. Said program is herein adopted as part of the City's compensation for its employees. Effective ~~January 1, 2012~~ August 1, 2025 City employees (full-time and permanent part-time), paid-on-call fire fighters and EMTs achieving five (5) or more years of service, will receive a recognition award to thank and honor them for their service to the City and its citizens. Initial awards will recognize eligible employees at their highest year of service completed according to the schedule herein.

Objective

1. At an Annual Employee Appreciation event, employees will be recognized for their years of service to the City of Windom and its citizens. The Annual Employee Appreciation event will be held the ~~second quarter~~ of each calendar year.
2. Milestone anniversaries are five year, ten year, fifteen year, twenty year, twenty-five year, and each five year increment beyond.
3. All non-temporary City Employees (full-time, permanent part-time), paid-on-call fire fighters and EMTs are eligible for this recognition program.
4. Awards shall be as follows:

Five (5) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. A City logo coffee cup or similar value item.

Ten (10) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. A City logo shirt ~~or gift certificate~~ or equivalent (approximately a ~~\$25.00~~ \$35.00 value).

Fifteen (15) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. Pen & Pencil Set, ~~gift certificate~~ or equivalent (approximately a ~~\$40.00~~ \$55.00 value). The pen & pencil set will be engraved with the City name.

Twenty (20) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Plaque, Desk clock, ~~gift certificate~~ or equivalent (approximately a ~~\$50.00~~ \$70.00 value). The desk clock will be engraved with the City name.

Twenty Five (25) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Watch, Clock, ~~gift certificate~~ or equivalent (approximately a ~~\$75.00~~ \$100.00 value). The watch will be engraved with the City name.

Thirty (30) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Gift ~~certificate or equivalent~~ (\$100.00 \$140.00 value).

Thirty Five (35) and Forty (40) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Gift ~~certificate or equivalent~~ (\$125.00 \$175.00 value).

Gift Criteria

Any tangible personal property given to an employee as a length-of-service award is excluded from Federal and State tax laws. Cash awards or cash equivalent awards, such as gift certificates, vacation vouchers, tickets to theater or sporting events are subject to Federal and State taxes. Additional information can be found in IRS Publication 535.

Annual Employee Appreciation Event

Once each year, all City employees will be invited to attend an Annual Employee Appreciation event. This event will be sponsored by the city and will provide an opportunity to recognize employees for their years of service award. The event will also provide an opportunity for the City Council to express appreciation and recognition to all City employees for their dedication and hard work throughout the year. Budget for this event shall not exceed ~~\$2,500~~ \$3,000.00 unless specifically authorized by the City Council.

According to State rules and guidance from the State Auditor's Office, the City of Windom cannot use public funds to pay for spouses or third parties to attend the recognition event and expenditure of public funds to purchase alcohol is not permitted.

Employee Retirements

Employees may also be recognized for significant years of service at the time of their retirement with a Resolution of Appreciation from the City Council.

Any separate employee event, if desired, will be coordinated by the Department in which the employee worked and in accordance with the retiree's wishes. The retiring employee will notify their Department Head of their anticipated retirement date and the type of celebration, if desired. Employees attending and/or coordinating the retirement event will be responsible for its cost.

APPROVED by City Council on ~~December 20, 2011~~ June 27, 2025