CITY COUNCIL MEETING
April 1, 2025
City Council Chamber
6:30 p.m.

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

AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
   - Minutes
     - Council Minutes – March 18, 2025
   - Amplification Permits – Windom Chamber – Riverfest Activities
   - Regular Bills
2. Department Heads
3. Public Comment
   - Janette Simon – Des Moines Valley Health & Human Services
4. Public Hearing Residential Tax Abatement – Lot 14, Block 3 of Kalash Addition
5. Ordinance No. 200, 2nd Series – Cannabis & Hemp Businesses
   - Second Reading
   - Title & Summary
6. Disposition of Surplus Equipment – Water Pickup Unit 61
7. 2025 Urban Deer Hunt
8. Island Park – Log Cabin Update
9. Windom Pool Inspection Report – Flood Damage
10. Personnel Committee
    - Hiring Recommendation – Library On-Call
    - Office Summer Hours
11. New Business
12. Old Business
13. Council Comments
14. Adjourn

Preliminary

Regular Council Meeting
City Hall, Council Chamber
March 18, 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; Jason Sykora, Electric General Manager; Tiffany Lamb, EDA Director; Jon Ketzenberg, Streets & Parks Superintendent; Kristen Porath, Ambulance Director; Matthew Fast, Building Official and Mary Hensen, Administrative Assistant

3. Pledge of Allegiance

4. Agenda:

   - Minutes
     - Council Minutes – March 18, 2025
     - Library Board – March 11, 2025
     - Parks & Recreation Commission – March 11, 2025
     - Planning Commission – March 11, 2025
     - Housing & Redevelopment Authority – March 12, 2025
     - Telecom Commission – February 10, 2025
     - Utility Commission – February 27, 2025
     - Community Center Commission – March 10, 2025
   - Regular Bills

   Mathis said that the Community Center Commission minutes were handed out and would be added to the Consent Agenda.

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

5. Department Heads:
   Jason Sykora, Electric General Manager, said that the planned power outage for generator testing on March 16th was not needed. The testing equipment was wired into the electric system differently that permitted additional testing and worked around an outage. Everything went well and the generators are all operating and one minor fix was done to a generator computer unit.

6. Homeland Security and Emergency Management – Award Presentations:
   Kevin Reed, State HSEM Interim Director, introduced himself. Reed said that Paul Johnson, Cottonwood County Emergency Management Director, had nominated Hilary Mathis and Tiffany Lamb for awards related to their work on the 2024 flood. He said that Mathis won the HSEM award for "Outstanding Commitment to Community Recovery" award and Lamb won the "Outstanding Community Partnership" award. Reed presented the two with the awards.

Mathis thanked Reed and Johnson and added that Kyle Pillaski from Cottonwood County Solid Waste also got an award. Her award should also be to the community for their volunteer work.

7. Public Comment:
Mathis said that the Council policy is five minutes for comment and additional time was given last time Mr. Lohre spoke. Benson agreed.

Mike Lohre said that he had emailed them information on vaccine injuries and gone to the Windom library and found the books he referenced.

Nelson said he is interested in the information, but the City Council may not be the right venue.

Sherman asked for the list of the books Mr. Lohre was referencing. Lohre replied that was in his email, but he would list them for Sherman.

Lohre said he felt the five minutes was a way to limit free speech, but he would try to stay within the timeframe. He said that free speech is being lost in this country and it is vitally important. He noted that he has been very careful in his reporting and referenced the books the was sharing. He said that he does not think the Council will do anything with this information, but this is for the public's information. The books are available and notes it a complex topic and this kind of information is only in books and cannot be fit into a Twitter post. One is the Pfizer Papers. If he is wrong with the information he will apologize, but the evidence of vaccine injury is overwhelming. There are tens of thousands of cases. DNA fragments are in vaccines and there are treatments and protocols for these injuries. The fourth book he references is the Bible. The truth sets you free. Big government is not doing anything as this all involves money and liability. Large pharma has their power in local documents too. The City is lucky to have a local hospital and power to do things. The Lord did powerful work for him in this town. He says he was a coward on his job when he wrote stories. He had asked for information on the new hospital building and was denied information, which he would note at the end of his article. But the hospital called the newspaper and his boss to rebuke him. Months went by before he got the information. He encouraged the Council to ask Dan Ortmann about this as he knows the situation. Lohre referred anyone interested to his substack site. He said he has prayed for people in this City and for this Council.

Sherman asked for the Pfizer book he referenced. Lohre said "The Pfizer Papers".

Nelson said that Lohre maybe he should be trying the US Dept of Health to share this information.

8. Community Center Projects:
Nasby said that Snyder could not be at the meeting so he would introduce these items. Nasby said that the Board and Director had been working on a couple improvement projects. The first one is the addition of a vestibule for the doors that face the large parking lot. This one set of doors are older and not very efficient. The plan is to construct an inner vestibule similar to the main entry doors at the front of the building. They solicited two quotes and the Commission is recommending the quote from Worthington Glass for the inner vestibule and repairs on existing doors for $7,814.11.

Motion by Benson second by Nelson to award the vestibule door project to Worthington Glass as presented. Motion carried 5 – 0.

Nasby said the second project is the replacement of the sound system which is original to the building so it is 25 years old. Pricing was obtained from different vendors and the Commission is recommending going with Mid-States with a cost of $17,808.70. Half of the funds for the sound system would be paid through the Bob Byers donation to the Community Center and half from the Community Center's Building Fund.

Motion by Nelson second by Benson to approve the sound system projects as presented with Mid-State Audio & Visual. Motion carried 5 – 0.

9. Planning Commission Recommendation – Conditional Use Permit – Short Term Rental:
Matthew Fast, Building Official, and Mary Hensen, Administrative Assistant introduced themselves. Fast said that the Planning Commission was asked to approve a Conditional Use Permit for a short-term rental at 2372 Douglas Street. The Planning Commission reviewed and recommended approval of the Conditional Use Permit with conditions. Neighboring property owners were notified. Fast reviewed the Commission's conditions for approval.

Motion by Sherman second by Esplan to approve a Conditional Use Permit for a short-term rental at 2372 Douglas Street with the conditions recommended by the Planning Commission. Motion carried 5 – 0.

10. First Reading - Ordinance #200, 2nd Series – Cannabis and Hemp Businesses:
Fast said that the Planning Commission had been reviewing a new ordinance for the regulation of cannabis and hemp businesses that references the County's ordinance and includes provisions specific to the City. The County has an ordinance going through their process and the City needed to have an ordinance regarding the zoning, location, and operation and temporary event regulations. Fast reviewed the proposed ordinance. He noted that the County would be doing the licensing and enforcement for all cannabis businesses.

Sherman said that statute allows for a 1,000-foot buffer from schools but this ordinance is saying 500 feet. Is that correct? Hensen said yes, the 500-foot buffer is also in the County's ordinance.

Motion by Benson second by Quade to approve the 1st Reading of Ordinance #200, 2nd Series, as presented. Motion carried 5 – 0.

11. Joint Powers Agreement – City\County Regulation of Cannabis:
Nasby said the Joint Powers Agreement is needed to coordinate the licensing and enforcement of the cannabis business between the City and County. The County was preferred by the prior Council as they needed to develop this system anyway as a business may locate outside a city. The thought also was that if the County is doing the licensing, enforcement and compliance checks it would be consistent with any in the rural area, Windom, Mountain Lake, etc.

Motion by Benson second by Quade to approve the Joint Powers Agreement between the City of Windom and Cottonwood County for the regulation of Cannabis. Motion carried 5 – 0.

12. Call for a Public Hearing – Tax Abatement – 1663 17th Street:
Tiffany Lamb, EDA Director, said that the applicants are building a new home at 1663 17th Street and have requested residential tax abatement. This action is to call for the required public hearing which would be held on April 1, 2025.

Council Member Benson introduced the Resolution No. 2025-12, entitled "RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL CONSTRUCTION" and moved its adoption. The Resolution was seconded by Esplan and on roll call vote: Aye: Quade, Esplan, Nelson, Sherman and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

13. Park & Recreation Commission Recommendations – Island Park:
Jon Ketzenberg, Streets & Parks Superintendent, said that the Commission has been discussing Island Park as it related to projects and last summer flooding. The Commission is supportive of the proposed berm as long as the dog park is accommodated upon berm completion. They also recognize the log cabin as a hazard in the park and are recommending that it be removed. He said the cabin is offered to the Cottonwood and Jackson Historical Societies. He also contacted Red Rock historical conservation group with no reply.

Benson said this is the second time this matter has been brought to the Council and the cabin is in bad condition and foundation poor. He does not want to see anyone get hurt, so if no one wants the cabin it needs to come down.

Nelson said he sees this as the City's responsibility and it can do with the cabin whatever it wants. It is not historical so it can come down.

Sherman asked if there is a historical enactment group that may want it.

Motion by Benson second by Nelson that if there was no action by groups wanting the cabin it should come down by March 24th. Benson and Nelson agreed to amend the motion to allow for additional time until the City Council meeting on April 1st before any action on a demolition. Motion carried 5 – 0.

Mathis said that there are social media comments on the cabin and she is aware of the flood damage.

Nasby said that it may be an option to hold off on City Council action until the April 1st meeting to give the Jackson and Cottonwood Historical Societies or others more time to arrange for a removal. If there is no written interest it can be voted on by the Council to remove it.

14. Memorandum of Understanding – Windom Ambulance Service & MN West:
Kristen Porath, Ambulance Director, said that they were approached by MN West in Jackson to partner on educational opportunities for EMS students. This would be hands-on learning through ride-alongs. The agreement was reviewed by the City Attorney and the City's insurance carrier. This would help the students with experience and help the Windom Ambulance Service build relationships with students and help with recruitment.

Motion by Benson second by Quade to approve the Memorandum of Understanding between the City of Windom and MN West as presented. Motion carried 5 – 0.

15. 2024 Annual Report:
Nasby said that staff recently completed the 2024 Annual Report which has a lot of good statistical information and narrative. He thanked the Departments for all the work put into the report.

Benson encouraged citizens to read through the report as everything is there on what is happening in City departments.

Mathis said it is well done and informative.

Motion by Sherman second by Benson to accept the 2024 Annual Report as presented. Motion carried 5 – 0.

16. New Business:
    None.

17. Old Business:
    None.

18. Council Comments:
    Esplan congratulated Mathis and Lamb on their awards.

    Quade also thanked Mathis and Lamb for their work during the flood and to HSEM for recognizing the work.

    Benson thanked the Department heads and staff for their work for the community. From the flood until now it is a great clean-up and hard to see we had a flood. There was a car\tractor accident today and with Spring please watch for farm equipment on the roadways. He said that the awards were received tonight from everyone pitching in and pulling together.

    Nasby thanked Mathis and Lamb on the awards and cautioned citizens to be safe as there are predictions for some or a lot of snow tomorrow.

    Mathis said the awards were great, but everyone participated and it is a good spotlight for our community. She reminded the public that Board, Commission and Council meetings are open to the public and anyone can attend.

19. Adjournment:
    Mayor Mathis adjourned the meeting by unanimous consent at 7:40 p.m.

____________________________ Attest: ____________________________

Hilary Mathis, Mayor Steve Nasby, City Administrator

Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

06/09/2025

Location of Event

Downtown Square Courthouse

Start Time

05:00 pm

End Time

08:00 pm

Type of Event

Community Cookout & Entertainment

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

[redacted]

MN ID #

9332885

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this____day of________________, 20_____.

City Council

Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

06/12/2025

Location of Event

Downtown Square Courthouse

Start Time

05:00 pm

End Time

08:00 pm

Type of Event

Pedal Pull

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

[redacted]

MN ID #

9332885

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this ____day of________________, 20______.

City Council

Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

06/13/2025

Location of Event

Windom Area Schools Field

Start Time

10:00 pm

End Time

10:30 pm

Type of Event

Fireworks

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

[redacted]

MN ID #

9332885

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this____day of________________, 20______.

City Council

Date of Event

06/14/2025

Location of Event

Downtown Square Courthouse

Start Time

07:00 am

End Time

09:00 pm

Type of Event

Community Celebration, parade, food trucks, turtle races

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

[redacted]

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this ____day of________________, 20_____.

City Council

Date of Event

06/15/2025

Location of Event

Tegels Park & Community Center

Start Time

07:00 am

End Time

08:00 pm

Type of Event

Community Celebration, Family Fun Day, Car show, Water Ski Show

Applicant Information

Applicant Name

Darci Jones

Address

303 9th Street
Windom, MN, Minnesota 56101
United States
Map It

Phone

(507) 831-2752

MN ID #

9332885

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

Yes

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

Application ☐ APPROVED ☐ DISAPPROVED this____day of________________, 20_____.

City Council

Windom, MN

Expense Approval Report
By Fund

Payment Dates 3/15/2025 - 3/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
TERRY GLIDDEN	3/14/2025	03/14/2025	SHELTER RENTAL REFUND	100-20202	8.69
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	100-20202	22,070.00
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	100-20202	11.26
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	100-20202	5,360.00
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	100-20202	18.02
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	100-20202	215.80
TERRY GLIDDEN	3/14/2025	03/14/2025	SHELTER RENTAL REFUND	100-34780	102.92
TERRY GLIDDEN	3/14/2025	03/14/2025	SHELTER RENTAL REFUND	100-34780	23.39
					27,810.08
Activity: 41110 - Mayor & Council					
CONVENT. & VISITOR BUREAU	MARCH 2025	03/24/2025	LODGING TAX	100-41110-491	3,157.53
			Activity 41110 - Mayor & Council Total:		**3,157.53**
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	100-41310-131	3.60
INDOFF, INC	3787216	03/25/2025	CITY HALL- SUPPLIES	100-41310-200	49.98
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	100-41310-301	1,944.50
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	100-41310-444	4,391.26
			Activity 41310 - Administration Total:		**6,389.34**
Activity: 41910 - Building & Zoning					
MATTHEW FAST	3/7/2025	03/18/2025	P&Z - TRAVEL EXPENSE - MEA	100-41910-331	236.60
MATTHEW FAST	3/7/2025	03/18/2025	P&Z - TRAVEL EXPENSE - MEA	100-41910-334	114.44
			Activity 41910 - Building & Zoning Total:		**351.04**
Activity: 41940 - City Hall					
CRISTINA MAZARIEGOS	3/3-3/21/25	03/21/2025	CITY HALL/LIBRARY/CLEANIN	100-41940-406	675.00
			Activity 41940 - City Hall Total:		**675.00**
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	100-42120-131	16.19
INDOFF, INC	3784526	03/14/2025	POLICE/SUPPLIES	100-42120-200	56.99
INDOFF, INC	3784527	03/14/2025	POLICE/SUPPLIES	100-42120-200	106.67
INDOFF, INC	3785860	03/20/2025	POLICE/SUPPLIES	100-42120-200	124.89
WINDOM AREA HEALTH	324322925	03/25/2025	POLICE/MEDICAL FEES	100-42120-305	612.00
METAVERSE IMAGING	INV-00074	03/24/2025	POLICE/DATA PROCESSING	100-42120-326	3,000.00
LANGUAGE LINE SERVICES, IN	11550767	03/17/2025	POLICE/INTERPRETATION FEE	100-42120-327	119.23
DANA WALLACE	3/10-3/14/25	03/25/2025	POLICE/MEALS & LODGING	100-42120-334	712.32
WINDOM PRINTING LLC	24406	03/14/2025	POLICE/PRINTING	100-42120-350	295.00
PAUL MARSH	033850	03/25/2025	POLICE/MAINTENANCE - VEHI	100-42120-405	104.84
COTTONWOOD CO AUD/TREA	APRIL 2025	03/20/2025	POLICE/RENTAL	100-42120-412	2,152.50
FLEET SERVICES DIVISION	2025080001	03/20/2025	POLICE/VEHICLE LEASE	100-42120-419	2,933.59
ENTERPRISE FM TRUST	613153-030525	03/14/2025	POLICE/TELECOM/VEHICLE LE	100-42120-419	274.09
ENTERPRISE FM TRUST	613153-030525	03/14/2025	POLICE/TELECOM/VEHICLE LE	100-42120-419	517.69
MN CHIEF OF POLICE ASSN	20528	03/14/2025	POLICE/DUES	100-42120-433	376.00
US LBM OPERATING CO 3009	2866612	11/15/2024	POLICE/MISC	100-42120-480	35.84
			Activity 42120 - Crime Control Total:		**11,437.84**
Activity: 42220 - Fire Fighting					
VESTIS GROUP, INC	2560363052	03/25/2025	FIRE/AMBO-SUPPLIES	100-42220-211	39.50
MES I ACQUISITION INC	IN2213376	03/14/2025	FIRE DEPT/MATERIALS	100-42220-215	389.95
MES I ACQUISITION INC	IN2212973	03/14/2025	FIRE DEPT/MAINTENANCE - O	100-42220-404	906.40
PAUL MARSH	033785	03/14/2025	FIRE DEPT/MAINTENANCE - V	100-42220-405	295.73
PAUL MARSH	033865	03/25/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	652.17
US LBM OPERATING CO 3009	2995974	02/18/2025	FIRE DEPT/MAINTENANCE - V	100-42220-405	186.36
O'REILLY AUTOMOTIVE, INC	4425-430082	03/24/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	45.98

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KIP NESS	6391	03/20/2025	FIRE/MAINTENANCE - GROUN	100-42220-406	5,970.00
				Activity 42220 - Fire Fighting Total:	**8,486.09**
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	100-43100-131	1.80
COUNTRY PRIDE SERVICE	9041391	03/24/2025	STREET/STREET MAINTENANC	100-43100-224	60.00
				Activity 43100 - Streets Total:	**61.80**
Activity: 45202 - Park Areas					
COUNTRY PRIDE SERVICE	1804201	03/25/2025	PARKS- MOTOR FUELS	100-45202-212	1,269.50
WINDOM AUTO VALUE	34312564	03/20/2025	PARKS-MAINTENANCE - OFFIC	100-45202-404	119.99
WINDOM AUTO VALUE	34312565	03/20/2025	PARKS- MAINTENANCE - OFFI	100-45202-404	2.49
US LBM OPERATING CO 3009	2953841	01/13/2025	STREET/MAINTENANCE - GRO	100-45202-406	82.68
				Activity 45202 - Park Areas Total:	**1,474.66**
				Fund 100 - GENERAL Total:	**59,843.38**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
DEMCO INC	7620622	03/24/2025	LIBRARY/SUPPLIES	211-45501-200	167.02
VESTIS GROUP, INC	2560360626	03/14/2025	LIBRARY/MAINTENANCE - STR	211-45501-402	44.65
CRISTINA MAZARIEGOS	3/3-3/21/25	03/21/2025	CITY HALL/LIBRARY/CLEANIN	211-45501-402	675.00
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	211-45501-480	668.42
				Activity 45501 - Library Total:	**1,555.09**
				Fund 211 - LIBRARY Total:	**1,555.09**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
WINDOM AUTO VALUE	34312427	03/20/2025	AIRPORT/MAINTENANCE - OF	225-45127-404	5.73
GDF ENTERPRISES, INC	A28076	03/25/2025	AIRPORT-MAINTENANCE - OF	225-45127-404	49.85
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	225-45127-480	668.42
				Activity 45127 - Airport Total:	**724.00**
				Fund 225 - AIRPORT Total:	**724.00**
Fund: 230 - POOL					
Activity: 45124 - Pool					
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	230-45124-480	668.42
				Activity 45124 - Pool Total:	**668.42**
				Fund 230 - POOL Total:	**668.42**
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	235-42153-131	1.80
VESTIS GROUP, INC	2560363052	03/25/2025	FIRE/AMBO-SUPPLIES	235-42153-217	39.50
BOUND TREE MEDICAL, LLC	85702620	03/25/2025	AMBO-OTHER OPERATING SU	235-42153-217	210.00
RITA HACKER -CREATIVE DESI	871	03/14/2025	AMBO/UNIFORMS	235-42153-218	16.00
RITA HACKER -CREATIVE DESI	872	03/14/2025	AMBO/UNIFORMS	235-42153-218	48.00
ROB VISKER	3/15/2025	03/18/2025	AMBO/TRAINING/REG.	235-42153-308	25.00
EXPERT BILLING LLC	10657	03/18/2025	AMBO/DATA PROCESSING	235-42153-326	2,639.00
EXPERT BILLING LLC	11489	03/18/2025	AMBO/DATA PROCESSING	235-42153-326	2,465.00
EXPERT BILLING LLC	12061	03/18/2025	AMBO/ DATA RPOCESSING	235-42153-326	2,320.00
KRISTEN PORATH	3/11/2025	03/18/2025	AMBO/MEALS	235-42153-334	40.10
KRISTEN PORATH	3/11/2025	03/18/2025	AMBO/MEALS	235-42153-334	28.27
LANDON JOHNSON	3/13/2025	03/18/2025	AMBO/MEALS	235-42153-334	92.95
REBEKAH ELLINGSON	3/16/2025	03/18/2025	AMBO/MEALS	235-42153-334	37.83
APRIL PETERSON	3/9/2025	03/18/2025	AMBO/MEALS	235-42153-334	32.18
PAUL MARSH	033706	03/14/2025	AMBO/MAINTENANCE - VEHI	235-42153-405	120.42
O'REILLY AUTOMOTIVE, INC	4425-429579	03/20/2025	AMBO/MAINTENANCE - VEHI	235-42153-405	101.94
KIP NESS	6392	03/18/2025	AMBO/MAINTENANCE - GRO	235-42153-406	2,125.00
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	235-42153-480	668.42
				Activity 42153 - Ambulance Total:	**11,011.41**
				Fund 235 - AMBULANCE Total:	**11,011.41**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	250-46520-301	3,604.02
				Activity 46520 - EDA Total:	**3,604.02**
				Fund 250 - EDA GENERAL Total:	**3,604.02**
Fund: 309 - 2025 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00274262	03/20/2025	STREET-CIP	309-41000-303	5,627.45
				Activity 41000 - General Government Total:	**5,627.45**
				Fund 309 - 2025 STREET PROJECT Total:	**5,627.45**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
ROYAL GLASS LLC	2766	03/24/2025	P&Z- WINDOW REPLACEMEN	401-49950-500	2,054.20
MPH INDUSTRIES, INC	6025354	03/24/2025	POLICE/CAPITAL OUTLAY	401-49950-501	9,328.57
DGR ENGINEERING	375041.00	03/20/2025	STREET-CIP	401-49950-503	5,744.43
				Activity 49950 - Capital Outlay Total:	**17,127.20**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**17,127.20**
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	601-49400-131	1.80
HAWKINS, INC	7011327	03/20/2025	WATER/CHEMICALS	601-49400-216	8,224.91
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	601-49400-301	1,944.50
CORE & MAIN LP	INV00014926	03/20/2025	WATER/SEWER/LAB TESTING	601-49400-310	203.69
CORE & MAIN LP	INV0015020	03/20/2025	WATER/ LAB TESTINGS	601-49400-310	229.62
LUCAN COMMUNITY TV INC	2077	03/24/2025	WATER/MAINTENANCE - VEHI	601-49400-405	30.00
GOPHER STATE ONE CALL	4110852	03/14/2025	WATER/MAINTENANCE - DIST	601-49400-408	44.55
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	601-49400-444	2,634.75
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	601-49400-480	1.81
SW/WC SERVICE COOPERATIV	APRIL 25	03/24/2025	HEALTH INSURANCE	601-49400-480	1,019.62
				Activity 49400 - Water Total:	**14,335.25**
				Fund 601 - WATER Total:	**14,335.25**
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
HAWKINS, INC	7011329	03/20/2025	SEWER/CHEMICALS	602-49450-216	862.18
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	602-49450-301	1,944.50
MN VALLEY TESTING	1296366	03/14/2025	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1296391	03/14/2025	SEWER/ LAB TESTING	602-49450-310	90.40
MN VALLEY TESTING	1296531	03/17/2025	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1296534	03/17/2025	SEWER/LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1296740	03/17/2025	SEWER/ LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1297406	03/24/2025	SEWER/ LAB TESTING	602-49450-310	146.80
MN VALLEY TESTING	1297408	03/24/2025	SEWER/ LAB TESTING	602-49450-310	134.00
MN VALLEY TESTING	1297436	03/24/2025	SEWER/ LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1297480	03/24/2025	SEWER/ LAB TESTING	602-49450-310	126.40
MN VALLEY TESTING	1297657	03/24/2025	SEWER/ LAB TESTING	602-49450-310	155.20
CORE & MAIN LP	INV00014926	03/20/2025	WATER/SEWER/LAB TESTING	602-49450-310	692.40
HD SUPPLY INC	INV000648200	03/14/2025	SEWER/ LAB TESTING	602-49450-310	528.95
TEXAS REFINERY CORP	294823	03/24/2025	SEWER/MAINTENANCE - OFFI	602-49450-404	590.00
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	602-49450-444	2,634.75
				Activity 49450 - Sewer Total:	**8,719.98**
				Fund 602 - SEWER Total:	**8,719.98**
Fund: 604 - ELECTRIC					
ELECTRIC FUND	# 643 RETURN	03/26/2025	ELECTRIC/INVENTORY	604-14200	2.10
WESCO DISTRIBUTION, INC	510585	03/17/2025	ELECTRIC/ INVENTORY	604-14200	1,288.98
BORDER STATES	930058031	03/24/2025	ELECTRIC/INVENTORY	604-14200	1,092.96
BORDER STATES	930058038	03/24/2025	ELECTRIC/INVENTORY	604-14200	1,953.48
BORDER STATES	930066967	03/24/2025	ELECTRIC/INVENTORY	604-14200	1,705.36

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	# 1023	03/14/2025	ELECTRIC/CIP	604-16480	1,655.56
BENJAMIN W DAVISON	3/18/2025	03/18/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
MARIELA C CISNEROS ROSAS	3/18/2025	03/18/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
BARB KARSCHNIK	3/14/2025	03/17/2025	ELECTRIC/ RESIDENTIAL	604-37410	48.53
					8,346.97
Activity: 49550 - Electric					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	604-49550-131	1.80
AMAZON CAPITAL SERVICES, I	1HLH-KVDN-VYGL	03/24/2025	ELECTRIC/SUPPLIES	604-49550-200	105.82
AMAZON CAPITAL SERVICES, I	1P77-CR4M-6L7Q	03/14/2025	ELECTRIC/SUPPLIES	604-49550-200	70.57
STEVE NASBY	3/20/2025	03/24/2025	ELECTRIC/SUPPLIES	604-49550-200	530.67
T&R ELECTRIC	181834	03/14/2025	ELECTRIC/OTHER OPERATING	604-49550-217	106.88
CNA SURETY	5/7/2025 - 5/7/2026	03/24/2025	ELECTRIC/OPERATING SUPPLI	604-49550-217	100.00
RD OFFUTT COMPANY	P3677204	03/24/2025	ELECTRIC/OTHER OPERATING	604-49550-217	68.58
DEPARTMENT OF ENERGY	FEB 2025	03/14/2025	ELECTRIC/MERCHANDISE FOR	604-49550-263	85,780.65
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	604-49550-301	1,944.50
SKARSHAUG TESTING LAB	284678	03/14/2025	ELECTRIC/LAB TESTING	604-49550-310	491.28
STEVE NASBY	3/19/2025	03/24/2025	ELECTRIC/TRAVEL EXPENSE	604-49550-331	181.30
ELECTRIC FUND	# 1024	03/24/2025	ELECTRIC/MAINTENANCE - ST	604-49550-402	11.38
US LBM OPERATING CO 3009	03-01-24	10/23/2024	EL/MAINTENANCE - STRUCTU	604-49550-402	16.72
US LBM OPERATING CO 3009	11367215-C	09/10/2024	DOUBLE PAYMENT	604-49550-402	-317.92
US LBM OPERATING CO 3009	3041226	03/24/2025	ELECTRIC/MAINTENANCE - ST	604-49550-402	67.48
CARQUEST - SMITH AUTO SUP	178	03/14/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	121.75
WINDOM AUTO VALUE	34312774	03/24/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	17.45
CARQUEST - SMITH AUTO SUP	402	03/24/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	151.85
GDF ENTERPRISES, INC	A28066	03/24/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	74.95
RD OFFUTT COMPANY	P2850670	03/26/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	295.75
RD OFFUTT COMPANY	W2283804	03/24/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	7,872.38
US LBM OPERATING CO 3009	2699975	08/23/2024	EL/MAINTENANCE - GROUND	604-49550-406	43.74
US LBM OPERATING CO 3009	2699987	08/23/2024	EL/MAINTENANCE - GROUND	604-49550-406	45.64
US LBM OPERATING CO 3009	283628	08/23/2024	EL/MAINTENANCE - GROUND	604-49550-406	-19.76
ELECTRIC FUND	# 1025	03/26/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	121.36
ELECTRIC FUND	# 638 RETURN	03/14/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	137.37
REVOLT ELECTRICAL SERVICES	1499	03/14/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	19,098.63
REVOLT ELECTRICAL SERVICES	1500	03/14/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	11,314.85
REVOLT ELECTRICAL SERVICES	1499	03/14/2025	ELECTRIC/MAINTENANCE - DI	604-49550-410	10,199.37
REVOLT ELECTRICAL SERVICES	1501	03/14/2025	ELECTRIC/MAINTENANCE - GE	604-49550-410	16,697.19
REVOLT ELECTRICAL SERVICES	1499	03/14/2025	ELECTRIC/MAINTENANCE - DI	604-49550-411	3,000.00
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	604-49550-444	2,634.75
COTTONWOOD CO HISTORICA	2/18/2025	03/24/2025	ELECTRIC/CONSERVATION - E	604-49550-450	142.50
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	604-49550-460	322.00
				Activity 49550 - Electric Total:	**161,431.48**
				Fund 604 - ELECTRIC Total:	**169,778.45**
Fund: 609 - LIQUOR STORE					
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	609-20202	14,094.00
					14,094.00
Activity: 49751 - Liquor Store					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	609-49751-131	1.80
VESTIS GROUP, INC	2560360628	03/14/2025	LIQUOR STORE/CLEANING/SU	609-49751-211	72.79
O'MALLEY'S STORAGE AND RE	4504	03/14/2025	LIQUOR STORE/OTHER OPERA	609-49751-217	100.00
BELLBOY CORP	0207098200	03/20/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	603.50
VINOCOPIA, INC	0369626-IN	03/14/2025	LIQUOR STORE/LIQUOR	609-49751-251	75.00
BREAKTHRU BEVERAGE MINN	120463018	03/14/2025	LIQUOR STORE/LIQUOR	609-49751-251	51.00
BREAKTHRU BEVERAGE MN	120463757	03/14/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	1,747.08
JOHNSON BROS.	128406	03/26/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	-56.00
DOLL DISTRIBUTING, LLC	1723482	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	1,505.05
DOLL DISTRIBUTING, LLC	1723485	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	6.50
SOUTHERN GLAZER'S OF MN	2599532	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	3,083.16
SOUTHERN GLAZER'S OF MN	2602060	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	1,915.67
JOHNSON BROS.	2742271	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	416.08

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	2745707	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	8,636.56
JOHNSON BROS.	2750322	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	926.94
BEVERAGE WHOLESALERS	371820	03/14/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	110.50
BEVERAGE WHOLESALERS	372793	03/24/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-251	235.00
PHILLIPS WINE & SPIRITS	6939997	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	486.40
PHILLIPS WINE & SPIRITS	6942711	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	3,456.29
PHILLIPS WINE & SPIRITS	6946318	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	1,008.56
DOLL DISTRIBUTING, LLC	1718565	03/14/2025	LIQUOR STORE/BEER/WINE/N	609-49751-252	3,245.44
DOLL DISTRIBUTING, LLC	1718573	03/14/2025	LIQUOR STORE/BEER/NON-AL	609-49751-252	-206.13
DOLL DISTRIBUTING, LLC	1723482	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	9,640.30
DOLL DISTRIBUTING, LLC	1723485	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	-41.88
BEVERAGE WHOLESALERS	371820	03/14/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	17,515.33
BEVERAGE WHOLESALERS	372793	03/24/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-252	6,619.75
BEVERAGE WHOLESALERS	373202	03/24/2025	LIQUOR STORE/BEER	609-49751-252	481.00
ARTISAN BEER COMPANY	3752541	03/14/2025	LIQUOR STORE/BEER	609-49751-252	183.80
ARTISAN BEER COMPANY	3754178	03/24/2025	LIQUOR STORE/BEER	609-49751-252	81.35
BELLBOY CORP	0207098200	03/20/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	96.00
BREAKTHRU BEVERAGE MN	120463757	03/14/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	144.00
JOHNSON BROS.	128407	03/26/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	-48.00
DOLL DISTRIBUTING, LLC	1718565	03/14/2025	LIQUOR STORE/BEER/WINE/N	609-49751-253	33.60
DOLL DISTRIBUTING, LLC	1723482	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-253	60.00
SOUTHERN GLAZER'S OF MN	2599534	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	208.88
SOUTHERN GLAZER'S OF MN	2602061	03/24/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	220.56
PAUSTIS WINE COMPANY	260940	03/20/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	390.00
JOHNSON BROS.	2745708	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	705.05
JOHNSON BROS.	2750323	03/24/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	376.58
PHILLIPS WINE & SPIRITS	545915	03/26/2025	LIQUOR STORE/WINE	609-49751-253	-8.56
PHILLIPS WINE & SPIRITS	6939998	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	269.60
PHILLIPS WINE & SPIRITS	6942712	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	234.00
PHILLIPS WINE & SPIRITS	6943727	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	514.50
AH HERMEL COMPANY	1059768	03/14/2025	LIQUOR STORE/SOFT DRINKS	609-49751-254	102.94
AH HERMEL COMPANY	1061642	03/25/2025	LIQUOR STORE/TOBACCO/FRE	609-49751-254	67.32
BREAKTHRU BEVERAGE MN	120463757	03/14/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-254	30.11
SOUTHERN GLAZER'S OF MN	2599533	03/14/2025	LIQUOR STORE/SOFT DRINKS/	609-49751-254	47.00
PHILLIPS WINE & SPIRITS	6942712	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-254	31.00
AH HERMEL COMPANY	1061642	03/25/2025	LIQUOR STORE/TOBACCO/FRE	609-49751-256	125.83
HOME CITY ICE COMPANY	7053252514	03/14/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-257	258.32
JOHNSON BROS.	2750324	03/24/2025	LIQUOR STORE/THC	609-49751-258	322.75
ARTISAN BEER COMPANY	3752542	03/14/2025	LIQUOR STORE/THC	609-49751-258	342.60
DOLL DISTRIBUTING, LLC	1718565	03/14/2025	LIQUOR STORE/BEER/WINE/N	609-49751-259	42.40
DOLL DISTRIBUTING, LLC	1718573	03/14/2025	LIQUOR STORE/BEER/NON-AL	609-49751-259	-127.80
BEVERAGE WHOLESALERS	371820	03/14/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-259	93.95
BEVERAGE WHOLESALERS	372793	03/24/2025	LIQUOR STORE/ LIQUOR/BEE	609-49751-259	59.90
AH HERMEL COMPANY	1061642	03/25/2025	LIQUOR STORE/TOBACCO/FRE	609-49751-261	6.54
PHILLIPS WINE & SPIRITS	6942712	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-261	144.00
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	609-49751-301	1,944.50
LEAGUE OF MN CITIES	425763	03/20/2025	LIQUOR STORE/DATA PROCES	609-49751-326	89.73
BELLBOY CORP	0207098200	03/20/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	18.00
AH HERMEL COMPANY	1059768	03/14/2025	LIQUOR STORE/SOFT DRINKS	609-49751-333	8.95
AH HERMEL COMPANY	1061642	03/25/2025	LIQUOR STORE/TOBACCO/FRE	609-49751-333	8.95
BREAKTHRU BEVERAGE MN	120463757	03/14/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	24.51
JOHNSON BROS.	128406	03/26/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	-2.03
JOHNSON BROS.	128407	03/26/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	-2.03
DOLL DISTRIBUTING, LLC	1718565	03/14/2025	LIQUOR STORE/BEER/WINE/N	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1723482	03/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2599530	03/14/2025	LIQUOR STORE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2599531	03/14/2025	LIQUOR STORE/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2599532	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	69.70
SOUTHERN GLAZER'S OF MN	2599533	03/14/2025	LIQUOR STORE/SOFT DRINKS/	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2599534	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	6.15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	2602060	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	27.93
SOUTHERN GLAZER'S OF MN	2602061	03/24/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	8.20
SOUTHERN GLAZER'S OF MN	2602062	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	2.05
PAUSTIS WINE COMPANY	260940	03/20/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	10.00
JOHNSON BROS.	2742271	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	4.06
JOHNSON BROS.	2745707	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	175.17
JOHNSON BROS.	2745708	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	25.38
JOHNSON BROS.	2750322	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	9.54
JOHNSON BROS.	2750323	03/24/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	12.52
PHILLIPS WINE & SPIRITS	6939997	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	6.09
PHILLIPS WINE & SPIRITS	6939998	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	6942711	03/14/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	61.08
PHILLIPS WINE & SPIRITS	6942712	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	16.24
PHILLIPS WINE & SPIRITS	6943727	03/14/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	21.00
PHILLIPS WINE & SPIRITS	6946318	03/24/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	22.84
HOME CITY ICE COMPANY	7053252514	03/14/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-333	8.50
WINDOM COMMUNITY CENT	R202534	03/14/2025	LIQUOR STORE/ADVERTISING	609-49751-340	300.00
US LBM OPERATING CO 3009	3000958	02/24/2025	LIQUOR STORE/MAINTENANC	609-49751-402	102.57
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	609-49751-444	2,634.76
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	609-49751-460	8.00
				Activity 49751 - Liquor Store Total:	**72,298.60**
				Fund 609 - LIQUOR STORE Total:	**86,392.60**
Fund: 614 - TELECOM					
MN 9-1-1 PROGRAM	3/21/2025	03/24/2025	FEBRUARY 911 SERVICES	614-20206	919.24
					919.24
Activity: 49870 - Telecom					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	614-49870-131	1.80
CITY LAUNDERING CO.	2100517	03/17/2025	TELECOM-CLEANING SUPPLIE	614-49870-211	28.92
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	614-49870-301	1,944.50
JONATHAN ENGSTROM	425	03/17/2025	TELECOM/ENG/SURVEYING F	614-49870-303	1,700.00
JONATHAN ENGSTROM	431	03/17/2025	TELECOM/ENG/SURVEYING F	614-49870-303	1,445.00
JONATHAN ENGSTROM	435	03/17/2025	TELECOM/ENG/SURVEYING F	614-49870-303	1,700.00
NEUSTAR, INC.	L-0000049773	03/17/2025	TELECOM-DATA PROCESSING	614-49870-326	862.50
ENTERPRISE FM TRUST	613153-030525	03/14/2025	POLICE/TELECOM/VEHICLE LE	614-49870-419	20.63
ENTERPRISE FM TRUST	613153-030525	03/14/2025	POLICE/TELECOM/VEHICLE LE	614-49870-419	537.16
CENTURY LINK	7242105D-D-25076	03/26/2025	TELECOM-TRANSMISSION FEE	614-49870-441	33.88
CENTURY LINK	LX017082025081	03/26/2025	TELECOM-TRANSMISSION FEE	614-49870-441	272.64
NATIONAL CABLE TV COOP	25020406-01	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	48,915.08
Diamond Sports Topco, LLC	25797	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	6,212.05
BIG TEN NETWORK, LLC	373454	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	1,240.02
FOX CORPORATION	373455	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	239.44
FOX CORPORATION	373456	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	3,153.60
NEXSTAR BROADCASTING GR	603166	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	218.85
MLB NETWORK	604178	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	368.20
SHOWTIME NETWORKS INC	90942	03/17/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	146.88
TYLER TECHNOLOGIES, INC	025-501834	03/25/2025	ANNUAL SUBSCRIPTION	614-49870-444	2,634.75
JONATHAN ENGSTROM	427	03/17/2025	TELECOM/INTERNET EXPENSE	614-49870-447	1,700.00
JONATHAN ENGSTROM	429	03/17/2025	TELECOM/ INTERNET EXPENS	614-49870-447	1,700.00
JONATHAN ENGSTROM	433	03/17/2025	TELECOM-INTERNET EXPENSE	614-49870-447	1,700.00
JONATHAN ENGSTROM	437	03/17/2025	TELECOM- INTERNET EXPENS	614-49870-447	1,700.00
ZAYO GROUP, LLC	2025030002376	03/17/2025	TELECOM/CALL COMPLETION	614-49870-451	21,214.98
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	614-49870-460	313.00
				Activity 49870 - Telecom Total:	**100,003.88**
				Fund 614 - TELECOM Total:	**100,923.12**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	615-49850-131	1.80
US LBM OPERATING CO 3009	244424-019	08/23/2024	ARENA/OPERATING SUPPLIES	615-49850-217	-164.06
US LBM OPERATING CO 3009	244425-019	08/23/2024	ARENA/OPERATING SUPPLIES	615-49850-217	-43.77

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	615-49850-301	668.42
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	615-49850-460	124.92
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	615-49850-480	1.80
SW/WC SERVICE COOPERATIV	APRIL 25	03/24/2025	HEALTH INSURANCE	615-49850-480	1,019.62
				Activity 49850 - Arena Total:	**1,608.73**
				Fund 615 - ARENA Total:	**1,608.73**
Fund: 617 - M/P CENTER					
ZEDS VOLLEYBALL	3/24/2025	03/24/2025	TOURNAMENT REFUND	617-38515	723.75
					723.75
Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	APRIL 2025	03/24/2025	EAP- INSURANCE	617-49860-131	1.80
INDOFF, INC	3776538	03/24/2025	WCC/CLEANING SUPPLIES	617-49860-211	86.99
INDOFF, INC	3781707	03/24/2025	WCC/CLEANING SUPPLIES	617-49860-211	-121.99
INDOFF, INC	3776538	03/24/2025	WCC/CLEANING SUPPLIES	617-49860-217	83.95
DOLL DISTRIBUTING, LLC	16924729	03/17/2025	WCC/BEER	617-49860-252	100.00
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	617-49860-301	668.42
ELITE MECHANICAL SYSTEMS	31528	03/25/2025	WCC/GAS UTILITY	617-49860-383	270.00
MN REVENUE	FEB 2025	03/20/2025	SALES TAX	617-49860-460	337.00
				Activity 49860 - M/P Center Total:	**1,426.17**
				Fund 617 - M/P CENTER Total:	**2,149.92**
Fund: 651 - RIVERLBUFF TOWNHOMES					
Activity: 46520 - EDA					
CLIFTON-LARSON-ALLEN, LLP	L251136993	03/25/2025	AUDIT SERVICES	651-46520-480	668.46
				Activity 46520 - EDA Total:	**668.46**
				Fund 651 - RIVERLBUFF TOWNHOMES Total:	**668.46**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002571	03/21/2025	Federal Tax Withholding	700-21701	355.79
Internal Revenue Service-Payr	INV0002578	03/21/2025	Federal Tax Withholding	700-21701	12,530.07
MN Department of Revenue -	INV0002572	03/21/2025	State Withholding	700-21702	277.02
MN Department of Revenue -	INV0002579	03/21/2025	State Withholding	700-21702	6,412.29
Internal Revenue Service-Payr	INV0002571	03/21/2025	Social Security	700-21703	1,228.32
Internal Revenue Service-Payr	INV0002578	03/21/2025	Social Security	700-21703	15,256.26
MN Pera	INV0002570	03/21/2025	PERA	700-21704	508.24
MN Pera	INV0002576	03/21/2025	PERA	700-21704	787.52
MN Pera	INV0002576	03/21/2025	PERA	700-21704	17,569.60
MN Pera	INV0002576	03/21/2025	PERA	700-21704	9,319.46
MN State Deferred	INV0002577	03/21/2025	Deferred Roth	700-21705	902.00
MN State Deferred	INV0002577	03/21/2025	Deferred Compensation	700-21705	3,904.00
SW/WC SERVICE COOPERATIV	APRIL 25	03/24/2025	HEALTH INSURANCE	700-21706	37,603.30
LOCAL UNION #949	MARCH 2025	03/20/2025	LOCAL UNION DUES	700-21707	1,846.96
Internal Revenue Service-Payr	INV0002571	03/21/2025	Medicare Withholding	700-21711	287.26
Internal Revenue Service-Payr	INV0002578	03/21/2025	Medicare Withholding	700-21711	4,425.70
WEX Health Inc	3/10/2025	03/26/2025	FLEX SPENDING	700-21712	702.00
WEX Health Inc	3/10/25	03/26/2025	FLEX SPENDING	700-21712	31.00
WEX Health Inc	3/12/2025	03/26/2025	FLEX SPENDING	700-21712	430.40
WEX Health Inc	3/14/2025	03/26/2025	FLEX SPENDING	700-21712	199.16
WEX Health Inc	3/18/2025	03/26/2025	FLEX SPENDING	700-21712	25.80
WEX Health Inc	3/19/2025	03/26/2025	FLEX SPENDING	700-21712	15.32
WEX Health Inc	3/2/2025	03/26/2025	FLEX SPENDING	700-21712	31.06
WEX Health Inc	3/20/2025	03/26/2025	FLEX SPENDING	700-21712	950.00
WEX Health Inc	3/20/25	03/26/2025	FLEX SPENDING	700-21712	25.49
WEX Health Inc	3/24/2025	03/26/2025	FLEX SPENDING	700-21712	86.65
WEX Health Inc	3/3/2025	03/26/2025	FLEX SPENDING	700-21712	502.30
WEX Health Inc	3/4/2025	03/26/2025	FLEX SPENDING	700-21712	12.99
WEX Health Inc	3/5/2025	03/26/2025	FLEX SPENDING	700-21712	270.69
WEX Health Inc	3/7/2025	03/26/2025	FLEX SPENDING	700-21712	109.00
WEX Health Inc	3/8/2025	03/26/2025	FLEX SPENDING	700-21712	51.50
AFLAC	395990	03/20/2025	INSURANCE	700-21715	499.73

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFLAC	395990	03/20/2025	INSURANCE	700-21716	526.79
MN BENEFIT ASSOCIATION	2025-0320068	03/20/2025	INDIVIDUAL INSURANCE	700-21719	744.45
WEX Health Inc	INV0002575	03/21/2025	VEBA Employer Contribution	700-21720	2,093.79
WEX Health Inc	INV0002574	03/21/2025	HSA Employer Contribution	700-21722	1,093.77
WEX Health Inc	INV0002573	03/21/2025	HSA Employee Contribution	700-21723	1,011.14
					122,626.82
				Fund 700 - PAYROLL Total:	**122,626.82**
				Grand Total:	**607,364.30**

Report Summary

Fund Summary

Fund		Payment Amount
100 - GENERAL		59,843.38
211 - LIBRARY		1,555.09
225 - AIRPORT		724.00
230 - POOL		668.42
235 - AMBULANCE		11,011.41
250 - EDA GENERAL		3,604.02
309 - 2025 STREET PROJECT		5,627.45
401 - GENERAL CAPITAL PROJECTS		17,127.20
601 - WATER		14,335.25
602 - SEWER		8,719.98
604 - ELECTRIC		169,778.45
609 - LIQUOR STORE		86,392.60
614 - TELECOM		100,923.12
615 - ARENA		1,608.73
617 - M/P CENTER		2,149.92
651 - RIVERLBUFF TOWNHOMES		668.46
700 - PAYROLL		122,626.82
	Grand Total:	**607,364.30**

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	27,683.77
100-34780	Park Fees	126.31
100-41110-491	Payments to Other Orga	3,157.53
100-41310-131	Employer Paid Insurance	3.60
100-41310-200	Office Supplies	49.98
100-41310-301	Auditing & Consulting Se	1,944.50
100-41310-444	License Fees	4,391.26
100-41910-331	Travel Expense	236.60
100-41910-334	Meals/Lodging	114.44
100-41940-406	Repairs & Maint - Groun	675.00
100-42120-131	Employer Paid Insurance	16.19
100-42120-200	Office Supplies	288.55
100-42120-305	Medical & Dental Fees	612.00
100-42120-326	Data Processing	3,000.00
100-42120-327	Interpretation Fees	119.23
100-42120-334	Meals/Lodging	712.32
100-42120-350	Printing & Design	295.00
100-42120-405	Repairs & Maint - Vehicl	104.84
100-42120-412	Rentals - Building	2,152.50
100-42120-419	Vehicle Lease	3,725.37
100-42120-433	Dues & Subscriptions	376.00
100-42120-480	Other Miscellaneous	35.84
100-42220-211	Cleaning Supplies	39.50
100-42220-215	Materials & Equipment	389.95
100-42220-404	Repairs & Maint - M&E	906.40
100-42220-405	Repairs & Maint - Vehicl	1,180.24
100-42220-406	Repairs & Maint - Groun	5,970.00
100-43100-131	Employer Paid Insurance	1.80
100-43100-224	Street Maint Materials	60.00
100-45202-212	Motor Fuels	1,269.50
100-45202-404	Repairs & Maint - M&E	122.48
100-45202-406	Repairs & Maint - Groun	82.68
211-45501-200	Office Supplies	167.02
211-45501-402	Repairs & Maint - Struct	719.65
211-45501-480	Other Miscellaneous	668.42
225-45127-404	Repairs & Maint - M&E	55.58

Account Summary

Account Number	Account Name	Payment Amount
225-45127-480	Other Miscellaneous	668.42
230-45124-480	Other Miscellaneous	668.42
235-42153-131	Employer Paid Insurance	1.80
235-42153-217	Other Operating Supplie	249.50
235-42153-218	Uniforms	64.00
235-42153-308	Training & Registrations	25.00
235-42153-326	Data Processing	7,424.00
235-42153-334	Meals/Lodging	231.33
235-42153-405	Repairs & Maint - Vehicl	222.36
235-42153-406	Repairs & Maint - Groun	2,125.00
235-42153-480	Other Miscellaneous	668.42
250-46520-301	Auditing & Consulting Se	3,604.02
309-41000-303	Engineering and Surveyi	5,627.45
401-49950-500	Capital Outlay - Office	2,054.20
401-49950-501	Capital Outlay - Police	9,328.57
401-49950-503	Capital Outlay - Streets	5,744.43
601-49400-131	Employer Paid Insurance	1.80
601-49400-216	Chemicals and Chemical	8,224.91
601-49400-301	Auditing & Consulting Se	1,944.50
601-49400-310	Lab Testing	433.31
601-49400-405	Repairs & Maint - Vehicl	30.00
601-49400-408	Repairs & Maint - Distrib	44.55
601-49400-444	License Fees	2,634.75
601-49400-480	Other Miscellaneous	1,021.43
602-49450-216	Chemicals and Chemical	862.18
602-49450-301	Auditing & Consulting Se	1,944.50
602-49450-310	Lab Testing	2,688.55
602-49450-404	Repairs & Maint - M&E	590.00
602-49450-444	License Fees	2,634.75
604-14200	Inventory	6,042.88
604-16480	CIP-Const in Progress	1,655.56
604-22000	Prepayments	600.00
604-37410	Electric Residential	48.53
604-49550-131	Employer Paid Insurance	1.80
604-49550-200	Office Supplies	707.06
604-49550-217	Other Operating Supplie	275.46
604-49550-263	Merchandise for Resale -	85,780.65
604-49550-301	Auditing & Consulting Se	1,944.50
604-49550-310	Lab Testing	491.28
604-49550-331	Travel Expense	181.30
604-49550-402	Repairs & Maint - Struct	-222.34
604-49550-404	Repairs & Maint - M&E	8,534.13
604-49550-406	Repairs & Maint - Groun	69.62
604-49550-408	Repairs & Maint - Distrib	30,672.21
604-49550-410	Repairs & Maint - Gener	26,896.56
604-49550-411	Repairs & Maint - Sub St	3,000.00
604-49550-444	License Fees	2,634.75
604-49550-450	Conservation	142.50
604-49550-460	Miscellaneous Taxes	322.00
609-20202	Sales Tax Payable	14,094.00
609-49751-131	Employer Paid Insurance	1.80
609-49751-211	Cleaning Supplies	72.79
609-49751-217	Other Operating Supplie	100.00
609-49751-251	Liquor	24,207.29
609-49751-252	Beer	37,518.96
609-49751-253	Wine	3,196.21
609-49751-254	Soft Drinks & Mix	278.37
609-49751-256	Tobacco Products	125.83

Account Summary

Account Number	Account Name	Payment Amount
609-49751-257	Ice	258.32
609-49751-258	Liquor Store THC	665.35
609-49751-259	Non- Alcholic	68.45
609-49751-261	Other Merchandise	150.54
609-49751-301	Auditing & Consulting Se	1,944.50
609-49751-326	Data Processing	89.73
609-49751-333	Freight and Express	575.13
609-49751-340	Advertising & Promotion	300.00
609-49751-402	Repairs & Maint - Struct	102.57
609-49751-444	License Fees	2,634.76
609-49751-460	Miscellaneous Taxes	8.00
614-20206	911 988 TAP & TACIP Fe	919.24
614-49870-131	Employer Paid Insurance	1.80
614-49870-211	Cleaning Supplies	28.92
614-49870-301	Auditing & Consulting Se	1,944.50
614-49870-303	Engineering and Surveyi	4,845.00
614-49870-326	Data Processing	862.50
614-49870-419	Vehicle Lease	557.79
614-49870-441	Transmission Fees	306.52
614-49870-442	Subscriber Fees	60,494.12
614-49870-444	License Fees	2,634.75
614-49870-447	Internet Expense	6,800.00
614-49870-451	Call Completion	21,214.98
614-49870-460	Miscellaneous Taxes	313.00
615-49850-131	Employer Paid Insurance	1.80
615-49850-217	Other Operating Supplie	-207.83
615-49850-301	Auditing & Consulting Se	668.42
615-49850-460	Miscellaneous Taxes	124.92
615-49850-480	Other Miscellaneous	1,021.42
617-38515	M/P Rent Adult Program	723.75
617-49860-131	Employer Paid Insurance	1.80
617-49860-211	Cleaning Supplies	-35.00
617-49860-217	Other Operating Supplie	83.95
617-49860-252	Beer	100.00
617-49860-301	Auditing & Consulting Se	668.42
617-49860-383	Gas Utility	270.00
617-49860-460	Miscellaneous Taxes	337.00
651-46520-480	Other Miscellaneous	668.46
700-21701	Federal Withholding	12,885.86
700-21702	State Withholding	6,689.31
700-21703	FICA Tax Withholding	16,484.58
700-21704	PERA Contributions	28,184.82
700-21705	Retirement	4,806.00
700-21706	Medical Insurance	37,603.30
700-21707	Union Dues	1,846.96
700-21711	Medicare Tax Withholdi	4,712.96
700-21712	Flex Account	3,443.36
700-21715	Individual Insurance-Afla	499.73
700-21716	Individual Insurance-Afla	526.79
700-21719	Individual Insurance-MB	744.45
700-21720	VEBA Contributions	2,093.79
700-21722	HSA Contribution	1,093.77
700-21723	HSA Employee Contribu	1,011.14
	Grand Total:	**607,364.30**

Project Account Summary

Project Account Key	Payment Amount
None	607,364.30

Project Account Summary

Project Account Key		Payment Amount
None		
	Grand Total:	607,364.30

Donna Shelson

Sent 1/3/25
CAncel - 2/10/25
Print new form
resent request
4/1/25

Date/Time received: ______________

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

Name: Janette Simon Telephone No: 319-440-4901

Address: DVHHS 235 9th St. Windom

Date of Council Meeting: ~~3/4/2025~~ 4/1/25 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Share DVHHS Community Health Improvement Plan 2025-2029.

Have you brought this to the attention of the appropriate department head? N/A
Committee? N/A

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): 1 sheet flier

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

Janette Simon
Signature

Des Moines Valley Health and Human Services - DVHHS -

Community Health Improvement Plan

3 Health Priorities for Cottonwood and Jackson Counties 2025-2029

#1 Achieve healthy communities through mental health care collaborations, community support, and mental health literacy

#2 Achieve suitable and safe housing

#3 Address communication needs for diversity, equity, inclusion, and belonging

The complete action plan can be found online at https://www.dvhhs.org/CHIP

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
MEETING DATE:	April 1, 2025
RE:	Public Hearing – Residential Tax Abatement – 1663 17th Street
DEPT:	EDA
CONTACT:	Tiffany Lamb, EDA Director, at 832-8661 or tiffany.lamb@windommn.com

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Recommendations/Options/Action Requested

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

1. Hold Public Hearing on the proposed residential tax abatement.
2. Adopt the attached RESOLUTION approving the tax abatement for a new home to be constructed at 1663 17th Street, Windom, MN 56101.

Issue Summary/Background

On March 18, 2025, the Windom City Council adopted a resolution calling for a Public Hearing to be held on April 1, 2025, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1663 17th Street, Windom, MN 56101.

The Applicant has met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2022, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 20, 2022, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines, renewing its participation in the Cottonwood County Home Initiative Program, and establishing a cap of $320,000 as the maximum value per new single-family home on which the City may grant tax abatement.

The program provides for a five-year abatement of property taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable for the full assessed value of the new home, duplex or multi-family complex. The abatement does not include the property taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of property taxes by the City for this property for the five-year period is $9,220.15. (However this is only an estimate because construction on the home has not yet begun and the tax rates will change each year.)

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813;
2. Public Hearing Notice;
3. Cottonwood County Home Initiative Application Packet – 1663 17th Street, Windom, MN.

TL:mah

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813

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

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

WHEREAS, Borsgard Construction, LLC, a Minnesota limited liability company, ("Borsgard") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-450-0300

Address of Property: 1663 17th Street, Windom, MN 56101

Legal Description of Property: Lot 14, Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Borsgard proposes to a construct a new home on this property; and

WHEREAS, Borsgard has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Borsgard has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **BORSGARD CONSTRUCTION, LLC, a Minnesota limited liability company,** of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.

2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.

3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.

4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.

5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 1st day of April, 2025.

____

Hilary Mathis, Mayor

Attest: ________________________________

Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, April 1, 2025, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Borsgard Construction, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2024 tax rates, **estimated** total abatement could be approximately $9,220.15.

Property Address: 1663 17th Street, Windom, MN 56101

Legal Description of Property: Lot 14, Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota;

Parcel No.: 25-450-0300

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: March 19, 2025
(COTTONWOOD COUNTY CITIZEN)

February 27, 2025

To: Cottonwood County Home Initiative Administrator

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

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on Lot 14, Block 3 of Kalash Addition in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

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

Even though our estimated valuation of the new home is in excess of $320,000, we understand that the maximum valuation on which tax abatement will be granted for the new home is capped at that amount. A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

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

Sincerely,

BORSGARD CONSTRUCTION, LLC

By: Richard Borsgard

By: Drake Borsgard

Applicant: Borsgard Construction, LLC
Mailing Address for Applicant: 2225 River Road, Windom, MN 56101
Contact Phone Nos.: Rick Borsgard - 507-822-1484; Drake Borsgard – 507-822-3845

Attachments

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Borsgard Construction, LLC

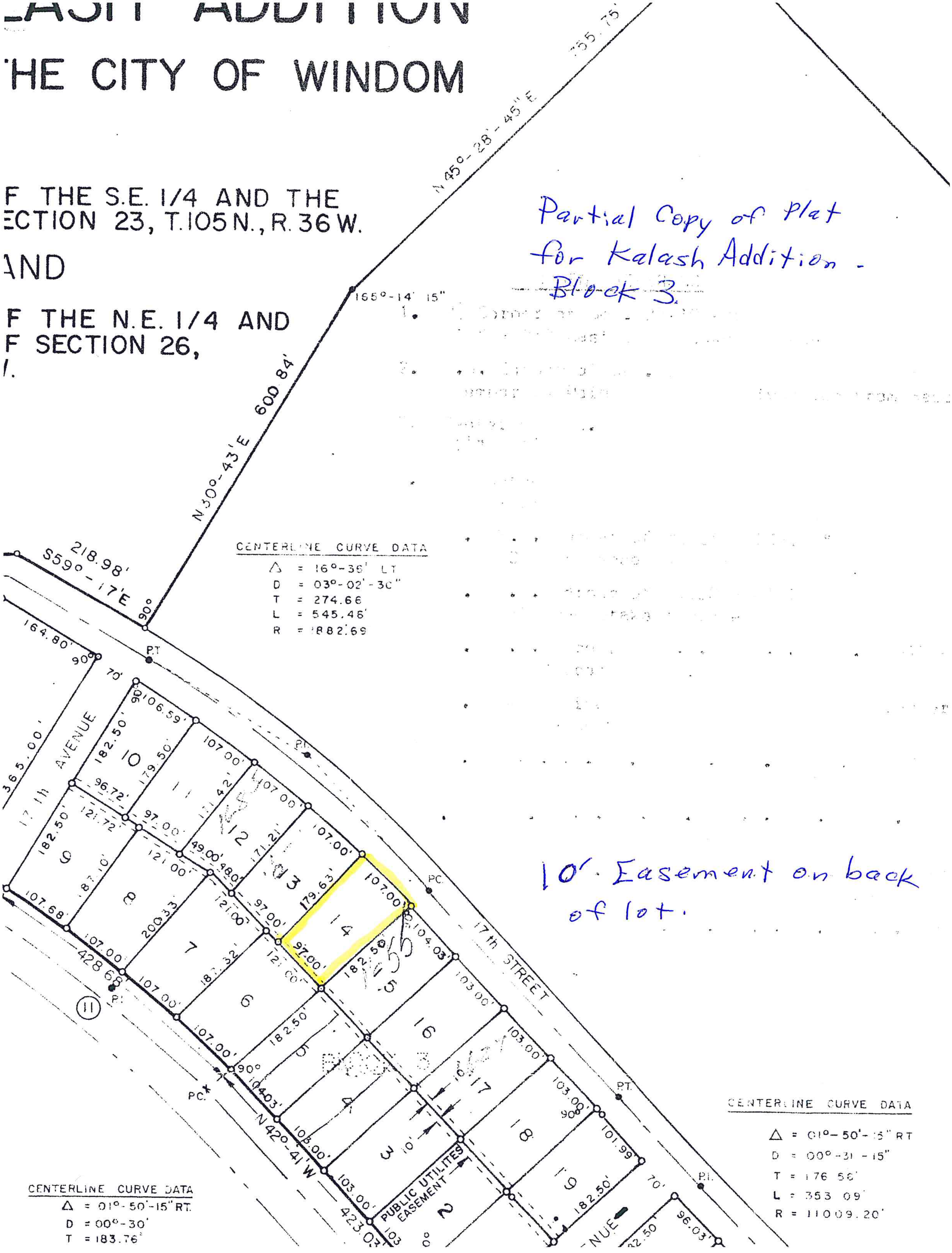
Parcel ID No.: 25-450-0300

Address of the Property: 1663 17th Street, Windom, Minnesota 56101

Legal Description of the Property: Lot 14, Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

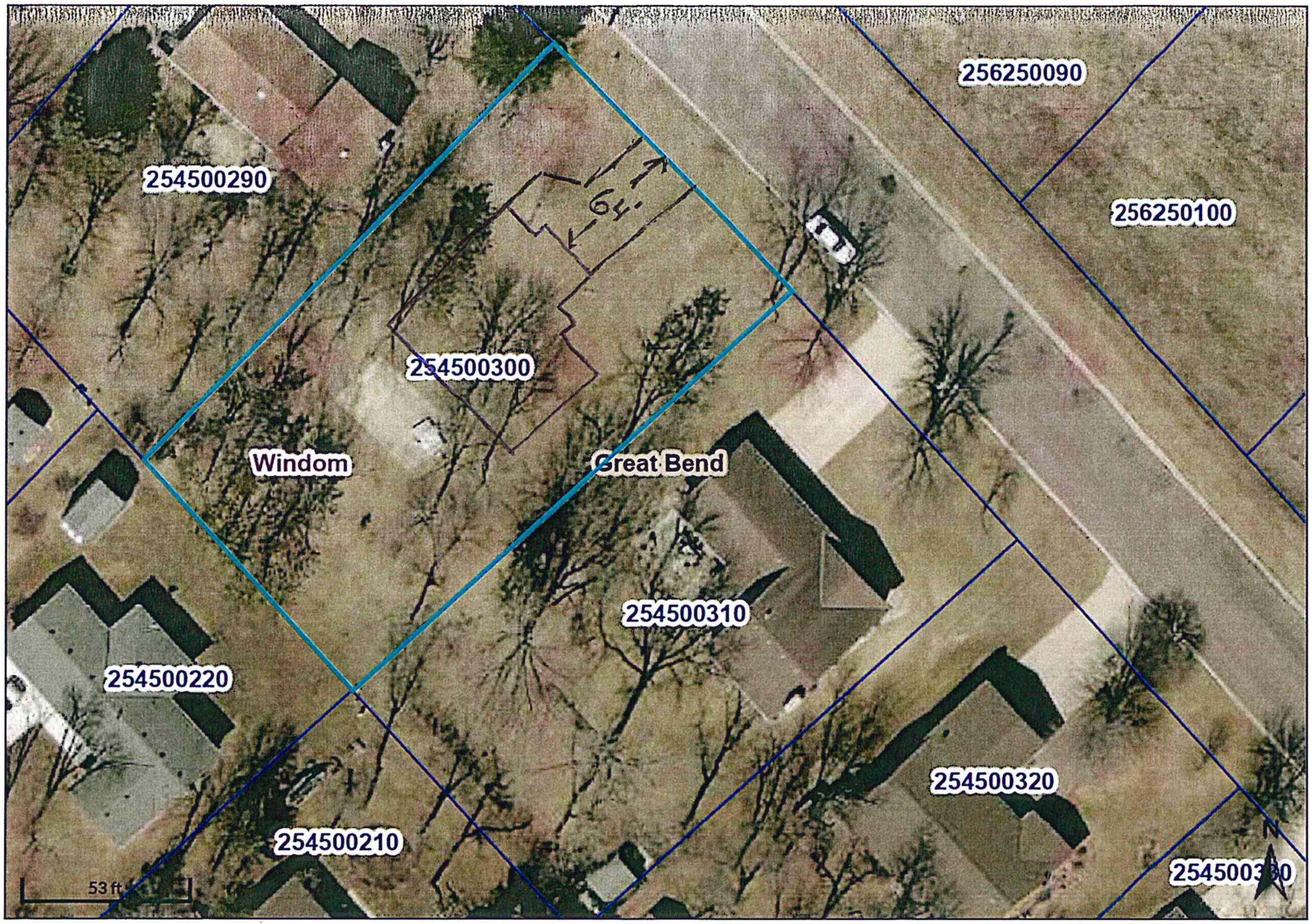
Estimated Market Value of the New Home: $500,000

Valuation Cap (per Guidelines): $320,000



…ASH ADDITION
…HE CITY OF WINDOM
…F THE S.E. 1/4 AND THE
…ECTION 23, T.105 N., R. 36 W.
…AND
…F THE N.E. 1/4 AND
…F SECTION 26,
Partial Copy of Plat
for Kalash Addition -
Block 3.
10' Easement on back
of lot.
N 45°-28'-45" E
755.75'
165°-14' 15"
N 30°-43' E 600.84'
218.98'
S 59°-17' E
90°
CENTERLINE CURVE DATA
Δ = 16°-39' LT
D = 03°-02'-30"
T = 274.66
L = 545.46'
R = 1882.69
164.80'
365.00'
17th AVENUE
P.T.
P.I.
P.C.
17th STREET
N 42°-41' W
428.68'
423.03'
PUBLIC UTILITIES EASEMENT
BLOCK 3
CENTERLINE CURVE DATA
Δ = 01°-50'-15" RT
D = 00°-31'-15"
T = 176.56'
L = 353.09'
R = 11009.20'
CENTERLINE CURVE DATA
Δ = 01°-50'-15" RT.
D = 00°-30'
T = 183.76'

Beacon™ Cottonwood County, MN



Parcel ID	254500300	**Alternate ID**	n/a	**Owner Address**	BORSGARD CONSTRUCTION LLC
Sec/Twp/Rng	0-0-0	**Class**	RESIDENTIAL\SINGLE UNIT		2225 RIVER ROAD
Property Address	1663 17TH ST WINDOM	**Acreage**	n/a		WINDOM MN 56101

District n/a

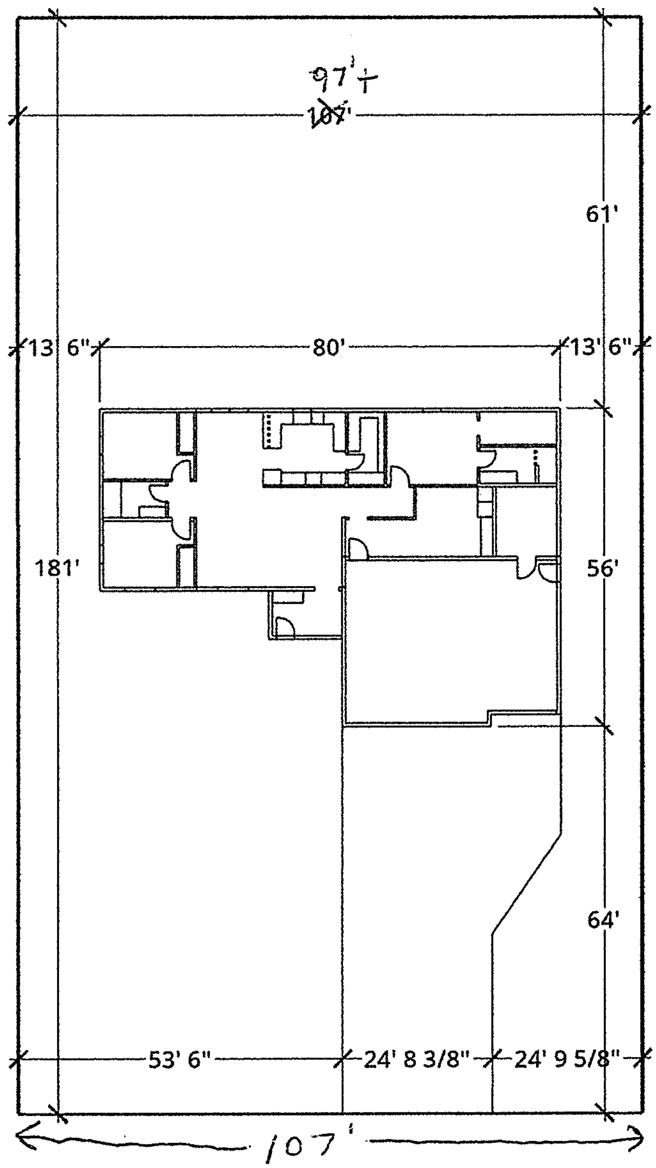
Brief Tax Description n/a

(Note: Not to be used on legal documents)

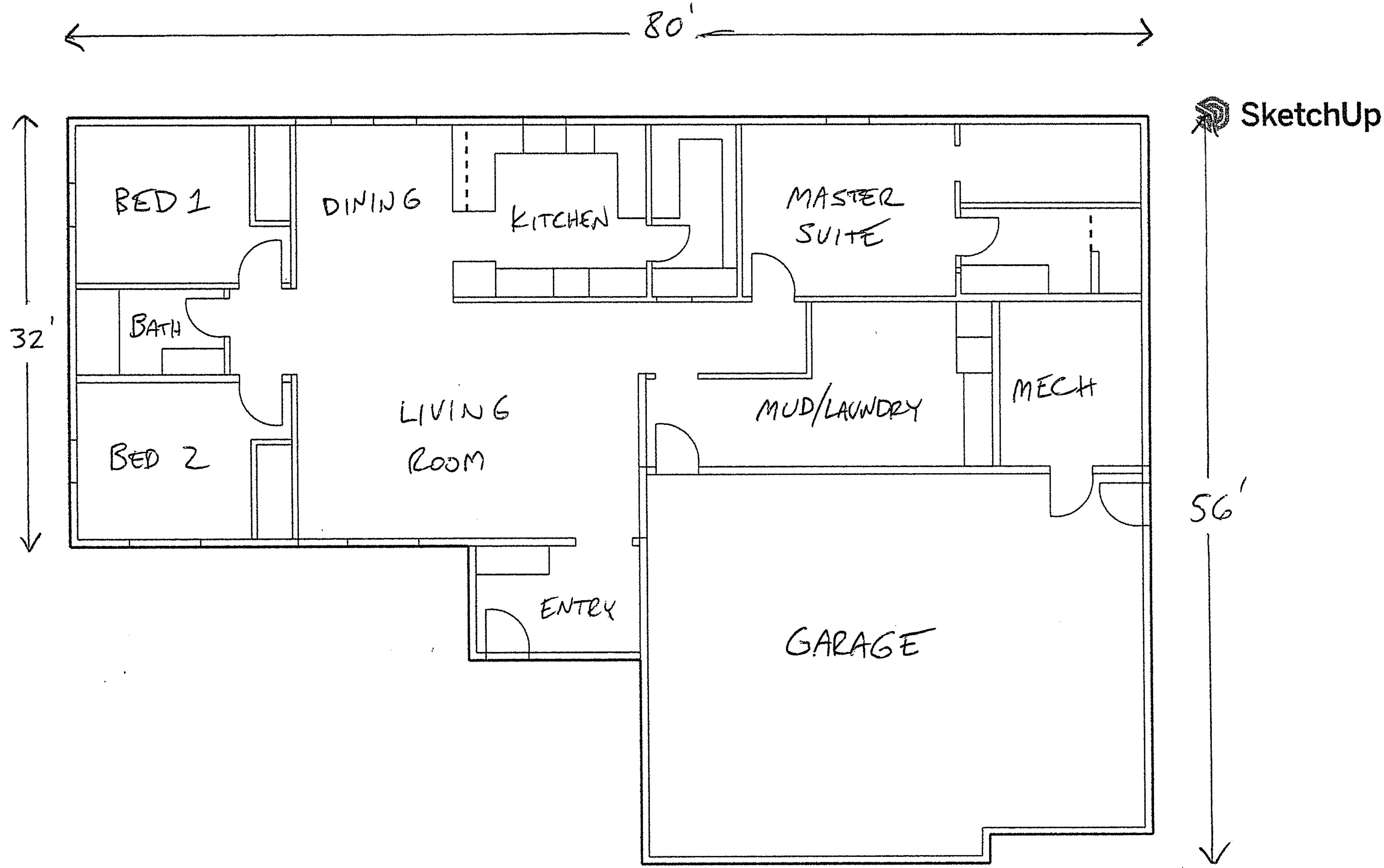
Date created: 2/25/2025

Last Data Uploaded: 2/25/2025 4:42:52 AM

Developed by SCHNEIDER GEOSPATIAL



17th Street


80'
32'
56'
SketchUp
BED 1
DINING
KITCHEN
MASTER SUITE
BATH
LIVING ROOM
MUD/LAUNDRY
MECH
BED 2
ENTRY
GARAGE

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:	MATTHEW FAST, BUILDING & ZONING OFFICIAL
CC MEETING DATE:	APRIL 1, 2025
RE:	PROPOSED NEW ORDINANCE – ADDING CITY CODE SECTIONS **and** TITLE & SUMMARY (For Publication)
DEPT:	BUILDING & ZONING
CONTACT:	MATTHEW FAST (matthew.fast@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

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

1. Approve, by Motion, the second reading of **Ordinance No. 200, 2nd Series** adding new City Code Sections 120.01 through 120.20 "Cannabis and Hemp Businesses" as recommended by the Planning Commission and approved by City Attorney.

2. Approve, by Motion, the proposed Title & Summary for Ordinance No. 200, 2nd Series for publication, in lieu of publishing the entire ordinance, **by at least a 4/5 vote of the Council**.

Issue Summary/Background

In summary, the purposes of Ordinance No. 200, 2nd Series are: To adopt new City Code Sections (1) designating Cottonwood County as the responsible entity for local registrations, compliance inspections, and enforcement concerning cannabis and hemp businesses and (2) adopting regulations that are specific to the City of Windom to promote the safety and general welfare of the public.

The City Council approved the first reading of Ordinance No. 200, 2nd Series on March 18, 2025. No changes were requested by the City Council at the March 18th Meeting. The second reading is scheduled for April 1, 2025. At that time, the ordinance can be adopted.

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

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

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 200, 2nd Series;
2. Title and Summary of Ordinance No. 200, 2nd Series.

ORDINANCE NO. 200, 2^{ND} SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
ADDING NEW SECTIONS TO THE CITY CODE

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

WHEREAS, the Minnesota State Legislature adopted Chapter 342 “Cannabis” to Minnesota Statutes and created the Office of Cannabis Management to make rules, establish policy, and exercise its regulatory authority over the cannabis industry and hemp consumer industry; and

WHEREAS, local units of government may adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; and

WHEREAS, the Office of Cannabis Management will issues licenses for these businesses; and

WHEREAS, Cottonwood County shall be responsible for issuing local registrations for these businesses, conducting required preliminary compliance checks and compliance inspections, conducting enforcement actions concerning violations, and issuing permits for temporary cannabis events pursuant to Cottonwood County Ordinance No. 43; and

WHEREAS, it is necessary that the City of Windom, Minnesota, adopt an ordinance designating zoning districts for such businesses, hours of operation for retail businesses, requirements concerning temporary cannabis events, and additional provisions to promote the safety and general welfare of the public.

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

CANNABIS AND HEMP BUSINESSES

§ 120.01 PURPOSE.

The purpose of the regulations for cannabis and hemp businesses is to promote the safety and general welfare of the public and to place restrictions, as allowed by Minnesota Statutes, on the location of said businesses and the time of operations. The purpose of the regulations for temporary cannabis events is to promote the safety and general welfare of the public.

§ 120.02 DEVELOPMENT AND LAND USE.

Development and land use by cannabis and hemp businesses shall be regulated by Minnesota Statutes Chapter 342 and rules promulgated thereunder including, but not limited to, by the Minnesota Office of Cannabis Management, Cottonwood County Ordinance No. 43, and the Windom Municipal Code.

§ 120.03 CITY ZONING DISTRICTS AND TYPE OF USE.

The definitions of the following businesses shall be as set forth in Cottonwood County Ordinance No. 43, Minnesota Statutes Chapter 342, and as established by the Minnesota Office of Cannabis Management.

Notwithstanding anything in this Ordinance to the contrary, the following businesses shall be allowed in the City Zoning Districts as the types of uses set forth herein:

(A) Cannabis Cultivator: Only in City Zoning District A-O as a conditional use;

(B) Cannabis Delivery**:** Only in City Zoning Districts B-2, B-3, and I-1 as a permitted use;

(C) Cannabis Manufacturer: Only in City Zoning District I-2 as a conditional use;

(D) Cannabis Retailer: Only in City Zoning Districts B-2 and B-3 as a conditional use;

(E) Cannabis Transportation/Transporter: Only in City Zoning District I-1 as a permitted use;

(F) Cannabis Wholesale: Only in City Zoning District I-1 as a conditional use;

(G) Lower-Potency Hemp Edibles Manufacturer: Only in City Zoning District I-2 as a conditional use.

Businesses listed in Subsections (C), (D), (F), and (G) shall be conducted in an indoor facility.

§ 120.04 ADDITIONAL CONDITIONS.

(A) Any Cannabis Cultivator, as defined in Minnesota Statutes Chapter 342 and by the Minnesota Office of Cannabis Management, located 500 feet or less from a residence shall conduct its operations, including cultivation of plants, in an indoor facility. The indoor facility shall comply with the performance standards set forth in Minnesota Statutes Chapter 342 and other requirements established by state administrative rules.

(B) The City Council may place additional conditions on a conditional use permit, issued pursuant to this Chapter, as deemed appropriate and as permitted by State Statute and state administrative rules.

§ 120.05 PERFORMANCE STANDARDS.

(A) All cannabis businesses shall comply with the performance standards set forth in Minnesota Statutes Chapter 342 and other requirements established by state administrative rules.

(B) These performance standards shall include, but are not limited to, security, fencing, lighting, light pollution control, odor control, ventilation and filtration systems for odor control and dust control, plans for wastewater and waste disposal, and plans for electricity, water, and other utilities necessary for the normal operation of the facility, ventilation and filtration systems. These plans shall be submitted to the City and as required by Minnesota Statutes Chapter 342 and state administrative rules.

§ 120.06 REGISTRATION, INSPECTIONS AND ENFORCEMENT.

Registration of cannabis and hemp businesses that have been licensed by the State of Minnesota shall be the responsibility of Cottonwood County, Minnesota, pursuant to Cottonwood County Ordinance No. 43. Cottonwood County, Minnesota, shall also be responsible for preliminary compliance checks, compliance inspections, enforcement actions concerning violations, and permits for temporary cannabis events pursuant to Cottonwood County Ordinance No. 43.

§ 120.07 LOCATION AND HOURS OF OPERATION.

(A) *Location:* A cannabis business shall be prohibited from operation within 500 feet of a school, daycare, or residential treatment facility. All measurements shall be made from the business building to the property line of the school, daycare, or residential treatment facility. A cannabis business shall also be prohibited from operation within 500 feet of an attraction within a public park that is regularly used by minors including, but not limited to, a playground, swimming pool, or athletic field. All measurements shall be made from the business building to the attraction.

(B) *Hours of Operation:* Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. and 9 p.m. Sunday through Saturday.

§ 120.08 PROHIBITION OF CANNABIS USE ON PUBLIC PROPERTY

(A) *Public property.* For purposes of this section, “public property” means real property and improvements (such as buildings, etc.) located within the City of Windom that are owned, managed or controlled by any government entity within the City of Windom including, but not limited to, City parks, except as provided in Section 120.09 herein, City Hall, Arena, Emergency Services Facility, River Bend Liquor Store, all other City buildings, County Courthouse, Law Enforcement Center, all other County buildings, County fairgrounds, State offices such as Department of Natural Resources, Minnesota Department of Transportation, and Federal offices such as the U.S. Fish and Wildlife properties, and the property and parking lots for these buildings and facilities, and shall also include any personal property owned by these entities, such as motor vehicles and equipment.

(B) *Prohibition.* No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, as defined in Minnesota Statutes Chapter 342, on the public property described above.

§ 120.09 TEMPORARY CANNABIS EVENT.

(A) *Permit Required*. Any person or organization desiring to hold a temporary cannabis event in the City must first obtain a license from the Office of Cannabis Management and a temporary cannabis event permit from Cottonwood County pursuant to the requirements of Cottonwood County Ordinance No. 43.

(B) *Amplification Permit Required.* The event organizer shall also obtain an Amplification Permit from the City. This Permit must be approved by the City Council and the applicant shall submit the application to the City at least thirty (30) days prior to the date of the proposed event.

(C) *Insurance.* The Applicant shall provide the Cottonwood County Auditor's Office and City of Windom with proof of current commercial liability insurance coverage for the event with a minimum coverage of at least $1,000,000 or as determined by the County/City.

(D) *Event Location, Age Restriction, Duration and Hours:* In the City of Windom, temporary cannabis events shall only be allowed in Mayflower Park. Access to the area is restricted to persons 21 years of age or older. A temporary cannabis event shall not last more than four (4) consecutive days. The event may only be held between the hours of 10:00 a.m. and 9:00 p.m. The park closes at 10:30 p.m. No overnight camping is allowed in the park. The park property shall be restored to its condition prior to the day's event and the park shall be vacated by 10:30 p.m. each day of the event.

(E) *Emergency Access and Security*. The event organizer shall ensure that emergency access to the site shall be maintained for the duration of the event. The event organizer shall ensure that security is provided at the temporary cannabis event.

(F) *Compliance with State Statutes.* All temporary cannabis events shall comply with the requirements of Minnesota Statutes § 342.01, et seq.

(G) *No Consumption of Alcohol or Tobacco.* The sale or consumption of alcohol or tobacco is not allowed at the location of the temporary cannabis event.

§ 120.20 PENALTY.

Every person who violates a section, division, paragraph or provision of this chapter when he or she performs an act thereby prohibited or declared unlawful, or fails to act when the failure is thereby prohibited or declared unlawful and, upon conviction thereof, shall be punished as for a misdemeanor and shall be fined as required by law and additional costs levied for the cost of prosecution.

* *

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

* *

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

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

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 1st day of April, 2025.

____
Hilary Mathis, Mayor

ATTEST:

____
Steven Nasby, City Administrator

1st Reading:	March 18, 2025
2nd Reading:	April 1, 2025
Adoption:	April 1, 2025
Published:	April 9, 2025

TITLE AND SUMMARY
OF
ORDINANCE NO. 200, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, ADDING NEW SECTIONS TO THE CITY CODE

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

WHEREAS, the Minnesota State Legislature adopted Chapter 342 “Cannabis” to Minnesota Statutes and created the Office of Cannabis Management to regulate the industry; and

WHEREAS, Cottonwood County shall be responsible for issuing local registrations for these businesses, conducting required preliminary compliance checks and compliance inspections, and conducting enforcement actions concerning violations; and

WHEREAS, it is necessary that the City of Windom adopt new City Code Sections that are specific to Windom designating zoning districts for such businesses and additional provisions to promote the safety and general welfare of the public.

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

The following is a summary of the new Sections for “Cannabis and Hemp Businesses” that were added to the City Code:

1. Section 120.01 – “Purpose”: Stating the purpose for these new code sections.

2. Section 120.02 - “Development and Land Use”: Identifying the legislation that regulates these businesses.

3. Section 120.03 - “City Zoning Districts and Type of Use”: Identifying the zoning districts for the operation of specific cannabis and hemp businesses.

4. Section 120.04 - “Additional Conditions”: Adding requirements for use of an indoor facility by a cannabis cultivator and reserving the City Council’s authority to place additional conditions on a conditional use permit issued pursuant to this chapter.

5. Section 120.05 - “Performance Standards”: Listing performance standards for businesses and requiring that plans to comply with these standards be submitted to the City of Windom.

6. Section 120.06 - “Registration, Inspections and Enforcement”: Designating Cottonwood County as the responsible entity for local registrations and permits, inspections, and enforcement.

7. Section 120.07 - “Location and Hours of Operation”: Adopting distances from certain facilities in which cannabis businesses are prohibited from operating and establishing hours of operation for retail sales.

8. Section 120.08 - “Prohibition of Cannabis Use on Public Property”: Defining public property and prohibiting use of certain substances on public property.

9. Section 120.09 - “Temporary Cannabis Event”: Establishing regulations for temporary cannabis events.

10. Section 120.20 - “Penalty”: Establishing the penalty for violating provisions of these code sections.

* *

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

NOTICE: A COPY OF THE ENTIRE TEXT OF ORDINANCE NO. 200, 2ND SERIES IS AVAILABLE ON THE CITY’S WEBSITE AT www.windom-mn.com OR PRINTED COPIES ARE AVAILABLE FOR INSPECTION BY ANY PERSON AT:

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

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

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

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

- -

ORDINANCE NO. 200, 2ND SERIES:

1st Reading: City Council Meeting – March 18, 2025
2nd Reading & Adoption: City Council Meeting – April 1, 2025
Publication of Title and Summary & Effective Date: April 9, 2025

This “Title and Summary” approved for publication by the Windom City Council on April 1, 2025.

CITY OF WINDOM
By 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: City Administrator
DATE: March 28, 2025
RE: Disposition of Surplus Equipment\Items
DEPT: Water
CONTACT: Ryan Anderson, Water\Wastewater Supt: Ryan.Anderson@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve disposition of surplus property and equipment consisting of a 2013 flat-bed pick-up.

Issue Summary/Background

City Code permits surplus property and equipment, so designated by the City Council, to be sold. Three items are being requested for this designation.

A 2013 Chevy pick-up with a flat-bed currently with 80,000+ miles is no longer needed by the Dept. This unit was replaced earlier year with a new pick-up.

We are recommending that the equipment be used by another department in the City and if that is not needed, that the unit be sold through a public bid process. Staff is planning on listing the truck on a government surplus on-line auction site. This is sale method is consistent with City Code 96.73.

Fiscal Impact

Per City Code any funds received from the sale of these items will be deposited into the General Fund. Staff is requesting that the proceeds be returned to the Water Fund.

Attachments

1. Listing of equipment to be declared surplus and disposed of via City Code.

2025 Special Deer Hunt Recommendation Form - Archery

This form is to be used for city, park, and SNA archery hunts. This form should be sent to non-DNR hunt coordinators to fill out and return to Area Managers. Area Managers must input the information on this form into the WDRIS system by April 21, 2025.

2025 Archery deer season: September 13-December 31

Hunt Area Name

City of Windom Urban Archery Special Hunt

Hunt Administrator/Contact

Devin Kopperud

Address

444 9th Street, Windom, MN 56101

Phone

507-831-6134

E-mail

Devin.Kopperud@windompdmn.com

Website address with hunt information (if applicable)

www.windom-mn.com (Information will be posted closer to the hunt dates)

Dates of Hunt (From/to; e.g. Oct. 11-12)

September 13, 2025 to December 31, 2025

GPS coordinates of hunt location (lat, long)

43.86942 -95.10229; 43.857338 - 95.106533 and

Additional Hunt Dates (from/to...only if part of the same hunt)

N\A

Application Deadline *Note: Applications and permitting for most archery special hunts are processed by the hunt administrator. Application dates and methods vary by special hunt.*

August 1, 2025

Application Fee (if applicable)

$20 per hunter to cover archery proficiency testing costs.

Number of Permits (the number of hunters participating in the hunt)

10-15

With rare exception, hunters participating in a special hunt will be allowed to use any combination of licenses/permits to take deer in a special hunt regardless of bag limit. Legal bucks must be tagged with a license but bonus permits may be used to take any antlerless deer. If an exception is needed, please contact Barb Keller, barbara.keller@state.mn.us

Bag Limit (Select from drop-down menu) *Note: this is specific to this hunt and may be different from the surrounding permit areas. For example, if a special hunt falls within a permit area that is under lottery management and "2 deer" is selected, an individual hunter can tag both deer during the special hunt with bonus permits and use his/her license in the deer permit area.*

2 deer

Special Management Strategy

- (x) Antlerless only
- ( ) Antler Point Restriction
- ( ) Earn-a-buck
- ( ) Either sex
- ( ) Other

Reason for Special Permit Hunt (check all that apply)

- [x] Deer are causing substantial damage to Ag or Forest Crops
- [ ] Unacceptable level of deer vehicle accidents are occurring adjacent or in the unit
- [ ] Deer are causing a significant negative impact to native plant communities and/or forest regen. in the unit
- [x] Deer are causing significant negative impact to adjacent landowner's vegetation
- [ ] Other

Additional comments (e.g., are facilities are available for disabled hunters?)

Any questions regarding this form should be directed to Barb Keller, Big Game Program Leader, 651-259-5198 or barbara.keller@state.mn.us

Approvals by Area Manager, Regional Manager, and Big Game Program Leader will occur via the WDRIS application.

- [ ] Hunt Administrator Approval

2025 Windom CITY DEER HUNT

Thank you for your interest in the 2025 City of Windom Deer Control Program. With the assistance of the local Department of Natural Resources (DNR) office, Windom has developed a controlled archery hunt to be conducted in designated areas. A general description of the 2025 program follows:

- Hunting will be by Special Permit only and a total of 15 permits will be issued.
- The program will be conducted between September 13th and December 31st.
- Portable tree stands supplied by the hunter will be required, and specific hunting areas determined by the City will be assigned.
- Participants must purchase a Regular Archery License. The Windom hunt is under a Special Deer Hunt regulation. Two antlerless deer maybe harvested. See 2025 Minnesota Hunting and Trapping Regulations.

All Minnesota hunting regulations will be enforced. The City of Windom and DNR will also provide hunters with a list of program regulations that will be in effect. Applicants that have received any Big Game or Fish violations in the prior three years are ineligible to participate in the Windom Special Deer Hunt. Any violation prior to July 1, 2022 will not be cause for ineligibility. Windom Police Department reserves the right to deny applicants as necessary.

If you are interested in this Special Permit hunting opportunity, and are at least 16 years of age, you must attend a hunter archery skills proficiency test session that the City will be conducting, date to be determined. You are required to submit the registration below, along with a $20 administrative fee, prior to the archery skills proficiency test. No walk-ins will be accepted. Permits will be offered to eligible hunters based on proficiency test score ranking. The 15 successful permit holders will be able to participate in the hunt and take up to two deer. Payment must be received prior to site assignment.

Please provide the information requested below **Return the completed form and $20 fee (checks payable to City of Windom) to the address noted no later than Tuesday, September 2nd. Any forms postmarked after August 31st will not be accepted.** You do not need an archery license to take the proficiency test (3D targets at 15, 20 and 25 yards). You will need your bow and five (5) arrows with field points - no broadheads. You must qualify with the bow/accessories that you are going to hunt with. Cross bows may use the railing or a single stick, whatever is used in stand (no tri-pods unless you use it in your tree stand). Applicants must load their own weapon during qualification. **The screening sessions will be held at a yet to be determined area.**

Devin Kopperud, Archery Hunt Coordinator

✂ --

Return by September 2nd to: Windom City Deer Hunt, City Hall
(include $20 fee) 444 9th St. PO Box 38, Windom, MN 56101

Name (please print) ______________________ Phone (   )

Address ____

City/State/Zip Code ______________________________________

➔ Are you at least 16 years old? ☐Yes ☐No
➔ Are you disabled or over age 62 and using a cross bow? ☐Yes ☐No
➔ $20 payment enclosed: ☐Cash ☐Check Payable to City of Windom

Signature______________________________ **Date**________________

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, Jon Ketzenberg, Parks Superintendent
DATE: April 16th, 2024
RE: DNR Special Hunt
DEPT: Parks and Recreation
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Recommendation from the Parks and Recreation Commission to continue with the 2024 DNR special hunt application for Windom in Mayflower Park and at the old dump site as well as including Ringo Park along River Road.

Fiscal Impact

None

BURBACH AQUATICS, INC.
5974 HIGHWAY 80 SOUTH* P.O. BOX 721* PLATTEVILLE, WI 53818
608-348-3262 FAX: 608-348-4970

visit us on the web at burbachaquatics.com

March 24, 2025

Tim Hogan, Arena & Recreation Director
1480 8th Avenue
P.O. Box 38
Windom, Minnesota 56101 email: tim.hogan@windommn.com

RE: Windom Swimming Pool Facility Condition Evaluation - site observation January 6th, 2025

Background

The City of Windom retained Burbach Aquatics, Inc to evaluate the flood damage at the City of Windom's Swimming Pool resulting from the flood events of June, 2024. At the beginning of the 2024 season the facility was operational up until the date of the flood. The flood reached an elevation of 5-6" inches above the bathhouse floor compromising much of the, at grade, and below grade equipment. At grade being the pool deck elevation which is nominally at the same elevation of the bathhouse and mechanical building first level. After the flood waters receded, staff reported observing a large new crack in the main pool floor and a new inability to hold water in the vessel for operation. Staff reported that greater than 75 percent of the pool water leaked out of the vessel in one week. The following list of documents contain information regarding the facility conditions prior to the flood event of June 2024:

- "Windom Aquatic Facility and Site Evaluations" by Water Technology dated April 9th, 2007;
- "Assessment and Project Study for Windom Municipal Pool, Windom, MN" by USAquatics dated November 7th, 2016;
- Geotechnical Exploration by Geotek Engineering and Testing Services, dated October, 28th 2016 - following USAquatics Report;
- Additional Geotechnical Exploration by Geotek, dated October, 3rd 2018 - below pool floor;
- 2024 Photos provided by Tim Hogan with the City of Windom;

BAI retained Albertson Engineering Inc. to perform a structural evaluation of the main pool vessel. AEI's evaluation approach included ground penetrating radar (GPR) scanning to determine the presence of voids below the pool shell and visual observation of the vessel concrete condition. AEI's report and findings are attached for reference. Using the available past resources in conjunction with both BAI's and AEI's fieldwork we are able to provide the following assessment.

1. **Main Pool**
   a. **Vessel**

The facilities large “L” shaped swimming pool was built in 1965 and has underwent a significant reconstruction project in 1980. The reconstruction project included a new perimeter gutter system and pool shell concrete overlay. The reports authored by Water Technology in 2007, USAquatics in 2016, along with BAI’s onsite observations and AEI’s structural assessment the pool condition can be quantified:

Prior to the flood occurring in spring of 2024, though under distress and experiencing deterioration the pool vessel was operational and experiencing minimal water leakage. The concrete condition was beginning to deteriorate as expected with a vessel of its age, but it is not uncommon to see a pool with robust design achieve 60 -70 years of operational life. This assumes maintenance and repair efforts keep water loss manageable. It is BAI’s opinion that the vessel had 10 years of additional useful life. Referencing their report, USAquatics did present an option to maintain the large swimming pool vessel using basic repair methods which addressed the operational and code issues of the vessel at that point in time.

After the flood significant cracks were located by staff reportedly attributing to the significant amount of water loss leading to the closure of the facility. Based on Albertsons findings using GPR scanning voids are apparent under much of the pool floor. AEI report documents the before during and after conditions using noted photographic images. Physical stress is noted for the vessel concrete, vessel joints and concrete deck conditions. BAI’s observation conclusions are consistent with AEI’s recommendation that the vessel and associated asset is beyond repair and the facility should be relocated away from flood risk.

Pool Concrete Failure Post Flood

b. Pool piping, Underground

Given the manufactured pool gutter underground piping is minimized as only a single supply pipe and a single gutter outlet pipe are required. Pool piping plans are unavailable but some assumptions can be made.

i. Pool Recirculation
   1. A single suction outlet is located in the gutter nearest the mechanical space. One of the two 6” pipes daylighting in the mechanical room is assumed to be direct from this outlet.
   2. The second 6” pipe is assumed to be directly connected to two deep main drains.

ii. Water Slide Recirculation
   1. Piping from the water slide wall suction outlets are directly below the deck penetration at the slide flume termination section.

At the time of BAI’s site visit and observations, the pool dive hopper was full of ground water making main drain observations unavailable. There was a significant amount of ice in the gutter. Ice (dammed water) indicates the gutter chamber floor is not damaged. The underground outlet and main drain pipes were exposed to stress if the pool vessel moved during the flood event. Given the main pool vessel has no value, the associated underground pipe has no value. A contemporary pool would not have the same pipe configurations for reuse with a new vessel.

c. **Pool Mechanical equipment**

i. **Recirculation Pump (Pool)**

The Pentair Aurora 20 hp recirculation pump is located in a pit in the mechanical building. The motor was replaced two years ago. The floodwater inundated the pump pit resulting in water entering the motor interior. The motor is damaged and would need to be replaced or overhauled in a pump repair shop. The repair would involve replacing the motor windings.

Main Pool Recirculation Pump Assembly

ii. **Recirculation Pump (Water Slide)**

The water slide recirculation pump is positioned under the water slide on the deck. The pump and motor assembly is often relocated to protect it from the elements and was not affected by the flood.

iii. **Filter**

Two large hi-rate pressure sand filters are located the pool~~s~~ mechanical room. The filters were noted to be installed new in 1993 as noted in the 2016 Facility Assessment completed by USAquatics. The steel assemblies have remained in moderate condition through the 30 plus year life. Based on the exterior condition, it is BAI’s opinion the filters had roughly 3-5 years of usable life.

The effect the flood had on the filters is minimal. The filters need to be removed and given their age have little salvage value. Demolition and disposal of the large pool filters is recommended.

One of Two High Rate Sand Filters (Main Pool)

iv. Pool heater, submerged in flood water

The main pool utilizes two Lochinvar gas water heaters for main pool water heating. Flood water submerged the lower portions of the heaters which inundated the gas burners, gas train and controls. The units were recently replaced. The pool heaters in good condition have value and could be utilized in a new pool facility. The units however, as used units have little monetary value.

Pool Heaters

2. **Wading Pool**
   a. **Vessel and Pool Mechanical Equipment**
      Small "U" shape wading pool is located west of the main pool. The wading pool has no value at this location. The wading pool should be removed and the site restored consistent with the site restoration plan.
   b. **Pool piping**
      i. Underground pipes which are configured for conventional skimmer outlet flow would need to be removed as part of the site restoration.
   c. **Pool mechanical equipment**
      i. **Recirculation Pump**
         The small Pentair Whisper Flow pump was fully submerged during the flood. Motor damage is similar to the water intrusion damage sustained by the main recirculation pump motor. This unit was installed after 2016 as it was a different model than the item listed in the USAquatic report. Being fairly new the unit had several years of usable life. Flood damage is assessed equal to its replacement cost.

Wading Pool Whisper Flow Pump

ii. Filter

A Sta-Rite high-rate sand filter was used for the wading pool when it was in operation. The filter was in place at the time of the USA Aquatics 2016 report and noted to be nearly new. Similarly to the main pool filters the wading pool filter was minimally effected by the flood. However, with the loss of the equipment around it the filter has been left abandoned.

Sta-Rite High Rate Sand Filters

iii. **Pool heater, submerged in flood water**

The wading pool utilizes one Lochinvar gas water heater for pool water heating. Flood water submerged the lower portions of the heater which inundated the gas burners, gas train and controls. Unlike the main pool heaters the wading pool heater was an older unit. The unit had a few years of operational life.

3. **Pool Deck**

AEI's report has photographic record of the pool deck conditions. Flood water movement and liquification of under slab granular material may have removed material leaving the slab unsupported with the receding flood waters. This movement would further diminish the value of the concrete decks. Like the main pool vessel condition, the concrete pool decks are not reparable and need to be replaced. The concrete deck should be removed and the site restored.

4. **Electrical**

Flood water inundated the pad mount transformer, underground secondary conduit and conductors. Siltation in the conduits would damage the conductor environment. Replacement of the transformer, conduit and secondary conductors would be required in order to restore electrical service to the facility. The value of the transformer, underground conduits and conductors would be listed as flood damage. Removal of the electrical system would be required to restore the site.

Summary

The main pool asset evaluation determined that the flood event has diminished the remaining useful life of the main concrete swimming pool, associated pipe network, pool mechanical equipment, concrete pool decks and electrical service. Adjacent and part of the main pool is the wading pool, bathhouse and mechanical building. These structures and features require removal to restore the site and remedy the damage caused by the flood event of June 2024.

Damage Cost Assessment

Below is the total asset value BAI believes the City of Windom has lost due the floods of 2024. Flood damage costs represent the lost asset value the facility has incurred due to the flood. Demolition cost is the cost to remove each item and bring the area back to its native condition.

Windom Swimming Pool		
Item	Flood Damage Cost	Demolition
Main Vessel	$316,666.67	$132,000.00
Pool Piping	$33,333.33	$5,000.00
Filters	$12,500.00	$2,500.00
Pump	$3,125.00	$500.00
Motor	$5,000.00	$500.00
Heaters	$56,000.00	$1,000.00
Wading Pool	$0.00	$15,000.00
Pool Piping	$0.00	$2,500.00
Filter	$3,750.00	$500.00
Pump	$10,000.00	$500.00
Heater	$3,906.25	$500.00
Deck	$10,000.00	$42,000.00
Electrical	$66,666.67	$25,000.00
Total	$520,947.92	$227,500.00

Calculations				
Item	Cost for New	Years of service	Years Remaining	Value Lost
Main Vessel	$1,900,000.00	60	10	$316,666.67
Pool Piping	$200,000.00	60	10	$33,333.33
Filters	$80,000.00	32	5	$12,500.00
Pump	$20,000.00	32	5	$3,125.00
Motor	$5,000.00	5	20	$5,000.00
Heaters	$80,000.00	10	7	$56,000.00
Wading Pool	$200,000.00	60	0	$0.00
Pool Piping	$30,000.00	60	0	$0.00
Filter	$15,000.00	20	5	$3,750.00
Pump	$10,000.00	5	15	$10,000.00
Heater	$25,000.00	32	5	$3,906.25
Deck	$120,000.00	60	5	$10,000.00
Electrical	$200,000.00	30	10	$66,666.67
Total	$2,885,000.00			$520,947.92

Sincerely,

Burbach Aquatics, Inc.

Written by:
Jordan Wiegand, Mechanical Engineer
jordanw@burbachinc.com

Reviewed By:
Duane Wepking, PE (WI)
duanew@burbachinc.com
Richard T. Weegens, PE (MN)
support@burbachinc.com

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, Library Director
DATE: April 1, 2025
RE: Part-time, On-call Hiring Recommendation
DEPT: Library
CONTACT: Kari.Hanson@windommn.com

Recommendations/Options/Action Requested

The library recommends hiring Kelsey Huft as an on-call, non-union staff member. The rate will be $12.75/hour per the current seasonal and part-time pay schedule.

Issue Summary/Background

The library needs to have on-call, non-union staff to cover for vacation or sick leave for regular staff members. The library is staffed by a full-time Director and two part-time staff. The part-time staff are not always able to cover these hours, so on-call staff is needed.

Fiscal Impact

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

Attachments

1. None.

ACTION ITEM

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TO: City Council
FROM: Kari Hanson, Library Director
DATE: April 1, 2025
RE: Part-time, On-call Hiring Recommendation
DEPT: Library
CONTACT: Kari.Hanson@windommn.com

Recommendations/Options/Action Requested

The library recommends hiring Vonda Sellers as an on-call, non-union staff member. The rate will be $12.75/hour per the current seasonal and part-time pay schedule.

Issue Summary/Background

The library needs to have on-call, non-union staff to cover for vacation or sick leave for regular staff members. The library is staffed by a full-time Director and two part-time staff. The part-time staff are not always able to cover these hours, so on-call staff is needed.

Fiscal Impact

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

Attachments

1. None.

ACTION ITEM

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

TO: City Council
FROM: Personnel Committee
DATE: March 28, 2025
RE: Summer Hours – City Hall Office
DEPT: Administration
CONTACT: City Administrator: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee is recommending that the City Council take the following action:

1. Approve Summer Hours for the City Hall Office for 2025.

Issue Summary/Background

The City's labor agreement with IBEW contains language that the City agrees to flexible scheduling for City Hall staff as "summer hours" to be determined by the Department.

The City Hall staff have requested that the summer hours for 2025 be the same as 2023 and 2024, which would be 7:30AM - 4:00PM, Monday through Friday, with a half hour lunch.

This schedule would start on May 1st and run through Labor Day. The Personnel Committee has been advised of this proposal and concurred to recommend the Summer City Hall Office hours as requested.

Fiscal Impact

No financial impact anticipated as the number of hours worked by staff remain consistent are within budget.

Attachments

1. None.