



CITY COUNCIL MEETING
April 15, 2025
City Council Chamber
6:30 p.m.

CITY OF WINDOM, MN

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AGENDA

Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – April 1, 2025
 - Joint Government Meeting – March 31, 2025
 - Library Board – April 8, 2025
 - Planning Commission – April 8, 2025
 - Telecom Commission – March 17, 2025
 - Utility Commission – March 27, 2025
- Amplification Permits
 - Windom Chamber – June 13th 2025 (5:00 PM – 8:00 PM – Phat Pheasant)
 - Windom Chamber – June 13th 2025 (8:00 PM – 1:00 AM – Phat Pheasant)
 - Windom Chamber – June 14th 2025 (8:00 PM – 12:00 AM – Tegels Park)
- Exempt Gambling Permits
 - Windom Chamber – May 30th 2025
 - Windom Chamber – June 11th 2025
 - Windom Women of Today – May 20th 2025
- Regular Bills

2. Department Heads

3. Proclamation – National Library Week April 6-12

4. Windom Area Health

- Budget Presentation
- Proposed Governing Board By-Law Change

5. 2025 Street Project

- Feasibility Study
- Call for a Public Hearing

6. City Website Rebuild Agreement – Revize Web Services

7. Planning Commission – Conditional Use Permit – Island Park Berm

8. Island Park Berm Project
9. Liquor Store
 - Liquor Store Expansion Project – Change Order Request #10
 - Seeding & Grading Completion
 - Landscaping Project
10. Personnel Committee
 - Hiring Recommendation – Electric Department Lineman
 - Seasonal Help – Park/Street Department
 - EDA Director Resignation – Transition & Advertising Authorization
11. New Business
 - MN DOT – Round-a-bout Concepts Work Session Request
12. Old Business
 - City Council Facility Tour Dates/Times
13. Council Comments
14. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
April 1, 2025
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Hilary Mathis

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jon Ketzenberg, Streets & Parks Superintendent; Tim Snyder, Community Center Director; Matthew Fast, Building Official and Mary Hensen, Administrative Assistant

3. Pledge of Allegiance

4. Agenda:

- Minutes
 - Council Minutes – March 18, 2025
- Amplification Permits – Windom Chamber – Riverfest Activities
- Regular Bills

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

5. Department Heads:

Kari Hanson, Library Director, said that they were busy with an author event in March who presented to the 5th and 6th graders. The author has three books and relates a positive message on life. The program was funded through a grant from the Arts and Cultural Heritage Fund and the school. The library held a Saturday Shenanigans event on Saturday for families. The winter reading program wrapped with a 12-book goal for participants. April 6 – 12 is National Library Week and they will be doing a bookmark design activity.

6. Public Comment:

Mathis said that the Council policy is five minutes for comment. Dr. Jeanette Simon from the Des Moines Valley Health and Human Services office said she is the health planner for Cottonwood and Jackson counties. A study and survey were completed as part of a state required assessment that is done every five years. Four thousand surveys were sent and about 20% were returned with is a typical response. They also had seven focus groups for discussions in which 67 people participated. From that a steering committee was formed which established three priorities. The priorities were as follows: 1) Health communities through mental health care, support and literacy; 2) Achieve suitable and safe housing and 3) Address communication needs for diversity, equity, inclusion and belonging. She said that in our counties there are 18.1 mental health patients per 100,000 population and the state average is 13 per 100,000 showing a greater need in our area. DVHHS also has suicide prevention services and noted that our area has 35% of renters who are cost burdened and 17% of homeowners. Simon thanked the Council for the opportunity to present the information.

7. Public Hearing – Tax Abatement – 1663 17th Street:

Nasby, said that the applicants are building a new home at 1663 17th Street and have requested residential tax abatement. This action is to hold the required public hearing. The home is valued at \$500,000 and the tax abatement cap maxes out at \$320,000. The City's share of the taxes abated are estimated to be \$9,220 over the five years. The County approved its part at their meeting today.

Mathis opened the public hearing at 6:41 pm. No comments were received nor any written. Mathis closed the public hearing at 6:42 pm

Council Member Benson introduced the Resolution No. 2025-13, entitled “RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINNESOTA STATUTE 469.1813” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Esplan, Nelson, Quade, Benson and Sherman Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Second Reading - Ordinance #200, 2nd Series – Cannabis and Hemp Businesses:

Fast said that the new ordinance is for the regulation of cannabis and hemp businesses. The County would be doing the licensing and enforcement for all cannabis businesses.

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

Motion by Benson second by Sherman to approve the publication of a Title & Summary. Motion carried 5 – 0.

9. Disposition of Surplus Equipment – Water Pick-up Unit 61:

Nasby said that the Water department had replaced a pick-up and the old one is available to either another City department or will go to the public bid site for sale.

Motion by Nelson second by Sherman to approve the declaration of surplus equipment for City use or public sale. Motion carried 5 – 0.

10. 2025 Urban Deer Hunt:

Nasby said that the approval needed by the DNR for a Special Urban Archery Deer Hunt is due in April. The staff is recommending to do the same program as it was done last year with hunts at Mayflower Park, former landfill site and Ringle Park. The City has established rules and guidelines. The Windom PD would continue to operate and oversee the activity. He noted that during the September to December hunting season that Mayflower Park would be closed.

Motion by Esplan second by Quade to approve the 2025 Special Urban Archery Deer Hunt as presented. Motion carried 5 – 0.

11. Island Park – Log Cabin Update:

Jon Ketzenberg, Streets & Parks Superintendent, said that he had information from Shawn Colbert about the cabin which notes that the cabin was donated in 1939 and moved to the park in 1940. Logs were from the Des Moines River bank and hand hewn. The cabin was set up on the property line between two homesteads so the residents could claim property. After the homesteads were approved, the cabin was moved to the Monson property. The last renovation was done in 2011. The County Historical Society will take the cabin and agrees it is best to get it out of the floodplain. Heritage Village, Butterfield Threshing Bee site and Ft. Belmont are possible locations. The City would incur some expense to remove the cabin so he is suggesting some funds be given to the project to move it instead as a way to help the project.

Sherman said he appreciated the background and work people have done to help find a location.

Benson said that some of the comments in the public and social media are unfair. This matter has been in discussion for quite awhile and no one has expressed an interest in the cabin. The cabin is in an unsafe condition and they do not want anyone to get hurt. Blaming a City employee for doing their job is not right and many people had a hand in the discussion. The goal is to be responsible.

Quade said that there had been discussion on the cabin at the Parks & Recreation Commission for over a year. This is a committee and part of a process, no one person makes decisions. Now just after another flood impacting the cabin it is time to do something. There are a number of priorities that the Parks & Recreation Commission have which include the pool and Kastle Kingdom. Kastle Kingdom is at the end of its useful life and something needs to be done soon, but the public needs to be aware of this and that it will be costly to re-build. Not everything can be done with the resources we have so focus is on priority projects. The log cabin came up due to the flooding and hazardous condition.

Nelson said that if Ft. Belmont takes the cabin there will still be people saying we should have something in Island Park so maybe a plaque or sign. Esplan concurred.

Mathis thanked Ketzenberg for his work and noted that negative comments should not be directed at him. She appreciates him.

Motion by Benson second by Quade to delay implementation of the Council's motion to remove the log cabin until the May 6th City Council meeting. Motion carried 5 – 0.

12. Windom Pool Inspection Report:

Nasby said that Burbach Aquatics got the pool inspection report completed and it was forwarded to FEMA to start their review. The inspection report is included in the Council packet and it does show the damages due to the flood. The report also estimates the value of the pool, as it is over 50 years old, and the estimated cost of damages. Until there is action by FEMA there is not any action requested from the City. Staff is hopeful that the damages to the pool qualify Windom for consideration of hazard mitigation funding from FEMA to move the pool out of the floodplain.

Esplan said he read the report and it was well done.

Nelson asked about possible locations if the pool were to be moved. Nasby said that several years ago when a survey was done the top locations were to remain at Island Park, the Community Center and Windom Recreation Area.

Benson said that Council previously agreed that the pool will be an issue for the voters.

13. Personnel:

Hanson said that she had previously requested to hire part-time, on-call help. Advertisements were placed and applicants interviewed. She is recommending to hire Kelsey Huft and Vonda Sellers for on-call help.

Motion by Esplan second by Sherman to approve the hiring of Kelsey Huft and Vonda Sellers for on-call help at the library. Motion carried 5 – 0.

Nasby said the second Personnel item is to consider approval of "Summer Hours" for City Hall. This is part of the union agreement for flexible hours in the summer which is defined as May 1 to Labor Day. He said that the Finance Director had met with staff and they wanted to do the same hours as the past two years which are 7:30 am to 4:00 pm Monday – Friday.

**Motion by Benson second by Quade to approve 2025 Summer Hours for City Hall as presented.
Motion carried 5 – 0.**

14. New Business:

None.

15. Old Business:

Mathis said the Council had discussed having a City facility tour. Nasby said that he had several dates consisting of non-Council meeting Tuesdays or Saturdays. He provided the dates and asked Council members to look at their schedules.

16. Council Comments:

Sherman noted that Spring should be coming soon.

Benson said he had some calls about swimming lessons and a pool season. The Windom pool will be closed but there is work to find alternatives. He said that City employees are working hard on many duties and projects on behalf of the community. He thanked the public for all the good work they do in making Windom a good place to live.

17. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 7:26 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

Joint Government Meeting Minutes

March 31, 2025

City of Storden – City Hall

5:30 p.m.

1. **Call to Order:** City of Storden – Mayor James Westerman
2. **Roll Call:**
 - James Westerman (City of Storden)
 - Brad Prins (City of Jeffers)
 - Rocky Kolar (City of Westbrook)
 - Hilary Mathis and Steve Nasby (City of Windom)
 - Michael Mueller (City of Mt. Lake)
 - Kevin Stevens, Tom Appel and Kelly Thongvivong (Cottonwood County)
 - Jamie Frank, Windom Area Schools

3. Brief Updates from County – Municipalities - Schools:

Jamie Frank said that they are starting negotiations with their teacher union on a new contract. Senior students are working on Eagle Achievement Projects and they are seeking judges and the evening presentations are April 30. The school has a referendum on May 13th for their Arts and Athletics complex project. She said that the hiring applicant pool has gotten larger lately.

Kevin Stevens said the County has a new Commissioner, Wayne Maras. Broadband is coming to rural Cottonwood County and there is a 5-year plan. The Recorder, Kathy Kretch, retired and Susan Horkey was promoted to the position. Food and beverage licensing is now done by the State of Minnesota. There are several wind projects looking at coming into the county. The Public Works building is on budget and on schedule with a late June move-in expected. Courthouse windows and steps are being replaced and they tried to get grants. The project costs at the Courthouse are expected to be in the millions.

Westerman said that Storden has a new storage building coming up by the cabinet shop.

Prins said that Jeffers is still working on moving ahead their Fire Hall project and have a consultant working on bonding funds and grants. They expect the local match could be \$700,000 to \$800,000 even with some grants. Street conditions are in bad shape after the winter.

Nasby said that the Premium Iowa Pork plant is doing some test runs and hopes the plant will be up running in the next month. The Hospital Office project is on schedule with a late May opening planned. The City Council is looking at a street project this year to do some alley work and costs are high. The Council will also be considering the construction of a berm in Island Park to help mitigate flooding on Highway 62 and into the south part of downtown. A federal grant was obtained through MN DOT for a round-about on Highway 60\Highway 71 intersection, with an anticipated construction date of 2027. The log cabin in Island Park is recommended to be

removed so if there is any organization or unit of government that has an interest, please let the City know.

Mueller said that they are also working on a fire hall and ambulance project as their building is from the 1970s. They are planning on a 2025 or 2026 build on the fire hall. A grant was gotten to help build a 12-unit apartment project. They are currently working on an electric generation project including a new building, switch gear, transformer and new CAT diesel engines. The first bid on the electric project was well over the estimates so they are clarifying the project and will re-bid. The data center project in Mt. Lake is on hold as the company is working on completing their Glencoe facility and working on getting more investors.

Kolar said that a private group of citizens is raising funds for major work at their pool. The pool was built in 1974 and they are putting in a double slide and replacing the liner and fencing. The private group has raised \$256,000 so far. They are dealing with ESST issues, but feel that is a burden on private businesses. They too have streets in poor condition. Kolar said they are working on implementing rental housing ordinances.

4. State\Federal Budget and\or Grants Discussion:

Consensus of the group that the State of Minnesota has a legislative mess and any budget bills will be difficult to approve. Prospects for a Bonding bill are dim and the possibility of a Special session is likely. The Federal landscape is changing.

5. Procedures or Rules for Public Comment at Public Meetings:

All of the cities and school have public comment on their agendas, but the County does not. Mueller said Mt. Lake has a 10-minute slot on agendas with a three-minute limit which is controlled by the Mayor. Windom school said their process is for someone to contact the Superintendent and if needed then it goes to the Board on an agenda item. Westbrook said they have open forum and the Mayor controls it. Jeffers said they have people contact City Hall and request to be on the agenda. Storden said they have an open forum and if needed an item is added to the agenda. Windom said they have a public comment period where a person fills out a speaking request and has five minutes.

6. Ideas for Future Topics\Guest Speakers\Invitations to Legislators:

Someone from Federated Broadband to talk about the County project. State legislators when available.

7. Old Business:

None.

8. New Business:

None

9. Next Meeting Date and Host:

The next meeting would be June 30th. The City of Westbrook will host at their City Hall.

10. Adjourn:

Meeting adjourned at 6:51 pm.

Windom Library Board Meeting

Tuesday, April 8, 2025

5:05 PM

Call to order – Called to order @ 5:01 PM by John Duscher

Roll Call –

Present – John Duscher, Steve Fresk, Chris Wolf Anita Winkel, Kari Scheitel,

Absent –Wade Pfeiffer, Fran Swenson

Library Staff present – Kari Hanson

City Council present – Dennis Esplan

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

Financial Report – No data available. Kari will get a report emailed out to the board as soon as possible.

Librarians Report – Hopping place!!

- Nancy hosted a Spring event on March 22nd at the library. Event was well attended.
- Adult Winter Reading Program – 113 participants, 72 people have turned in their reading logs to claim their prize. Total of 1,131 books read.
- Patty Wetterling book event will be on Wednesday, April 23rd at the Cottonwood County Historical Society at 1:00 PM. Patty and Joy Baker will discuss their book, “Dear Jacob”.
- Friends of the Library will be donating STEM kits, child size table/chairs and a few toy kits for the children’s side.
- National Library Week is April 6th ~ 12th. The theme this year is “Drawn to Your Library”. There is a design a bookmark contest for all ages. Theme for the design is “Level Up” which is the theme for the summer reading program.
- Hectar Curriel, from Sioux Falls, SD, an artist/graphic artist came and hosted an event for preschool age & home-schooled kids. He drew caricatures of the kids and some of the families together. He drew 19 caricatures in 1 hour and 15 minutes. Several libraries in Plum Creek were hosting events during the week.
- Motion to accept Librarian’s report by K. Scheitel & second by A. Winkel. Motion carried.

Old Business – None

New Business –

- A. Collection Development Policy Review - To ensure we are in compliance with state regulations we reviewed and updated the library Collection Development Policy. A new Statement of Concern was added to give patrons the option to ask for an item to be reviewed if need be.
Motion to approve Collection Development Policy and the Statement of Concern was made by S. Fresk and second by C. Wolf. Motion carried.

- B. Upcoming Saturday closures. Discussion was held regarding Saturday, May 24th (Memorial Weekend) and June 14th (Riverfest Weekend).
Motion to close both May 24th and June 14th by A. Winkel and second by S. Fresk. Motion carried.
- C. NEXT meeting – Need to change regular meeting date because of the School Facility Improvement Bond Projects voting on Tuesday, May 13. **Next meeting will be on Monday, 5/12 @ 5:05 PM.**

Book Suggestions – NONE

Adjourn – Meeting adjourned by John Duscher at 5:19 PM

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
APRIL 8, 2025**

1. Call to Order: The meeting was called to order by Vice Chairperson Hartman at 7:02 p.m.

2. Roll Call & Guest Introductions:

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

Absent: Ben Byam and Brett Mattson.

Also Present: B&Z Staff: Zoning Admin. Matt Fast and Admin. Asst. Mary Hensen; City Council Liaison Jayesun Sherman; City Administrator Steve Nasby; Mayor Hilary Mathis; Streets/Parks Supt. Jon Ketzenberg; and Dan Van Schepen (Engineer for this project with DGR Engineering) – via Zoom.

Public Present: David Harchanko (Windstream Inns LLC), Tom Wicks (Summit Locations LLC) – via Zoom, Vicki Zimmer, Phil Pronk (Jackson), Marv Grunig, and Robyn Galer.

3. Approval of Minutes: March 11, 2025:

Motion by Commissioner Tegels, seconded by Commissioner Baloun, to approve the Planning Commission Minutes for the Meeting held on March 11, 2025, as sent. Motion carried 6-0.

4. Public Hearings

A. Zoning Application – Conditional Use Permit – Billboard – 2270 Highway 60

Applicants: Summit Locations LLC & Property Owner – Windstream Inns LLC

Vice Chairperson Hartman introduced the agenda item. Zoning Admin. Fast provided the background concerning the zoning application. Summit Locations LLC of Gordon, Ohio, submitted a conditional use permit application for a billboard to be placed on the property owned by Windstream Inns LLC which is the location of the AmericInn Hotel. The property owner also signed the application. The property is located in the B-2 Highway Business District. Pursuant to City Code Section 152.443, billboards are permitted only under a conditional use permit.

The specifications for the billboard proposed for this site are as follows: The top of the billboard will be 32 feet in height. The open space between the bottom of the billboard and grade level is shown as 15 feet. The billboard structure will angle out (similar to a “V”). There will be 4 billboards on this structure (two 8 feet high by 20 feet long billboards on two sides of the structure).

The public hearing notice was published on March 26, 2025, and copies of this notice have been sent to property owners within 350 feet of the proposed billboard.

MnDOT Staff has requested a more specific location for the proposed billboard to allow them to make their calculations as to distance from their Highway 60 right of way. It has come to light that the stake for the placement of the support pole (previously placed at the location) does not match up with the site plan submitted by the Applicant.

The B&Z Office has made a request to Summit Locations LLC for a representative to come to Windom and meet to place a marker to verify the exact proposed location of the billboard support pole (column) on this property. However, the representative from Summit has been ill and has not been able to come down yet to mark the location.

To date, the Building & Zoning Office has not received any comments concerning this proposed billboard other than from MnDOT (as stated).

Tom Wicks introduced himself as a Leasing Agent for Summit Locations LLC. He is the Manager for the Iowa, Minnesota, Wisconsin, and Illinois area and is based out of the Twin Cities. Mr. Wicks stated that Summit Locations has been around for 15 years. Although Summit is not Christian-based, their owner is a Christian so they do not advertise for businesses associated with certain activities (i.e. drugs, alcohol, pornography or strip clubs, etc. - *examples from previous e-mail.*) He advised that Summit plans to mark the locations of the proposed billboard poles (columns) the week after next which would be the week of April 21st. Summit has billboards going up in various locations in Southwest Minnesota.

David Harchanko (representative for Windstream Inns LLC) said that he is at the meeting representing the AmericInn Hotel which is located on the property proposed for this billboard. Mr. Harchanko said that normally for a hotel they would include a pylon sign. However, the hotel in Windom is very visible so the name of the hotel is on the building.

Vice Chairperson Hartman opened the public hearing at 7:08 p.m. There were no comments from the public present at the meeting.

Commissioner Tegels asked how far off is the marker for the sign from the site plan. Zoning Admin. Fast advised that it was 15 feet or so the east of where the sign is shown on the site plan.

Commissioner Baloun asked what the dimensions on the site plan are based off. Zoning Admin. Fast said that they were based off the right-of-way on a Google map and were off far enough for a question as to exact location of the proposed sign.

Commissioner Tegels asked if that moved the sign further on the hotel property. Zoning Admin. Fast said that it moves the sign 15 feet closer to the hotel's driveway but within the property lines based on his locating of the corner pins for the property.

Vice Chairperson Hartman closed the public hearing at 7:12 p.m.

Vice Chairperson Hartman referred to Zoning Admin. Fast for any further comments. He recommended that the Planning Commission approve a motion to table its discussion and recommendation on this application until (1) after the exact location of the support pole (column) for this billboard has been marked onsite by a representative from Summit Locations and (2) that location has been reviewed by MnDOT and the City.

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to table the Planning Commission's discussion on this application as recommended by the Zoning Administrator. Motion carried 6-0.

B. Zoning Application – Conditional Use Permit – Billboard – 195 13th Street
Applicants: Summit Locations LLC & Property Owner – Richie G LLC

Vice Chairperson Hartman introduced the agenda item. Zoning Admin. Fast provided the background concerning the zoning application. Summit Locations LLC of Gordon, Ohio, submitted a conditional use permit application for a billboard to be placed on the property owned by Richie G LLC located at 195 13th Street. This is the location of the Culligan Store. The property owner also signed the application. The property is located in the B-2 Highway Business District. Pursuant to City Code Section 152.443, billboards are permitted only under a conditional use permit.

The specifications for the billboard proposed for this site are as follows: The top of the billboard will be 42 feet in height. The open space between the bottom of the billboard and grade level is shown as 25 feet. The billboard structure will angle out (similar to a "V"). There will be 4 billboards on this structure (two 8 feet high by 20 feet long billboards on two sides of the structure).

NOTE: Information concerning the public hearing notice, MnDOT's request for a more specific location, and placement of a new marker included in 4.A. was the same information provided for this agenda item.

To date, the Building & Zoning Office has not received any comments concerning this proposed billboard other than from MnDOT (as stated).

Vice Chairperson Hartman opened the public hearing at 7:16 p.m.

Marv Grunig of 2121 17th Avenue stated that he came to the public hearing to comment on the installation of billboards in Windom and specifically the proposed billboard for the Culligan property. He referenced the Highway Beautification Act of 1965 adopted while President Lyndon Johnson was in office. The U.S. Congress passed this new legislation regarding billboards, etc. based on the effort by Lady Bird Johnson who considered billboards along highways as a form of visual pollution. This Act does not specifically apply to these billboard locations. However, these billboards would be visually disruptive without control of content.

Mr. Grunig referenced the size of the proposed billboards for the Culligan property. It is his view this proposed billboard is disrespectful of the Veterans' Memorial in the park across the street and disrespectful of the many Windom area residents who provided funds for the Memorial Park Project. Mr. Grunig commented on distracted driving. In the curves in that section of highway, drivers don't always stay in their own lanes, particularly semis which cannot track perfectly to always stay in their own lane. He said, from personal experience, that it is not always the best to be by a semi going through that area. He believes that there will be distracted travelers in that area because of the billboard. Mr. Grunig said "make no mistake, the only purpose of a billboard is to draw attention". He quoted from statistics that reveal distracted driving accounts for 80% of all accidents. At least 3,000 deaths in the U.S. annually are attributed to distracted drivers. If the thought is that if there is no local or state legislation then the billboards must be approved, that is not correct. Regulatory boards and councils cannot predict future projects. An example is the bitcoin mining proposal that came before the County. Because of the public response, there are now restrictions in place. Mr. Grunig believes that construction of a billboard on this property is not a good idea. He asked the Planning Commission/City Council to please deny the conditional use permit for the billboard proposed for the Culligan site.

Robyn Galer stated that she lives on Second Avenue. Across the street from her house are the Culligan property and the highway. Currently she can watch sunrises and see the Veterans' Memorial Park and the eagle on the Culligan Property all of which she enjoys. She doesn't want to look out of her living room window and see a billboard. She also said that she sees what goes on in that curve and people do not always stay in their own lane going through that area. She has heard good comments on the Veterans' Memorial and the eagle and said that now it's really pretty in that area. She thinks the billboard will be a visual distraction with the possibility of accidents happening on the curve.

Vicki Zimmer of 1304 Second Avenue said that they spend a lot of time outdoors and she doesn't want to look at a billboard there.

There being no further public comments, Vice Chairperson Hartman closed the public hearing at 7:26 p.m.

Commissioner Tegels commented that he has the same feeling as these residents who live on that street. It's a residential area and a billboard could block your view.

Commissioner Miller asked if the billboard has to be that tall as it's taller than the other proposed billboards and also some of the trees in that area; but maybe it's higher to allow for people's vision under the signs? In response to this question, Tom Wicks indicated in the affirmative and also responded that these will not be lighted signs.

Commissioner Pletcher asked at a speed limit of 30 mph, what is the expected time a driver will look at a billboard sign? Tom Wicks responded that the National Transportation Safety Board (NTSB) had done a study on that question. He said that it was .89 seconds. Mr. Wicks said that people spend longer time at gas stations looking at price and the gas gauge.

Commissioner Baloun asked if MnDOT has to approve proposed billboard locations first. Another question was if MnDOT issues a permit for a billboard. Tom Wicks answered that yes it is on a state highway and will require a permit from MnDOT. He stated that typically Summit seeks city approval first because they have meetings. Usually with the State, there are no meetings and a permit would be approved in you meet their requirements.

Commissioner Baloun asked if the distances shown on the site plans are based off a survey or parcel lines from a map (such as Google, etc.). Tom Wicks said that the signs can't overhang the highway. Initially Summit marked the proposed sign locations on the properties in Windom nine months ago. They marked them based on parcel lines. He said that they don't normally have a survey. They review City and State regulations and go off parcel lines. He said that the sites in Windom were marked based on parcel lines. He confirmed that Summit will go out again and re-mark the actual locations on these proposed billboard sites.

Vice Chairperson Hartman referred to Zoning Admin. Fast for any further comments. He recommended that the Planning Commission approve a motion to table its discussion and recommendation on this application until (1) after the exact location of the support pole (column) for this billboard has been marked onsite by a representative from Summit Locations and (2) that location has been reviewed by MnDOT and the City.

Motion by Commissioner Pletcher, seconded by Commissioner Cole, to table the Planning Commission's discussion on this application as recommended by the Zoning Administrator. Motion carried 6-0.

C. Zoning Application – Conditional Use Permit – Billboard – 1375 First Avenue
Applicants: Summit Locations LLC & Property Owner – Tashia Marsh

Vice Chairperson Hartman introduced the agenda item. Zoning Admin. Fast provided the background concerning the zoning application. Summit Locations LLC of Gordon, Ohio, submitted a conditional use permit application for a billboard to be placed on the property owned by Tashia Marsh located at 1375 First Avenue. This is the location of the Hair with Flair Salon. The property owner also signed the application. The property is located in the B-2 Highway Business District. Pursuant to City Code Section 152.443, billboards are permitted only under a conditional use permit.

The specifications for the billboard proposed for this site are as follows: The top of the billboard will be 32 feet in height. The open space between the bottom of the billboard and grade level is shown as 15 feet. The billboard structure will angle out (similar to a "V"). There will be 4 billboards on this structure (two 8 feet high by 20 feet long billboards on two sides of the structure).

NOTE: Information concerning the public hearing notice, MnDOT's request for a more specific location, and placement of a new marker included in 4.A. was the same information provided for this agenda item.

To date, in addition to the comments from MnDOT, the Building & Zoning Office has received comments from Jeremy Janssen, manager/owner of Wash Right Now, LLC, that the proposed billboard will block the view of the laundromat. Comments in opposition to this proposed billboard were also received from Shawn Colbert, manager/owner of Iron Head Properties LLC, that the proposed billboard will block the view of his storage units which are located directly east of the Marsh Property. The City has also received comments from manager/owners of Johnson's Properties of St. James LLC (owner of Johnson's Meat Market) in opposition to this proposed billboard.

Vice Chairperson Hartman opened the public hearing at 7:35 p.m.

Vicki Zimmer asked if the property owners for the Culligan Property and the Hair with Flair Property are being paid for the billboards to be placed on their property. Tom Wicks replied that the landowners will receive payment for having the billboards on their properties. Also, some of the contracts have an option for the landowner to have a sign advertising the business on his/her property placed on the billboard proposed for that property.

Tom Wicks indicated that Summit will try to advertise Windom area businesses on these billboards before going to national accounts.

There being no further public comments, Vice Chairperson Hartman closed the public hearing at 7:37 p.m.

Commissioner Pletcher asked if Summit Locations has other billboards in Minnesota. Tom Wicks advised that Summit will have a billboard next month in Worthington and another new one in Fairmont and these are the closest billboards to Windom. He said that there are several billboards in Fairmont one of which is half digital and half static.

Commissioner Miller asked about the vacancy rate for their billboards in Minnesota. Tom Wicks said that Summit is at 93% full.

Vice Chairperson Hartman referred to Zoning Admin. Fast for any further comments. He recommended that the Planning Commission approve a motion to table its discussion and recommendation on this application until (1) after the exact location of the support pole (column) for this billboard has been marked onsite by a representative from Summit Locations and (2) that location has been reviewed by MnDOT and the City.

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to table the Planning Commission's discussion on this application as recommended by the Zoning Administrator. Motion carried 6-0.

5. Zoning Application – Conditional Use Permit – Discussion/Recommendation
Applicant: City of Windom – Island Park – Proposed Permanent Berm

Zoning Admin. Fast recapped that the City of Windom is the Applicant and is requesting a conditional use permit to add more than 1,000 cubic yards of fill to Island Park. City Code requires a CUP for addition of this amount of fill in a flood fringe area. The fill will be used to construct a permanent berm in the northern side of Island Park. The purpose of the berm is to help mitigate future flooding of the area outside the park and highways adjoining the park.

The public hearing on this CUP Application was held on March 11th. At that time, the Planning Commission approved a motion to table its recommendation pending answers to the following questions: Whether the NFIP requirement (referenced in the discussion) applies only to structures or to the proposed berm, the status of the dog park, and status of communication with the landowner of the property where an easement would be required for this project.

Zoning Admin. Fast reported that subsequent to that time, both Andy Spielman and Dan Van Schepen from DGR have been in communications with Garry Bennett from the DNR concerning the question regarding the NFIP requirement (referenced in the motion). Dan Van Schepen provided an updated Concept Plan dated March 18, 2025, and other details concerning the compaction of the berm, that the berm will remain sodded parkland with mowable 5:1 slopes, maintained by City of Windom staff. The paved park entrance will act as a hardened location should the river overtop the 100-year storm elevation at 1354.0. After review of the information provided, Garry Bennett advised that: "Based on the foregoing, and the additional information provided in Dan's email, the DNR has no significant concerns with this proposal, which appears to comply with the minimum floodplain regulations."

Vice Chairperson Hartman asked if the City was coordinating with other entities and groups like the School regarding what is going to happen to the dog park, the pool, baseball fields, etc. She asked if we allow placement of the berm, will portions of the berm need to be removed if these facilities are moved within the park.

Dan Van Schepen had joined the meeting, via Zoom, and responded that Streets and Parks Superintendent Jon Ketzenberg had met with the Park & Recreation Commission regarding the plans for the dog park.

Streets and Parks Superintendent Jon Ketzenberg advised that they have been talking with the Baseball Association. There is a problem with the pool and it is not structurally sound. There are plans to relocate the dog park within Island Park possibly to the former softball diamond area to the South or in the higher area of the pool if that is moved. Supt. Ketzenberg said that it's not if Island Park will flood, it is when. The Park and Recreation Commission and the City are trying to move as many facilities as possible (except the dog park) out of Island Park and be fiscally responsible with taxpayers' money. In response to Vice Chairperson Hartman's question, Supt. Ketzenberg said that they are in communication with all the groups involved with Island Park.

(Note: On March 12th the Parks and Recreation Commission recommended that the conditional use permit for the construction of a berm in Island Park be approved on the condition that the dog park is relocated and open for use in Island Park following the construction of the berm.)

Information had been provided in the Planning Commission's packet that City Administrator Steve Nasby has been in contact with Jerry Bauer who represents the property owner of the former "Education Minnesota" Property located at 560 Second Avenue. Mr. Bauer advised that he is in contact with the property owner's family and that they are willing to work with the City on this easement.

Commissioner Baloun asked if this is the final plan for the berm. City Administrator Nasby advised that the Planning Commission is considering the request for a conditional use permit for the City to have the opportunity to construct a berm in Island Park. The City Council has not decided to move forward on the berm or if there is something else they want to consider. This is the final plan for the berm if the City Council decides to move forward with it. The conditional use permit is good for a year and that provides time for the City Council to review other things. City Administrator Nasby said that this is the final plan for the berm. Could the plan change? Yes, but if it does change, it will come back to the Planning Commission again.

Commissioner Baloun expressed his frustration with other things that have come to the Planning Commission before and then have been changed.

The City Code contains standards for conditional uses in flood fringe areas and also general considerations regarding conditional uses in floodplains. Based on these Code Sections, Zoning Admin. Fast read the "Findings of Fact" that are applicable to this project.

1. All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
2. The placement of more than 1,000 cubic yards of fill must comply with an approved erosion/sedimentation control plan.
 - (a) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the base flood event.
 - (b) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the Building and Zoning Office.
3. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site should be included in the calculations for the project.

Zoning Admin. Fast advised that all of these items have been taken into consideration in either SEH's review of the proposed project or the engineer's plans for this project.

In response to additional discussion concerning other facilities in Island Park, Zoning Admin. Fast confirmed that this is the final plan if the City Council decides to move forward with the installation of a berm in Island Park. The proposed location of the berm would not affect the pool.

Motion by Commissioner Tegels, seconded by Commissioner Miller, to recommend City Council approval of the application, submitted by the City of Windom, requesting a conditional use permit to add fill in excess of 1,000 cubic yards to property in the flood fringe area in Island Park for the purpose of constructing a permanent berm (as set forth in Concept Plan #1 dated March 18, 2025).

The property is located at 327 Sixth Street in Windom and is briefly described as: South 100 feet of West half of Lot 8; Lot 10; Lot 11 Except South 125 Feet SW of River; Part of Lots 12 and 13; Also Except the North 25 feet of the East 250 feet of Lots 12 and 13 in State Subdivision in Section 36, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-710-0170.)

The motion includes that the jurisdictional documents and the findings of fact (as set forth above) be made a part of the hearing record.

Vote by show of hands: Ayes: Commissioners Miller, Hartman, Cole, Pletcher, and Tegels. Nay: Commissioner Baloun. Motion carried 5-1.

This recommendation will go to the City Council next Tuesday for final decision on the conditional use permit application.

6. Other Business/Reports:

A. Update on Ordinance No. 200, 2nd Series: Zoning Admin. Fast reported that on March 18th, the City Council held the first reading on proposed Ordinance No. 200, 2nd Series to add new City Code Sections 120.01 – 120.20 – “Cannabis and Hemp Businesses” to the City Code. The City Council recommended no revisions to the proposed sections. On April 1st, the City Council held the second reading and adopted the Ordinance. The City Council also approved a Title & Summary of the ordinance for publication which is scheduled for publication in the Citizen on April 9th. After publication, the ordinance will be in effect. The County is scheduled to finish the adoption proceedings for its ordinance in May.

7. Unfinished Business: None.

8. New Business:

A. Dates for Tentative Special Meeting: Zoning Admin. Fast advised that if the new stakes for the billboards are placed and if MnDOT is able to review these and has no objections to the proposed placements of the billboards, these applications may be ready for the Planning Commission’s discussions and recommendations before the end of April. He asked which date(s) in the last 2 weeks of April would work best for the Commissioners to hold a special meeting. There was a brief discussion. If the marking of the sites and review does not occur in that period of time, the City will need to request a 60-day extension on the review of these CUP applications by the City Council.

9. Planning Commission Comments, Concerns, Suggestions: None.

10. Adjourn: The meeting was adjourned by unanimous consent at 8:03 p.m.

Attest: _____
Matthew Fast, Zoning Administrator

Carol Hartman, Vice Chairperson

TELECOMMUNICATIONS COMMISSION MEETING
City of Windom Council Chambers March 17th, 2025

I. Call Meeting to Order. The meeting was called to order by Pres. Abraham at 6:04 PM

II. Roll Call:

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

III. Approval of Minutes from February 10th, 2025 meeting.

Motion by commissioner Hiley, to approve minutes from the February 10st, 2025 meeting.
Seconded by commissioner Hofferbert. Motion approved 3 to 0.

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

- Migrations –Staff is working on the North side of town Customer Serving Area (CSA) subscribers to E7-2. New subscribers are migrated if applicable. Migration is at 86% complete. Techs took advantage of the warmer weather to migrate subscribers.
- Outside Plant – Techs have been working as they can with the low temperatures. Techs working on Customer Serving Areas (CSA) cabinet to groom the fiber optic splitters and service feeds to free up additional fiber optic splitters to be bench checked, cleaned and inspected.
- Network – Network Operations Center (NOC) Tech working on IceWarp email server problems with webmail service.
- NOC Tech and consultant have turned up and cut over 3 new Domain Name System (DNS) servers, 2 new public facing Dynamic Host Configuration Protocol (DHCP) servers.
- NOC Tech has been working on a replacement system to stream Channel 3 rollup service by utilizing Libra Office, OBS Studio - Stream FX, FTP upload process for individual churches

V. Manager's Report: Dahna reports:

- Cable TV Headend – Maintaining as necessary. NOC Tech working with Major League Baseball (MLB) engineer to find available options for reception of the Twins TV network
- Southern Fiber Net (SFN) Border Gateway Protocol (BGP) connections are up for the streaming video between Southwest Minnesota Broadband Services (SMBS) and Windomnet.
- SFN rep says we can start building subscriber accounts (friendlies) on the back end. SFN is going to be going live with their Gen 2 and want us to wait until March timeframe to have the streaming system working from the SMBS feeds.
- NOC room air handler blower assembly replacement quote has been submitted. Vendor has ordered and will update as necessary.
- .-GM has utilized the new North American Numbering Plan Administration (NANPA) system to upload the Numbering Resource Utilization/Forecast Report (NRUF) 502 report.
- Fanduel Bally Sports North (BSN) is invoicing with the full rate. With no MLB team, the 40% rate reduction will go into effect.

VI. New Business: Jason Kruger, Oddson Underground addressed the commission with a consideration. Telecom GM, select commissioners and City Administrator will meet at a future date with Mr. Kruger.

-Major League Baseball (MLB) has a new Twins TV channel. MLB wants the channel in the Expanded Basic channel lineup at a significant rate fee for each sub in Exp Bsc. GM will try to negotiate for a better rate and report back to the commission. Commission expects a rate increase will be necessary.

Motion by Hiley to add Twins TV to the channel lineup. Second by Hofferbert, motion approved 3-0

VII. Old Business:

IX. Set Next Telecom meeting:

April 21st, 2025 at 6:00 pm in the City Council Chambers or City Hall.

X. Adjourn: Meeting adjourned by unanimous consent at 6:49 pm.

Dirk Abraham, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES
Council Chambers
March 27, 2025

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
 Members Present: Tom Riordan and Glen Francis
 Members Absent: None
 City Council Liaison: Scott Benson
 City Staff Present: Steve Nasby, City Administrator; Jason Sykora, Electric Superintendent; Leesa Arndt, Finance Assistant; and Tayler Lehmann, Utility Billing/Analyst
 Others: Kari Voss-Erost of the Southwest Crisis Center; Mick Masters from the City of Wilder; and Robbin Weis of Southwest Regional Development Commission

APPROVE MINUTES

Motion by Schwalbach, second by Francis to approve the February 23, 2025 Minutes. Motion carried 3 – 0.

Southwest Crisis Center

Voss-Erost of Southwest Crisis Center introduced herself and shared the missions they have at the center. The Southwest Crisis Center provides support, advocacy, and hope to individuals and families impacted by sexual and domestic violence, sexual exploitation, and child abuse. Voss-Erost wanted to get permission to put up their own ribbons on the city's street light poles in April, as it is sexual assault awareness month. They would take them down after the month of April is over.

Motion by Riordan, second by Francis to allow Southwest Crisis Center to put up ribbons on the city street light poles for the month of April. Motion carried 3 – 0.

ELECTRIC ITEMS

Generation Capacity Mountain Lake

Sykora informed the commission that the City of Mountain Lake had one of their electric generators stop working. Mt. Lake wants to make up the capacity lost or they face getting fined. Mt. Lake wanted to know if the City of Windom could help make up the 1.1 MW capacity. Windom has two electric generators that are not counting toward MISO capacity market at the moment. Sykora mentioned Mt. Lake would want our help from April 1st – May 31st. We would get reimbursed from Mt. Lake a total of \$20,000 for the 2-month time period. Schwalbach raised a concern, if we needed that capacity, Windom could end up being short. Sykora explained that it would not be possible in the next 2 months that Windom would need the capacity given to Mt. Lake, as our two new generators are not counted in the MISO system until June.

Motion by Riordan, second by Francis to sell 1.1 (MW) of capacity to the city of Mt. Lake. For \$20,000 including any cost associated if the unit was required to run. Motion carried 3 – 0.

Generation Maintenance/Warranty

Sykora stated the need for extended warranties on three old and two new generator engines. The cost for this 60-month warranty for the three old generators would be \$17,000 per engine and \$8,000 for the two new engines. This warranty would cover anything besides after market parts. If there was a loss of operation this warranty would not apply to that.

Sykora also explained the need for a 7-year extended life coolant flush. It is needed for regular maintenance and to keep the engines running efficiently. The cost of this coolant flush is \$17,000 per engine. Sykora mentioned that next year's budget will have to be adjusted to make up for these needed warranties.

Sykora brought up the need to have a service agreement for the two new generators. The annual cost would be \$14,938.40. Sykora stated that he would have Ziegler remove the April 2024 inspection as it is not necessary, which would lower the costs.

Motion by Riordan, second by Francis to enter into these service contracts. Motion carried 3 – 0.

Generation Meter Replacement

Sykora informed about the need to replace engine 2,3 and 4 generation meters. The cost Would be \$14,363 per meter. The old meters are not compatible with WAPA's new internet standard reading equipment.

**Motion by Riordan, second by Francis to install new meters on engine 2,3 and 4.
Motion carried 3 – 0.**

Indoor Switch Gear Batteries/Charger

Sykora stated that the battery bank to control the breakers are going out. The battery bank is already near the end of its life expectancy. The old battery bank is 100-amp hrs. The new battery bank would be 115-amp hrs. There would also be an added hydrogen monitor system. Having this battery bank is important to protect a lot of valuable equipment. The cost to replace the Battery bank and charger is \$17,000.

Motion by Riordan, second by Francis to purchase the new battery bank and charger. Motion carried 3 – 0.

Generation Testing

Sykora discussed that the generation testing went well. There was a work around found which prevented the need for the city to have a planned power outage. There was an issue with engine five's ECM computer. The computer issue was diagnosed and replaced.

Other Electric

Sykora informed that MISO is proposing changing the generation response time. They are requesting to start generation within 30 minutes of their notification. Sykora stated this would be difficult to make the response time requirement due to CMPAS notifying our on-call staff and needed warm up time for generators. If we would not meet the response time requirements our capacity claims would be affected.

AMI meter installation will begin this year and is estimated to take three years to complete in phases. AMI meters will allow to read electric and water meters instantly and remotely.

A lineman put in his resignation notice. Sykora is taking applications and has spoken to a few interested parties.

WATER/WASTEWATER ITEMS

City of Wilder- Sanitary Sewer Connection Discussion

Masters and Weis informed the commission board that the City of Wilder is having wastewater treatment issues. The City of Wilder would like to connect to Windom. Weis mentioned the financial challenges and looks at the potential benefits of connecting to Windom. Weis gave examples on potential grants both cities could apply for to help with the funding. Schwalbach mentions how this could potentially use up capacity for Windom's infrastructure in the future. There was discussion comparing the City of Bingham Lake's current rate structure with their sewer connected to Windom.

Motion by Riordan second by Francis to investigate the possibility of Wilder connecting to Windom's sewer infrastructure. Motion carried 3 – 0.

Lead and Copper Survey Continuation Grant Application

Anderson informed that he completed the grant application to get funding for the identification of lead and copper piping.

Biosolids PFAS Discussion

Anderson talked about the issues of bio solids in the United States as it was raised by residents near one of our application sites. Comparing our numbers here in Windom to a site in Texas where industrial biosolids were applied, our bio solid readings are astronomically low compared to what they claim to be seeing at the application site in Texas. At this time there is no concern to take action, however the wastewater department will work to approve other sites away from the Fish Lake area.

Water Pickup- Old Unit 61

Anderson shared that the newly purchased pickup is in service. The old pickup is in discussion, as it could be used for another city department. If no city department is in need, the truck will be sold on auction.

Regular Bills

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

Old Business

None.

New Business

None.

The next Commission meeting was scheduled for April 24th, 2025 at 10:00 a.m. in the Council Chambers.

Adjourn

Schwalbach adjourned the meeting by unanimous consent at 12:00 pm.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Leesa Arndt

From: donna.torkelson@windommn.com
Sent: Wednesday, April 9, 2025 8:43 AM
To: Leesa Arndt
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

06/13/2025

Location of Event

Phat Pheasant

Start Time

05:00 pm

End Time

08:00 pm

Type of Event

Entertainment Band

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 #

9332885

Email

president.windomchamber@gmail.com

Would you like a copy of this form?

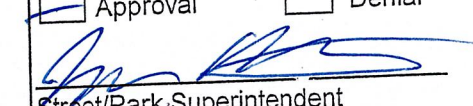
- Yes

License Fee - None \$0.00

Recommends

☒ Approval

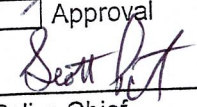
☐ Denial


Street/Park Superintendent

Recommends

☒ Approval

☐ Denial


Police Chief

Leesa Arndt

From: donna.torkelson@windommn.com
Sent: Tuesday, April 8, 2025 4:02 PM
To: Denise Nichols
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

06/13/2025

Location of Event

Phat Pheasant

Start Time

08:00 pm

End Time

01:00 pm

Type of Event

Band

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

9332885

Email

president.windomchamber@gmail.com

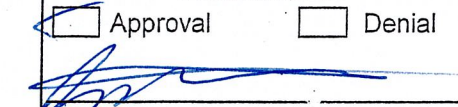
Would you like a copy of this form?

- Yes

License Fee - None \$0.00

Recommends

☒ Approval ☐ Denial



Street/Park Superintendent

Recommends

☒ Approval ☐ Denial



Police Chief

Leesa Arndt

From: donna.torkelson@windommn.com
Sent: Tuesday, April 8, 2025 4:03 PM
To: Denise Nichols
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event
06/14/2025

Location of Event
Tegels Park

Start Time
08:00 pm

End Time
12:00 am

Type of Event
Band

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 #
9332885

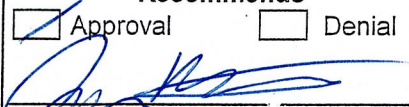
Email
president.windomchamber@gmail.com

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Area Chamber of Commerce

Previous Gambling Permit Number: X- 05127-25-013

Minnesota Tax ID Number, if any: [REDACTED]

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

Mailing Address: 303 9th Street

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

Name of Chief Executive Officer (CEO): Amy Leopold

CEO Daytime Phone: 507-831-2752 CEO Email: president.windomchamber@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 2825 Country Club Dr.

Check one:

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

Date(s) of activity (for raffles, indicate the date of the drawing): Friday, May 30th, 2025

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

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

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

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Amy Leopold Date: 04/08/2025
 (Signature must be CEO's signature; designee may not sign)

Print Name: Amy Leopold

REQUIREMENTS**Complete a separate application for:**

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

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

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

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Chamber of Commerce

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

Minnesota Tax ID Number, if any: [REDACTED]

Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: 303 9th Street

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

Name of Chief Executive Officer (CEO): Amy Leppold

CEO Daytime Phone: 507-831-2752 CEO Email: president.windomchamber@gmail.com

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 2825 Country Club Dr.

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Wednesday, June 11th, 2025

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Amy Leopold Date: 04/07/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Amy Leopold

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

LG220 Application for Exempt Permit

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Application Fee (non-refundable)

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ORGANIZATION INFORMATION

Organization Name: WINDOM WOMEN OF TODAY

Previous Gambling Permit Number: X- 95366-24-003 (Mar.19,2024)

Minnesota Tax ID Number, if any: [REDACTED]

Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: PO Box 222

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

Name of Chief Executive Officer (CEO): Monica Muller

CEO Daytime Phone: 507-220-8326 CEO Email: m-r-muller@hotmail.com

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

Email permit to (if other than the CEO): rjmarkl84@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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Secretary of State website, phone numbers:
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If your organization falls under a parent organization, attach copies of both of the following:

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

☒ City: Windom Zip: MN County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): May 20, 2025

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

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

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

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located within city limits**

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Signature of City Personnel: _____

Title: _____ Date: _____

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Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Monica Muller Date: 4-9-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Monica Muller

REQUIREMENTS

Complete a separate application for:

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

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

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Roseville, MN 55113

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An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 3/29/2025 - 4/10/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BERNICE TORRES	00005165-8	04/07/2025	CREDIT REFUND	100-20191	23.48
GLADY POLZIN	13316-8	04/07/2025	CREDIT REFUNDS	100-20191	15.11
CHANDRA HARUO	15361-7	04/07/2025	CREDIT REFUND	100-20191	43.29
SAMUEL J ROSENKRANZ	1839-5	04/07/2025	CREDIT REFUND	100-20191	3.22
EUNICE ERPESTAD	18441-0	04/07/2025	CREDIT REFUND	100-20191	9.22
OGHENEKEVWE ONSARE	2094-6	04/07/2025	CREDIT REFUND	100-20191	8.67
KACIE PAPLOW	23341-0	04/07/2025	CREDIT REFUND	100-20191	71.68
VIRGINIA WHITE	27913-0	04/07/2025	CREDIT REFUND	100-20191	29.51
BENJAMIN W DAVISON	27950-5	04/07/2025	CREDIT REFUND	100-20191	23.62
GULLERMO ROMAN	34095-4	04/07/2025	CREDIT REFUND	100-20191	67.00
MICHAEL E SNYDER	34566-4	04/07/2025	CREDIT REFUND	100-20191	83.91
WILMARY HERNANDEZ	34584-6	04/07/2025	CREDIT REFUND	100-20191	5.86
NYBLE TECHNOLOGIES	35375-5	04/07/2025	CREDIT REFUND	100-20191	49.68
JERRIE L. HALL	36653-4	04/07/2025	CREDIT REFUND	100-20191	32.18
WINDOM FAMILY MEDICAL C	41512-5	04/07/2025	CREDIT REFUND	100-20191	61.29
MAIKIEL A BARETT	5932-7	04/07/2025	CREDIT REFUND	100-20191	124.83
					652.55
Activity: 41110 - Mayor & Council					
SCHRAMEL LAW OFFICE	4/3/2025	04/08/2025	AMBO/MAYOR/COUNCIL/P&Z	100-41110-304	225.00
JAYESUN SHERMAN	2/21/25-2/22/25	03/26/2025	COUNCIL/TRAVEL EXPENSES/	100-41110-331	203.00
JAYESUN SHERMAN	2/21/25-2/22/25	03/26/2025	COUNCIL/TRAVEL EXPENSES/	100-41110-334	166.34
Activity 41110 - Mayor & Council Total:					594.34
Activity: 41310 - Administration					
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INSERTS	100-41310-200	6.00
US BANK	MARCH 25 US BANK	03/20/2025	Amazon - Supplies	100-41310-200	23.49
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-41310-217	10.67
US BANK	MARCH 25 US BANK	03/20/2025	authorize.net	100-41310-217	25.20
LEAGUE OF MN CITIES	425977	04/07/2025	CITY OFFICE-TRAINING & REGI	100-41310-308	425.00
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	100-41310-322	179.93
US BANK	MARCH 25 US BANK	03/20/2025	4246-0445-5576-6710 Materi	100-41310-326	17.09
STEVE NASBY	3/28/2025	04/01/2025	ADMIN/TRAVEL EXPENSE	100-41310-331	95.20
Activity 41310 - Administration Total:					782.58
Activity: 41910 - Building & Zoning					
INDOFF, INC	3790059	04/08/2025	EDA/P&Z/SUPPLIES	100-41910-200	2.15
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	PZ rcleaning supplies	100-41910-200	19.98
SCHRAMEL LAW OFFICE	4/3/2025	04/08/2025	AMBO/MAYOR/COUNCIL/P&Z	100-41910-304	855.00
US BANK	MARCH 25 US BANK	03/20/2025	MN Dept of Labor License Fee	100-41910-308	170.00
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Matthew Fast	100-41910-321	41.39
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	100-41910-322	109.02
US BANK	MARCH 25 US BANK	03/20/2025	Hampton	100-41910-334	570.78
WINDOM AUTO VALUE	34313403	04/01/2025	P&Z/MAINTENANCE - VEHICL	100-41910-405	152.99
Activity 41910 - Building & Zoning Total:					1,921.31
Activity: 41940 - City Hall					
US BANK	MARCH 25 US BANK	03/20/2025	Amazon.	100-41940-211	59.39
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-41940-211	42.66
US BANK	MARCH 25 US BANK	03/20/2025	Amazon.	100-41940-211	91.06
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	444 9th Street	100-41940-383	993.57
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	City Hall	100-41940-384	124.98
CRISTINA MAZARIEGOS	3/24/25-4/4/25	04/08/2025	CITY HALL/LIBRARY/CLEANIN	100-41940-406	450.00
KULSETH LAWN LANDSCAPE	5371	04/07/2025	CITY HALL-LIBRARY-MAINTEN	100-41940-406	1,550.00
Activity 41940 - City Hall Total:					3,311.66

Expense Approval Report

Payment Dates: 3/29/2025 - 4/10/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42120 - Crime Control					
AMAZON CAPITAL SERVICES, I	1PTX-FQ6Y-X7MY	03/26/2025	POLICE/SUPPLIES	100-42120-200	36.06
KWIK TRIP INC & SUBSIDIARIE	MARCH 2025	04/08/2025	POLICE/MOTOR FUELS	100-42120-212	1,474.98
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-42120-212	-8.93
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-42120-212	557.03
ALPHA WIRELESS - MANKATO	29399	04/07/2025	POLICE-RADIO UNITS	100-42120-323	120.00
ALEX HAUGLID	1363	04/01/2025	POLICE/MISC	100-42120-480	300.00
INTOXIMETERS	783829	04/07/2025	POLICE-MISC	100-42120-480	125.00
Activity 42120 - Crime Control Total:					2,604.14
Activity: 42220 - Fire Fighting					
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-42220-212	425.38
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Fire	100-42220-215	151.92
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Fire operating supplies	100-42220-215	18.58
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Fire materials	100-42220-215	19.25
MN FIRE SERVICE CERTIFICATI	13768	04/07/2025	FIRE/TRAINING/REGISTRATIO	100-42220-308	1,198.00
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	100-42220-322	2.31
BRENT REISDORFER	3/28/2025-3/30/2025	04/07/2025	FIRE DEPT-TRAVEL EXPENSE	100-42220-331	352.80
CONNOR KNIGGE	3/28/2025-3/29/2025	04/07/2025	FIRE DEPT-MEALS/LODGING	100-42220-334	836.04
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	938 5th - Fire 60%	100-42220-383	878.73
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Fire (50%)	100-42220-384	50.00
WINDOM FIRE & SAFETY, LLC	0008812	03/28/2025	FIRE/MAINTENANCE - OFFICE	100-42220-404	48.90
PAUL MARSH	033894	03/28/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	385.76
PAUL MARSH	033896	03/28/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	239.60
O'REILLY AUTOMOTIVE, INC	4425-430613	04/01/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	122.27
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-42220-405	38.98
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-42220-405	173.82
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-42220-405	37.98
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-42220-405	16.01
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-42220-406	16.88
Activity 42220 - Fire Fighting Total:					5,013.21
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	3807	04/07/2025	ANIMALS/CITY POUND	100-42700-217	20.84
Activity 42700 - Animal Control Total:					20.84
Activity: 43100 - Streets					
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-43100-212	-18.47
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-43100-212	1,151.55
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	100-43100-217	23.18
WINDOM PRINTING LLC	25 CNTR SIGN	04/07/2025	STREET/STREET MAINTENANC	100-43100-224	111.25
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Jon Ketzenberg	100-43100-321	42.23
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	Street Shop	100-43100-383	963.02
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Street	100-43100-384	126.98
WINDOM TOWING LLC	14823	03/31/2025	STREET/MAINTENANCE - OFFI	100-43100-404	87.14
WINDOM TOWING LLC	14831	03/31/2025	STREET/MAINTENANCE - OFFI	100-43100-404	87.14
WINDOM TOWING LLC	14835	03/31/2025	STREET/MAINTENANCE - OFFI	100-43100-404	87.14
DICKS WELDING INC	70846	03/31/2025	STREET/MAINTENANCE - OFFI	100-43100-404	130.56
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Street	100-43100-404	12.13
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Street	100-43100-404	10.84
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Street	100-43100-404	2.44
Activity 43100 - Streets Total:					2,817.13
Activity: 45202 - Park Areas					
COUNTRY PRIDE SERVICE	1804201-1	03/28/2025	PARKS/MOTOR FUELS	100-45202-212	27.00
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	100-45202-212	73.35
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Abby Park	100-45202-384	24.98
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Mayflower Park	100-45202-384	10.19
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Tegels Park	100-45202-384	117.23
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Square	100-45202-384	74.99
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Island Park	100-45202-384	101.96
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	WRA	100-45202-384	104.98
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Kastle Kingdom	100-45202-384	17.03

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HIGLEY FORD	133467	03/31/2025	PARKS/MAINTENANCE - VEHI	100-45202-405	305.10
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Parks	100-45202-406	20.76
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Parks	100-45202-406	20.76
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Street supplies	100-45202-406	15.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Street supplies	100-45202-406	9.99
Activity 45202 - Park Areas Total:					924.31
Fund 100 - GENERAL Total:					18,642.07

Fund: 211 - LIBRARY**Activity: 45501 - Library**

US BANK	MARCH 25 US BANK	03/20/2025	OTC Brands	211-45501-200	190.06
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	904 4th Ave	211-45501-383	596.98
VESTIS GROUP, INC	2560365664	03/31/2025	LIBRARY-MAINTENANCE - STR	211-45501-402	44.65
CRISTINA MAZARIEGOS	3/24/25-4/4/25	04/08/2025	CITY HALL/LIBRARY/CLEANIN	211-45501-402	450.00
US BANK	MARCH 25 US BANK	03/20/2025	Wave jk	211-45501-402	40.00
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Library - MAINT. STRUCTURE	211-45501-402	6.99
KULSETH LAWN LANDSCAPE	5371	04/07/2025	CITY HALL-LIBRARY-MAINTEN	211-45501-406	1,550.00
US BANK	MARCH 25 US BANK	03/20/2025	Time Magazine	211-45501-433	26.72
US BANK	MARCH 25 US BANK	03/20/2025	Midwest Living	211-45501-433	15.00
US BANK	MARCH 25 US BANK	03/20/2025	Southern Living	211-45501-433	-17.95
US BANK	MARCH 25 US BANK	03/20/2025	Star Tribune	211-45501-433	520.94
MICROMARKETING, LLC	973616	04/07/2025	LIBRARY-BOOKS/PAMPHLETS	211-45501-435	3.50
INGRAM INDUSTRIES	MARCH 25	04/01/2025	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,427.23
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	211-45501-435	6.22
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	211-45501-435	62.04
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	211-45501-435	18.89
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	211-45501-435	14.99
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	211-45501-435	5.75
Activity 45501 - Library Total:					4,962.01
Fund 211 - LIBRARY Total:					4,962.01

Fund: 225 - AIRPORT**Activity: 45127 - Airport**

RED ROCK RURAL WATER	MARCH 25 AIRPORT	04/01/2025	AIRPORT/SUPPLIES	225-45127-200	32.75
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	225-45127-217	0.69
SOUTH CENTRAL ELECTRIC	367403 - MARCH 25	04/01/2025	ELECTRIC	225-45127-381	676.00
SOUTH CENTRAL ELECTRIC	367403 - MARCH 25	04/01/2025	ELECTRIC	225-45127-381	426.54
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Airport	225-45127-406	57.97
Activity 45127 - Airport Total:					1,193.95
Fund 225 - AIRPORT Total:					1,193.95

Fund: 230 - POOL**Activity: 45124 - Pool**

MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	Island Park 4th Ave	230-45124-383	48.09
Activity 45124 - Pool Total:					48.09
Fund 230 - POOL Total:					48.09

Fund: 235 - AMBULANCE**Activity: 42153 - Ambulance**

WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	235-42153-212	2,496.01
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	235-42153-212	-40.04
ESPENSON GROUP LLC	1686	04/07/2025	AMBO/ OTHER OPERATING S	235-42153-217	300.00
BOUND TREE MEDICAL, LLC	85718265	04/07/2025	AMBO/OPERATING SUPPLIES	235-42153-217	113.63
US BANK	MARCH 25 US BANK	03/20/2025	Dura Pro Health	235-42153-217	556.70
US BANK	MARCH 25 US BANK	03/20/2025	Big time Battery	235-42153-217	194.48
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Ambulance Other Supplies	235-42153-217	4.33
LINDE GAS & EQUIPMENT INC	48960053	04/07/2025	AMBO/OTHER MERCHANDISE	235-42153-261	957.15
WINDOM AREA HEALTH	734-0024-03-2025-01	04/07/2025	AMBO/OTHER MERCHANDISE	235-42153-261	71.30
SCHRAMEL LAW OFFICE	4/3/2025	04/08/2025	AMBO/MAYOR/COUNCIL/P&Z	235-42153-304	255.00
US BANK	MARCH 25 US BANK	03/20/2025	MN Ambulance Assoc.	235-42153-308	49.00
WINDOM AREA HEALTH	734-0024-03-2025-02	04/07/2025	AMBO/NURSING	235-42153-312	4,043.89
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	235-42153-322	1.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JIM AXFORD	3/17/2025	04/01/2025	AMBO/MEALS	235-42153-334	22.46
JUSTIN HARRINGTON	3/18/2025	04/01/2025	AMBO/MEALS	235-42153-334	79.66
MEGAN BRAMSTEDT	3/18/2025	04/01/2025	AMBO/MEALS	235-42153-334	71.20
LEESA ARNDT	3/21/2025	04/01/2025	AMBO/MEALS	235-42153-334	26.66
CYNDI HANSEN	3/22/2025	04/01/2025	AMBO/MEALS	235-42153-334	63.76
REBEKAH ELLINGSON	3/27/2025	04/01/2025	AMBO/MEALS	235-42153-334	39.94
AMBER SVOBODA	3/28/2025	04/01/2025	AMBO/MEALS	235-42153-334	98.75
ROB VISKER	3/29/2025	04/01/2025	AMBO/MEALS	235-42153-334	102.70
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	938 5th - Ambulance 40%	235-42153-383	585.82
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Ambulance (50%)	235-42153-384	49.99
ALPHA WIRELESS - MANKATO	29398	04/07/2025	AMBO/MAINTENANCE - OFFI	235-42153-404	1,089.00
PAUL MARSH	033866	03/31/2025	AMBO/MAINTENANCE - VEHI	235-42153-405	220.90
Activity 42153 - Ambulance Total:					11,453.67
Fund 235 - AMBULANCE Total:					11,453.67

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3790059	04/08/2025	EDA/P&Z/SUPPLIES	250-46520-200	2.14
US BANK	MARCH 25 US BANK	03/20/2025	Adobe	250-46520-200	21.36
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	T Lamb	250-46520-200	29.99
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	T Lamb	250-46520-321	41.39
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	250-46520-322	0.69
Activity 46520 - EDA Total:					95.57
Fund 250 - EDA GENERAL Total:					95.57

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	367403 - MARCH 25	04/01/2025	ELECTRIC	254-46520-381	171.42
Activity 46520 - EDA Total:					171.42
Fund 254 - NORTH IND PARK Total:					171.42

Fund: 601 - WATER

Activity: 49400 - Water

WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	601-49400-212	192.36
RED ROCK RURAL WATER	MARCH 25 WATER	04/01/2025	WATER/ OTHER OPERATING S	601-49400-217	38.95
LEONARD RICE CONSULTING	29253	04/01/2025	WATER/CONSULTING & AUDIT	601-49400-301	6,721.25
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Water Treatment Ipad	601-49400-321	40.01
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Water Treatment	601-49400-321	51.39
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE POSTAGE	601-49400-322	271.33
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	601-49400-322	172.01
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	601-49400-322	7.59
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	SOFTWARE SERVICE	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	MAINTENACE	601-49400-326	1,060.75
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE PROCESSING	601-49400-326	157.60
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	16th Street	601-49400-383	27.18
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	10 16th street	601-49400-383	611.64
STANTEC CONSULTING SERVIC	2371048	04/01/2025	WATER/LANDFILL	601-49400-386	1,020.50
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Water maint office	601-49400-404	7.58
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Water- maint distributions	601-49400-404	4.78
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Water- maint distributions	601-49400-404	40.96
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Water- maint distributions	601-49400-404	82.97
WINDOM AUTO VALUE	34312765	03/28/2025	WATER/MAINTENANCE - VEHI	601-49400-405	4.49
WINDOM AUTO VALUE	34312861	03/26/2025	WATER/VEHICLE MAINT	601-49400-405	7.99
DICKS WELDING INC	70886	03/28/2025	WATER/MAINTENANCE - VEHI	601-49400-405	22.27
Activity 49400 - Water Total:					11,061.10

Activity: 49950 - Capital Outlay

US BANK	MARCH 25 US BANK	03/20/2025	Decked	601-49950-500	1,950.96
US BANK	MARCH 25 US BANK	03/20/2025	Husky Liners	601-49950-500	96.18
US BANK	MARCH 25 US BANK	03/20/2025	Strobes n More	601-49950-500	539.25
US BANK	MARCH 25 US BANK	03/20/2025	Back Rack	601-49950-500	526.12
US BANK	MARCH 25 US BANK	03/20/2025	Weather Tech	601-49950-500	184.22

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	MARCH 25 US BANK	03/20/2025	Tiger Tough	601-49950-500	414.11
				Activity 49950 - Capital Outlay Total:	3,710.84
				Fund 601 - WATER Total:	14,771.94

Fund: 602 - SEWER**Activity: 49450 - Sewer**

WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	602-49450-212	127.31
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Sewer	602-49450-217	137.96
MN VALLEY TESTING	1297874	03/26/2025	SEWER/LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1298241	03/26/2025	SEWER/ LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1298401	03/28/2025	SEWER/ LAB TESTINGS	602-49450-310	251.20
MN VALLEY TESTING	1298466	03/31/2025	SEWER/ LAB TESTINGS	602-49450-310	155.20
MN VALLEY TESTING	1299014	04/01/2025	SEWER/LAB TESTING	602-49450-310	110.40
CORE & MAIN LP	INV0015215	03/26/2025	SEWER/ LAB TESTING	602-49450-310	41.00
US BANK	MARCH 25 US BANK	03/20/2025	NSI Labs	602-49450-310	122.00
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Waste Water IPAD	602-49450-321	40.01
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Waste Water	602-49450-321	41.39
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Waste Water IPAD	602-49450-321	40.01
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE POSTAGE	602-49450-322	271.32
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	602-49450-322	172.01
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	MAINTENACE	602-49450-326	1,060.75
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	SOFTWARE SERVICE	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE PROCESSING	602-49450-326	157.60
SOUTH CENTRAL ELECTRIC	367403 - MARCH 25	04/01/2025	ELECTRIC	602-49450-381	274.02
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	400 Drake Ave	602-49450-383	3,357.10
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	621 Des Moine Dr	602-49450-383	20.10
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	585 Opportunity Dr	602-49450-383	21.48
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	857 16th St	602-49450-383	135.48
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Waste/Water	602-49450-384	131.99
HAWKINS, INC	7023850	04/01/2025	SWER/MAINTENANCE - OFFIC	602-49450-404	2,210.53
US BANK	MARCH 25 US BANK	03/20/2025	RealVNC	602-49450-404	164.63
US BANK	MARCH 25 US BANK	03/20/2025	IAC Parts	602-49450-404	768.67
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	sewer	602-49450-404	13.80
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	sewer	602-49450-404	150.91
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Sewer-maint office	602-49450-404	9.59
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Sewer-maint office	602-49450-404	9.99
US BANK	MARCH 25 US BANK	03/20/2025	Plunketts	602-49450-406	164.39
WINDOM AUTO VALUE	34313406	04/07/2025	SEWER/MAINTENANCE - DIST	602-49450-408	53.97
				Activity 49450 - Sewer Total:	10,857.91
				Fund 602 - SEWER Total:	10,857.91

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 644 RETURN	04/01/2025	ELECTRIC/INVENTORY	604-14200	17.33
WESCO DISTRIBUTION, INC	532828	04/07/2025	ELECTRIC-INVENTORY	604-14200	3,345.59
BORDER STATES	930145019	04/07/2025	ELECTRIC-INVENTORY	604-14200	924.48
					4,287.40

Activity: 49550 - Electric

AMAZON CAPITAL SERVICES, I	1G36-ML6X-9G3N	04/01/2025	ELECTRIC- SUPPLIES	604-49550-200	-54.12
BORDER STATES	930119466	04/01/2025	ELECTRIC/SUPPLIES	604-49550-200	81.56
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric office supplies	604-49550-200	19.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric office supplies	604-49550-200	8.99
US BANK	MARCH 25 US BANK	03/20/2025	SNAPFISH	604-49550-211	75.34
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	604-49550-212	528.71
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric small tools	604-49550-241	11.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	electric Small Tools	604-49550-241	3.18
DEPARTMENT OF ENERGY	MARCH 2025	04/07/2025	ELECTRIC-MERCHANDISE FOR	604-49550-263	76,906.10
mPOWER TECHNOLOGIES, IN	6095	04/07/2025	ELECTRIC/ENG/SURVEYING FE	604-49550-303	3,800.00
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Jason Sykora	604-49550-321	40.01
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Electric Phone	604-49550-321	40.01
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE POSTAGE	604-49550-322	271.33
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	604-49550-322	172.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	604-49550-322	6.90
OZ GROUP INC	5073176-040125	04/07/2025	ELECTRIC/DISPATCHING	604-49550-325	93.49
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	SOFTWARE SERVICE	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	MAINTENACE	604-49550-326	2,115.15
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE PROCESSIG	604-49550-326	157.60
NEXT STEP BROADCASTING IN	25030194	04/07/2025	ELECTRIC/ADVERTISING	604-49550-340	105.00
NEXT STEP BROADCASTING IN	25030195	04/07/2025	ELECTRIC/ADVERTISING	604-49550-340	75.00
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	1105 1st Ave N	604-49550-383	660.71
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Electric	604-49550-384	127.99
TOWN 'N COUNTRY	12533	04/07/2025	ELECTRIC/MAINTENANCE - ST	604-49550-402	100.00
AMAZON CAPITAL SERVICES, I	1GMH-936D-L6WY	04/01/2025	ELECTRIC/MAINTENANCE - ST	604-49550-402	269.99
US LBM OPERATING CO 3009	3058393	04/07/2025	ELECTRIC/MAINTENANCE - ST	604-49550-402	32.60
US BANK	MARCH 25 US BANK	03/20/2025	Menards	604-49550-402	1,650.19
RUNNINGS SUPPLY, INC	RUNNINGS MARCH 2025	03/31/2025	Electric	604-49550-402	23.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	22.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	80.33
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	47.76
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	42.55
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	36.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	15.54
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	25.77
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	-47.83
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	34.65
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	100.82
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Electric maint structure	604-49550-402	110.93
WINDOM FARM SERVICE	197830	04/07/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	21.67
CARQUEST - SMITH AUTO SUP	549	03/31/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	184.89
ELECTRIC FUND	# 1026	04/01/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	421.40
ELECTRIC FUND	# 1027	04/01/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	43.10
ZIEGLER, INC.	IN001857731	04/07/2025	ELECTRIC/MAINTENANCE - GE	604-49550-410	10,588.24
WINDOM AREA DEVELOPME	APRIL 2025	03/26/2025	ELECTRIC/PAYMENTS TO OTH	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	101,288.51
				Fund 604 - ELECTRIC Total:	105,575.91

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

VESTIS GROUP, INC	2560365666	03/31/2025	LIQUOR STORE/CLEANING SU	609-49751-211	51.84
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Liquor maint	609-49751-211	18.68
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	609-49751-217	17.25
US BANK	MARCH 25 US BANK	03/20/2025	Amazon	609-49751-217	17.25
DOLL DISTRIBUTING, LLC	1728143	03/26/2025	LIQUOR STORE/BEER	609-49751-251	31.70
DOLL DISTRIBUTING, LLC	1732952	04/07/2025	LIQSTORE-LIQ-BEER-WINE-NO	609-49751-251	494.30
SOUTHERN GLAZER'S OF MN	2607484	04/07/2025	LIQUOR STOE-LIQUOR-FREIG	609-49751-251	1,551.93
JOHNSON BROS.	2755131	03/31/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	2,258.71
JOHNSON BROS.	2760329	04/07/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	2,191.28
BEVERAGE WHOLESALERS	374782	04/07/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-251	456.00
BREAKTHRU BEVERAGE MINN	413363422	03/24/2025	LIQUOR STORE/LIQUOR	609-49751-251	-9.75
PHILLIPS WINE & SPIRITS	6950098	03/31/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-251	6,397.71
PHILLIPS WINE & SPIRITS	6953990	04/07/2025	LIQUOR STORE-LIQUOR - FREI	609-49751-251	1,782.29
BREAKTHRU BEVERAGE MN	I20684578	03/31/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	2,397.49
DOLL DISTRIBUTING, LLC	1728143	03/26/2025	LIQUOR STORE/BEER/LIQUOR	609-49751-252	8,228.92
DOLL DISTRIBUTING, LLC	1728145	03/26/2025	LIQUOR STORE/BEER	609-49751-252	149.00
DOLL DISTRIBUTING, LLC	1728146	03/26/2025	LIQUOR STORE/BEER	609-49751-252	149.00
DOLL DISTRIBUTING, LLC	1732952	04/07/2025	LIQSTORE-LIQ-BEER-WINE-NO	609-49751-252	8,148.98
DOLL DISTRIBUTING, LLC	1732953	04/07/2025	LIQUOR STORE-	609-49751-252	-68.11
BEVERAGE WHOLESALERS	373765	03/26/2025	LIQUOR STORE/BEER/SOFT D	609-49751-252	8,141.80
BEVERAGE WHOLESALERS	374782	04/07/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-252	5,163.50
ARTISAN BEER COMPANY	3755721	03/31/2025	LIQUOR STORE/BEER	609-49751-252	46.15
ARTISAN BEER COMPANY	3757368	04/07/2025	LIQUOR STORE-BEER	609-49751-252	81.35
BREAKTHRU BEVERAGE MINN	I20683902	03/31/2025	LIQUOR STORE/BEER	609-49751-252	142.50
DOLL DISTRIBUTING, LLC	1732952	04/07/2025	LIQSTORE-LIQ-BEER-WINE-NO	609-49751-253	33.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	1760330	04/07/2025	LIQUOR STORE-WINE-FREIGH	609-49751-253	546.49
PHILLIPS WINE & SPIRITS	6950099	03/27/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	1,224.00
BREAKTHRU BEVERAGE MN	120684578	03/31/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	1,024.00
SOUTHERN GLAZER'S OF MN	2607485	04/07/2025	LIQUOR STORE-SOFT DRINKS-	609-49751-254	27.00
BEVERAGE WHOLESALERS	373765	03/26/2025	LIQUOR STORE/BEER/SOFT D	609-49751-254	187.50
RED BULL DISTRIBUTION CO, I	5016085126	04/08/2025	LIQUOR STORE-SOFT DRINKS	609-49751-254	84.00
ATLANTIC COCA-COLA	5137005	04/07/2025	LIQUOR STORE-SOFT DRINKS	609-49751-254	237.00
PHILLIPS WINE & SPIRITS	6950099	03/27/2025	LIQUOR STORE/WINE/FREIGH	609-49751-254	64.00
BREAKTHRU BEVERAGE MN	120684578	03/31/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-254	111.96
PHILLIPS WINE & SPIRITS	6950100	03/31/2025	LIQUOR STORE/THC	609-49751-258	365.55
DOLL DISTRIBUTING, LLC	1728143	03/26/2025	LIQUOR STORE/BEER/LIQUOR	609-49751-259	109.40
DOLL DISTRIBUTING, LLC	1732952	04/07/2025	LIQSTORE-LIQ-BEER-WINE-NO	609-49751-259	94.25
BEVERAGE WHOLESALERS	373765	03/26/2025	LIQUOR STORE/BEER/SOFT D	609-49751-259	31.80
BEVERAGE WHOLESALERS	374782	04/07/2025	LIQUOR STORE-LIQUOR-BEER-	609-49751-259	62.60
PHILLIPS WINE & SPIRITS	6950099	03/27/2025	LIQUOR STORE/WINE/FREIGH	609-49751-261	72.00
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	609-49751-322	2.76
DOLL DISTRIBUTING, LLC	1728142	03/26/2025	LIQUOR STORE/FREIGHT	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1732952	04/07/2025	LIQSTORE-LIQ-BEER-WINE-NO	609-49751-333	7.00
JOHNSON BROS.	1760330	04/07/2025	LIQUOR STORE-WINE-FREIGH	609-49751-333	24.53
SOUTHERN GLAZER'S OF MN	2607484	04/07/2025	LIQUOR STOE-LIQUOR-FREIG	609-49751-333	31.42
SOUTHERN GLAZER'S OF MN	2607485	04/07/2025	LIQUOR STORE-SOFT DRINKS-	609-49751-333	2.05
JOHNSON BROS.	2755131	03/31/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	39.76
JOHNSON BROS.	2760329	04/07/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	71.91
PHILLIPS WINE & SPIRITS	6950098	03/31/2025	LIQUOR STORE-LIQUOR-FREIG	609-49751-333	163.16
PHILLIPS WINE & SPIRITS	6950099	03/27/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	36.88
PHILLIPS WINE & SPIRITS	6953990	04/07/2025	LIQUOR STORE-LIQUOR - FREI	609-49751-333	18.62
BREAKTHRU BEVERAGE MN	120684578	03/31/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	62.29
NEXT STEP BROADCASTING IN	25030369	04/01/2025	LIQUOR STORE/ADVERTISING	609-49751-340	51.00
NEXT STEP BROADCASTING IN	25030370	04/01/2025	LIQUOR STORE/ADVERTISING	609-49751-340	258.26
NEXT STEP BROADCASTING IN	25030371	04/01/2025	LIQUOR STORE/ADVERTISING	609-49751-340	153.00
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	575 2nd Ave	609-49751-383	261.81
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Liquor	609-49751-384	210.98
US BANK	MARCH 25 US BANK	03/20/2025	City Hive	609-49751-433	51.21
				Activity 49751 - Liquor Store Total:	53,568.56
				Fund 609 - LIQUOR STORE Total:	53,568.56

Fund: 614 - TELECOM

Activity: 49870 - Telecom

CITY LAUNDERING CO.	2104706	04/01/2025	TELECOM-CLEANING	614-49870-211	28.92
WEX BANK	MARCH 2025	04/07/2025	WEX FUEL	614-49870-212	223.63
CALIX	3004754	04/01/2025	TELECOM-OTHER OPERATING	614-49870-217	10,495.00
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Telecom Supplies	614-49870-217	6.59
POWER & TEL	8093109-00	04/02/2025	TELECOM-UTILITY SYSTEM	614-49870-227	763.43
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Telecom utility system	614-49870-227	28.99
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Telecom utility system	614-49870-227	11.98
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Telecom utility system	614-49870-227	9.18
FINLEY ENGINEERING	0702750-00001-01	04/01/2025	TELECOM-ENG/SURVEYING FE	614-49870-303	1,606.90
JONATHAN ENGSTROM	443	04/01/2025	TELECOM-ENG/SURVEYING FE	614-49870-303	1,700.00
INTERSTATE TRS FUND	82580760087-0325	03/31/2025	TELECOM-LEGAL FEES	614-49870-304	696.33
INTERSTATE TRS FUND	82580760087-0325	03/31/2025	TELECOM-LEGAL FEES	614-49870-304	1.93
OLSEN THIELEN & CO.,LTD	93704	04/07/2025	TELECOM-LEGAL FEES	614-49870-304	225.40
CENTURY LINK	507-831-1075 MAR	04/01/2025	TELECOM-TELEPHONE	614-49870-321	94.55
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Andrew Rossow	614-49870-321	51.39
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Terry Glidden	614-49870-321	41.39
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Jeff Dahna	614-49870-321	51.39
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Brian Turner	614-49870-321	51.39
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Jordan Bussa	614-49870-321	51.39
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE POSTAGE	614-49870-322	271.33
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	614-49870-322	172.01
USPS-POC	MARCH 2025	04/01/2025	POSTAGE MACHINE POC # 81	614-49870-322	0.69
INNOVATIVE SYSTEMS LLC	INV-24005	04/01/2025	ACS QUARTERLY	614-49870-326	1,200.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	SOFTWARE SERVICE	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-24215	04/01/2025	MAINTENACE	614-49870-326	2,115.16
INNOVATIVE SYSTEMS LLC	INV-24426	04/07/2025	INVOICE PROCESSING	614-49870-326	157.60
NEXT STEP BROADCASTING IN	25030461	04/01/2025	TELECOM-ADVERTISING	614-49870-340	75.99
NEXT STEP BROADCASTING IN	25030463	04/01/2025	TELECOM-ADVERTISING	614-49870-340	107.10
NEXT STEP BROADCASTING IN	25030464	04/01/2025	TELECOM-ADVERTISING	614-49870-340	107.10
NEXT STEP BROADCASTING IN	35030462	04/01/2025	TELECOM-ADVERTISING	614-49870-340	75.99
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	443 10th Street	614-49870-383	205.25
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Telecom	614-49870-384	115.89
KULSETH LAWN LANDSCAPE	5372	04/08/2025	TELECOM-MAINTENANCE - G	614-49870-406	730.00
NATIONAL CABLE TV COOP	25010399-01	03/28/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	-5.47
NATIONAL CABLE TV COOP	25010399-02	03/04/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	-13.86
NATIONAL CABLE TV COOP	25020406-02	03/28/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	155.77
NATIONAL CABLE TV COOP	25030423	03/28/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	48,936.02
DISPLAY SYSTEMS INTERNATI	259402	04/01/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	349976	04/01/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	293.00
CONSOLIDATED COMMUNICA	517-151-0204/0-4/1/2025	04/08/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	1,444.95
CONSOLIDATED CALL CENTER	26923	04/08/2025	TELECOM-SWITCH FEES	614-49870-445	104.52
1623 FARNAM LLC	00010990	04/07/2025	TELECOM-INTERNET EXPENSE	614-49870-447	200.00
MANKATO NETWORKS, LLC	390406	04/08/2025	TELECOM-INTERNET EXPENSE	614-49870-447	1,293.88
MANKATO NETWORKS, LLC	390417	04/08/2025	TELECOM-INTERNET EXPENSE	614-49870-447	438.75
JONATHAN ENGSTROM	439	04/01/2025	TELECOM-INTERNET EXPENSE	614-49870-447	1,700.00
JONATHAN ENGSTROM	441	04/01/2025	TELECOM/INTERNET EXPENSE	614-49870-447	1,700.00
HURRICANE ELECTRIC LLC	98539421-IN	04/01/2025	TELECOM-INTERNET EXPENSE	614-49870-447	4,100.00
US BANK	MARCH 25 US BANK	03/20/2025	Dream Host Web Hosting	614-49870-447	139.00
ARIN-AMERICAN REGISTRY FO	SI508527	04/01/2025	TELECOM-INTERNET EXPENSE	614-49870-447	2,100.00
GOLDEN WEST TECH & INT SO	250300053	04/07/2025	TELECOM-ON CALL SUPPORT	614-49870-448	212.23
SWWC - SOUTHWEST WEST C	78610	04/08/2025	TELECOM-ON CALL SUPPORT	614-49870-448	950.00
ONVOY, LLC dba INTELIGENT	542524	04/08/2025	TELECOM-CALL COMPLETION	614-49870-451	278.90
ONVOY, LLC dba INTELIGENT	542562	04/08/2025	TELECOM-CALL COMPLETION	614-49870-451	2,865.54
Activity 49870 - Telecom Total:					89,600.56
Fund 614 - TELECOM Total:					89,600.56

Fund: 615 - ARENA

Activity: 49850 - Arena

VESTIS GROUP, INC	2560338455	04/01/2025	ARENA/SUPPLIES	615-49850-211	63.47
VESTIS GROUP, INC	2560347953	04/01/2025	ARENA/SUPPLIES	615-49850-211	63.47
VESTIS GROUP, INC	2560358222	04/01/2025	ARENA/SUPPLIES	615-49850-211	63.47
VESTIS GROUP, INC	2560363065	04/01/2025	ARENA/SUPPLIES	615-49850-211	63.47
COUNTRY PRIDE SERVICE	9041399	04/01/2025	ARENA/MOTOR FUELS	615-49850-212	90.00
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Arena Staff	615-49850-321	71.35
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Tim Hogan	615-49850-321	41.39
US BANK	MARCH 25 US BANK	03/20/2025	Canva Pro	615-49850-340	119.99
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	Fairgrounds	615-49850-383	2,572.46
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	Arena	615-49850-384	192.98
WINDOM FIRE & SAFETY, LLC	8813	04/01/2025	ARENA/MAINTENANCE - OFFI	615-49850-404	270.00

Activity 49850 - Arena Total: 3,612.05

Fund 615 - ARENA Total: 3,612.05

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

VESTIS GROUP, INC	2560365659	03/28/2025	WCC/CLEANING/SUPPLIES	617-49860-211	24.94
SCHILLING SUPPLY COMPANY	996961-00	04/08/2025	WCC/REFUSE DISPOSAL/CLEA	617-49860-211	123.08
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Community Center	617-49860-211	19.57
ESPENSON GROUP LLC	1683	04/07/2025	WCC/OTHER OPERATING SUP	617-49860-217	150.00
BEVERAGE WHOLESALERS	374781	04/08/2025	WCC/LIQUOR/BEER/FREIGHT	617-49860-251	32.30
DOLL DISTRIBUTING, LLC	1732960	04/08/2025	WCC/BEER/FREIGHT	617-49860-252	226.65
BEVERAGE WHOLESALERS	374781	04/08/2025	WCC/LIQUOR/BEER/FREIGHT	617-49860-252	203.90
US BANK	MARCH 25 US BANK	03/20/2025	HyVee	617-49860-259	39.92
US BANK	MARCH 25 US BANK	03/20/2025	Wayfair	617-49860-261	254.57
VERIZON WIRELESS	VERIZON MARCH 2025	04/03/2025	Tim Snyder	617-49860-321	41.39

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1732960	04/08/2025	WCC/BEER/FREIGHT	617-49860-333	7.00
BEVERAGE WHOLESALERS	374781	04/08/2025	WCC/LIQUOR/BEER/FREIGHT	617-49860-333	5.00
SCHILLING SUPPLY COMPANY	996961-00	04/08/2025	WCC/REFUSE DISPOSAL/CLEA	617-49860-333	57.47
NEXT STEP BROADCASTING IN	25030456	04/08/2025	WCC/ADVERTISING	617-49860-340	30.60
NEXT STEP BROADCASTING IN	25030457	04/08/2025	WCC/ADVERTISING	617-49860-340	30.60
MN ENERGY RESOURCES	MN ENERGY MARCH 2025	04/02/2025	1750 Cottonwood Lake Dr	617-49860-383	1,405.12
SCHILLING SUPPLY COMPANY	996961-00	04/08/2025	WCC/REFUSE DISPOSAL/CLEA	617-49860-384	33.53
HOMETOWN SANITATION SER	HOMETOWN MARCH 2025	04/07/2025	HOMETOWN MONTHLY BILL	617-49860-384	189.98
SCHWALBACH HARDWARE	SCHWALBACHS MARCH 25	04/07/2025	Community Center	617-49860-404	27.96
DEVIN NIELSEN	2/8/2025	04/07/2025	WCC/MAINTENANCE - GROU	617-49860-406	45.00
NEW TEC, INC	NWO-502146	04/01/2025	WCC/MAINTENANCE - GROU	617-49860-406	162.50
Activity 49860 - M/P Center Total:					3,111.08
Fund 617 - M/P CENTER Total:					3,111.08

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002583	04/04/2025	Federal Tax Withholding	700-21701	11,979.67
MN Department of Revenue -	INV0002584	04/04/2025	State Withholding	700-21702	6,264.06
Internal Revenue Service-Payr	INV0002583	04/04/2025	Social Security	700-21703	15,182.72
MN Pera	INV0002581	04/04/2025	PERA	700-21704	9,052.32
MN Pera	INV0002581	04/04/2025	PERA	700-21704	17,203.30
MN Pera	INV0002581	04/04/2025	PERA	700-21704	1,066.98
MN State Deferred	INV0002582	04/04/2025	Deferred Roth	700-21705	902.00
MN State Deferred	INV0002582	04/04/2025	Deferred Compensation	700-21705	3,904.00
Internal Revenue Service-Payr	INV0002583	04/04/2025	Medicare Withholding	700-21711	4,376.40
WEX Health Inc	INV0002580	04/04/2025	HSA Employee Contribution	700-21723	1,011.14
					70,942.59
Fund 700 - PAYROLL Total:					70,942.59
Grand Total:					388,607.38

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	18,642.07
211 - LIBRARY	4,962.01
225 - AIRPORT	1,193.95
230 - POOL	48.09
235 - AMBULANCE	11,453.67
250 - EDA GENERAL	95.57
254 - NORTH IND PARK	171.42
601 - WATER	14,771.94
602 - SEWER	10,857.91
604 - ELECTRIC	105,575.91
609 - LIQUOR STORE	53,568.56
614 - TELECOM	89,600.56
615 - ARENA	3,612.05
617 - M/P CENTER	3,111.08
700 - PAYROLL	70,942.59
Grand Total:	388,607.38

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	652.55
100-41110-304	Legal Fees	225.00
100-41110-331	Travel Expense	203.00
100-41110-334	Meals/Lodging	166.34
100-41310-200	Office Supplies	29.49
100-41310-217	Other Operating Supplie	35.87
100-41310-308	Training & Registrations	425.00
100-41310-322	Postage	179.93
100-41310-326	Data Processing	17.09
100-41310-331	Travel Expense	95.20
100-41910-200	Office Supplies	22.13
100-41910-304	Legal Fees	855.00
100-41910-308	Training & Registrations	170.00
100-41910-321	Telephone	41.39
100-41910-322	Postage	109.02
100-41910-334	Meals/Lodging	570.78
100-41910-405	Repairs & Maint - Vehicl	152.99
100-41940-211	Cleaning Supplies	193.11
100-41940-383	Gas Utility	993.57
100-41940-384	Refuse Disposal	124.98
100-41940-406	Repairs & Maint - Groun	2,000.00
100-42120-200	Office Supplies	36.06
100-42120-212	Motor Fuels	2,023.08
100-42120-323	Radio Units	120.00
100-42120-480	Other Miscellaneous	425.00
100-42220-212	Motor Fuels	425.38
100-42220-215	Materials & Equipment	189.75
100-42220-308	Training & Registrations	1,198.00
100-42220-322	Postage	2.31
100-42220-331	Travel Expense	352.80
100-42220-334	Meals/Lodging	836.04
100-42220-383	Gas Utility	878.73
100-42220-384	Refuse Disposal	50.00
100-42220-404	Repairs & Maint - M&E	48.90
100-42220-405	Repairs & Maint - Vehicl	1,014.42
100-42220-406	Repairs & Maint - Groun	16.88
100-42700-217	Other Operating Supplie	20.84
100-43100-212	Motor Fuels	1,133.08

Account Summary

Account Number	Account Name	Payment Amount
100-43100-217	Other Operating Supplie	23.18
100-43100-224	Street Maint Materials	111.25
100-43100-321	Telephone	42.23
100-43100-383	Gas Utility	963.02
100-43100-384	Refuse Disposal	126.98
100-43100-404	Repairs & Maint - M&E	417.39
100-45202-212	Motor Fuels	100.35
100-45202-384	Refuse Disposal	451.36
100-45202-405	Repairs & Maint - Vehicl	305.10
100-45202-406	Repairs & Maint - Groun	67.50
211-45501-200	Office Supplies	190.06
211-45501-383	Gas Utility	596.98
211-45501-402	Repairs & Maint - Struct	541.64
211-45501-406	Repairs & Maint - Groun	1,550.00
211-45501-433	Dues & Subscriptions	544.71
211-45501-435	Books and Pamphlets	1,538.62
225-45127-200	Office Supplies	32.75
225-45127-217	Other Operating Supplie	0.69
225-45127-381	Electric Utility	1,102.54
225-45127-406	Repairs & Maint - Groun	57.97
230-45124-383	Gas Utility	48.09
235-42153-212	Motor Fuels	2,455.97
235-42153-217	Other Operating Supplie	1,169.14
235-42153-261	Other Merchandise-Med	1,028.45
235-42153-304	Legal Fees	255.00
235-42153-308	Training & Registrations	49.00
235-42153-312	Nursing	4,043.89
235-42153-322	Postage	1.38
235-42153-334	Meals/Lodging	505.13
235-42153-383	Gas Utility	585.82
235-42153-384	Refuse Disposal	49.99
235-42153-404	Repairs & Maint - M&E	1,089.00
235-42153-405	Repairs & Maint - Vehicl	220.90
250-46520-200	Office Supplies	53.49
250-46520-321	Telephone	41.39
250-46520-322	Postage	0.69
254-46520-381	Electric Utility	171.42
601-49400-212	Motor Fuels	192.36
601-49400-217	Other Operating Supplie	38.95
601-49400-301	Auditing & Consulting Se	6,721.25
601-49400-321	Telephone	91.40
601-49400-322	Postage	450.93
601-49400-326	Data Processing	1,735.85
601-49400-383	Gas Utility	638.82
601-49400-386	Landfill	1,020.50
601-49400-404	Repairs & Maint - M&E	136.29
601-49400-405	Repairs & Maint - Vehicl	34.75
601-49950-500	Capital Outlay	3,710.84
602-49450-212	Motor Fuels	127.31
602-49450-217	Other Operating Supplie	137.96
602-49450-310	Lab Testing	805.40
602-49450-321	Telephone	121.41
602-49450-322	Postage	443.33
602-49450-326	Data Processing	1,735.85
602-49450-381	Electric Utility	274.02
602-49450-383	Gas Utility	3,534.16
602-49450-384	Refuse Disposal	131.99
602-49450-404	Repairs & Maint - M&E	3,328.12

Account Summary

Account Number	Account Name	Payment Amount
602-49450-406	Repairs & Maint - Groun	164.39
602-49450-408	Repairs & Maint - Distrib	53.97
604-14200	Inventory	4,287.40
604-49550-200	Office Supplies	56.42
604-49550-211	Cleaning Supplies	75.34
604-49550-212	Motor Fuels	528.71
604-49550-241	Small Tools	15.17
604-49550-263	Merchandise for Resale -	76,906.10
604-49550-303	Engineering and Surveyi	3,800.00
604-49550-321	Telephone	80.02
604-49550-322	Postage	450.24
604-49550-325	Dispatching	93.49
604-49550-326	Data Processing	3,307.75
604-49550-340	Advertising & Promotion	180.00
604-49550-383	Gas Utility	660.71
604-49550-384	Refuse Disposal	127.99
604-49550-402	Repairs & Maint - Struct	2,547.27
604-49550-404	Repairs & Maint - M&E	206.56
604-49550-408	Repairs & Maint - Distrib	464.50
604-49550-410	Repairs & Maint - Gener	10,588.24
604-49550-491	Payments to Other Orga	1,200.00
609-49751-211	Cleaning Supplies	70.52
609-49751-217	Other Operating Supplie	34.50
609-49751-251	Liquor	17,551.66
609-49751-252	Beer	30,183.09
609-49751-253	Wine	2,828.09
609-49751-254	Soft Drinks & Mix	711.46
609-49751-258	Liquor Store THC	365.55
609-49751-259	Non- Alcoholic	298.05
609-49751-261	Other Merchandise	72.00
609-49751-322	Postage	2.76
609-49751-333	Freight and Express	464.62
609-49751-340	Advertising & Promotion	462.26
609-49751-383	Gas Utility	261.81
609-49751-384	Refuse Disposal	210.98
609-49751-433	Dues & Subscriptions	51.21
614-49870-211	Cleaning Supplies	28.92
614-49870-212	Motor Fuels	223.63
614-49870-217	Other Operating Supplie	10,501.59
614-49870-227	Utility System Maint Sup	813.58
614-49870-303	Engineering and Surveyi	3,306.90
614-49870-304	Legal Fees	923.66
614-49870-321	Telephone	341.50
614-49870-322	Postage	444.03
614-49870-326	Data Processing	4,507.76
614-49870-340	Advertising & Promotion	366.18
614-49870-383	Gas Utility	205.25
614-49870-384	Refuse Disposal	115.89
614-49870-406	Repairs & Maint - Groun	730.00
614-49870-442	Subscriber Fees	51,008.85
614-49870-445	Switch Fees	104.52
614-49870-447	Internet Expense	11,671.63
614-49870-448	On-Call Support	1,162.23
614-49870-451	Call Completion	3,144.44
615-49850-211	Cleaning Supplies	253.88
615-49850-212	Motor Fuels	90.00
615-49850-321	Telephone	112.74
615-49850-340	Advertising & Promotion	119.99

Account Summary

Account Number	Account Name	Payment Amount
615-49850-383	Gas Utility	2,572.46
615-49850-384	Refuse Disposal	192.98
615-49850-404	Repairs & Maint - M&E	270.00
617-49860-211	Cleaning Supplies	167.59
617-49860-217	Other Operating Supplie	150.00
617-49860-251	Liquor	32.30
617-49860-252	Beer	430.55
617-49860-259	Non- Alcoholic	39.92
617-49860-261	Other Merchandise	254.57
617-49860-321	Telephone	41.39
617-49860-333	Freight and Express	69.47
617-49860-340	Advertising & Promotion	61.20
617-49860-383	Gas Utility	1,405.12
617-49860-384	Refuse Disposal	223.51
617-49860-404	Repairs & Maint - M&E	27.96
617-49860-406	Repairs & Maint - Groun	207.50
700-21701	Federal Withholding	11,979.67
700-21702	State Withholding	6,264.06
700-21703	FICA Tax Withholding	15,182.72
700-21704	PERA Contributions	27,322.60
700-21705	Retirement	4,806.00
700-21711	Medicare Tax Withholdi	4,376.40
700-21723	HSA Employee Contribu	1,011.14
	Grand Total:	388,607.38

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
388,607.38
388,607.38 ✓

Donna Skebon

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

2025 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey; and

WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth; and

WHEREAS, libraries make choices that are good for the environment and make sense economically, creating thriving communities for a better tomorrow; and

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations; and

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of April 6-12, 2025, is proclaimed National Library Week. All residents are encouraged to visit their library and celebrate the adventures and opportunities they unlock for us every day. Ready, Set, Library!

Adopted by the Council this 15th day of April, 2025.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

**WINDOM AREA HEALTH
INCOME STATEMENT
FY 2026 BUDGET**

	4/30/2023	4/30/2024	Projected 4/30/2025	2026 Budget
REVENUES				
Total Patient Revenue	49,493,384	54,862,657	63,470,291	74,000,000
Deductions From Revenue	(23,320,900)	(25,484,196)	(30,552,144)	(35,500,000)
Other Income	239,858	292,096	254,482	300,000
Net Revenue from Operations	26,412,342	29,670,557	33,172,629	38,800,000
EXPENSES				
Employee Salaries	8,881,803	10,541,714	12,489,856	14,250,000
Employee Benefits	3,512,107	3,236,295	3,727,805	4,500,000
Pharmaceuticals	1,076,860	1,309,705	1,647,289	1,850,000
Supplies	1,597,254	2,143,350	2,483,083	2,850,000
Rents/Utilities	363,577	382,795	364,570	625,000
Purchased Services	6,448,529	6,899,830	6,739,702	7,450,000
Other Direct Expenses	1,142,844	1,597,809	1,692,223	1,950,000
Provision for Bad Debt	637,761	526,792	966,624	850,000
Depreciation	1,849,271	1,573,958	1,547,322	3,000,000
Interest Expense	153,848	145,494	230,380	1,250,000
Total Expense	25,663,854	28,357,742	31,888,854	38,575,000
Net Income from Operations	748,488	1,312,815	1,283,775	225,000
Non-Operating Income	460,844	915,981	856,580	850,000
Net Income (Loss)	1,209,332	2,228,796	2,140,355	1,075,000

Proposed Governing Board Bylaw change to section 2.3-1 Appointed Directors

Original Language:

2.3-1 Appointed Directors

At their April meeting, the members of the City Council appoint individuals to fill the then-existing vacancies on the board. Each appointed director holds office for a term of three years and until his/her successor is duly appointed and qualified, unless he/she sooner resigns or is removed pursuant to Section 2.4 or Section 2.7. Directors may hold no more than three consecutive full terms.

Proposed Language:

2.3-1 Appointed Directors

At their April meeting, the members of the City Council appoint individuals to fill the then-existing vacancies on the board. Each appointed director holds office for a term of three years and until his/her successor is duly appointed and qualified, unless he/she sooner resigns or is removed pursuant to Section 2.4 or Section 2.7. Directors may hold no more than **five** consecutive full terms.

Rationale for proposed change:

With the healthcare industry changes, federal and state mandates (proposed mandates), and WAH's strategic goals to ensure it remains financially viable and a community asset and economic driver for the City of Windom, it is important that the synergy of WAH's Governing Board of Directors remains strong. WAH's current and future growth strategies truly warrants additional term limits if the Governing Board appointee so chooses. Nine years seems like it could be an appropriate length of time, however, the current term limit of nine years is not sufficient.

Feasibility Report
2025 Alley Improvements

Windom, Minnesota

March 2025

DGR Project No. 373179

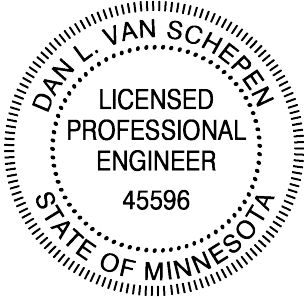
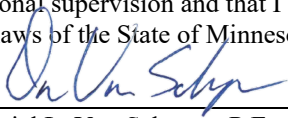


Feasibility Report

2025 Alley Improvements

Windom, Minnesota

March 2025

	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
	By <u></u> <u>3/14/25</u> Daniel L. Van Schepen, P.E. (date)
	License Number <u>45596</u>
	My license renewal date is June 30, 2026
	<u>Pages or sheets covered by this seal: All</u> _____ _____

DGR Project No. 373179

DGR Engineering

1302 South Union Street

Rock Rapids, IA

(712) 472-2531

dgr@dgr.com

Feasibility Report – 2025 Alley Improvements
Windom, Minnesota

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III. Reconstruction Options	2
IV. Life Expectancy of Improvements	2
V. Timing	3
VI. Project Costs & Financing	3
VII. Feasibility/Conclusion	4

Appendix:

Estimated Quantities & Cost Opinion

Project Scope Drawings

Feasibility Report - 2025 Alley Improvements
Windom, Minnesota

File No. 373179

March 14, 2025

I. Introduction -

The purpose of this report is to analyze options for replacing the pavement and utilities on the following alleys in Windom, Minnesota as ordered by the Council February 16, 2025, to meet the assessment criteria of Minnesota Statute 429:

1. West to East Alley between 11th and 10th Street from 5th Avenue to 3rd Avenue.
2. West to East Alley between 9th and 8th Street from 4th Avenue to 3rd Avenue.

Each alley was reviewed for condition of the existing pavement, condition of the existing utilities and improvements to consider in order to replace the existing alley. This inspection process is completed on a 5-year cycle by City Staff and catalogs and rates the conditions of each street in town. Several visual inspections were performed and pavement cores were taken to verify the thickness of the existing pavement and condition of the pavement base.

II. Existing Conditions -

The existing alleys vary in width and consist of a bituminous surface over a granular base between existing buildings. The existing bituminous surface consists of a combination of bituminous overlay and seal coat. The majority of the alleys are 20'-30' wide. The bituminous surface on most alleys is showing significant distress and does not have a smooth ride. Each of these locations is on the City's 5-year street plan for replacement on the next cycle.

Thickness cores of the bituminous and granular base were not performed for this project. Based on previous projects, we assume the bituminous thickness varies from 1-4 inches with an average depth of approximately 2.5 inches.

There are significant areas of severe cracking in the alley pavement. Segments of curb and gutter (in some blocks the entire length) that are in poor condition will need to be removed and replaced.

Utilities: The City Utility Department tracks the condition and replacement priority of the existing utilities. As part of the reconstruction project, the utilities are to be replaced according to the following chart (including the stated reason):

Alley Name	Storm Sewer
11 th and 10 th Street from 5 th Avenue to 3 rd Avenue	X, failing pipe
9 th and 8 th Street from 4 th Avenue to 3 rd Avenue	X, failing pipe

These utilities are being replaced due to being at the end of their respective design life and/or due to specific maintenance issues that need to be addressed.

III. Reconstruction Options -

A Cost Opinion has been calculated for reconstruction of the alley surfaces (see Appendix). The cost opinions have been calculated for blocks previously defined. Each cost opinion includes a construction contingency and an estimated cost for engineering, legal and administrative costs.

Option 1 – Bituminous Reconstruction. The cost opinion for total reconstruction consists of removing the existing pavement and base material. The new alley pavement section will consist of 4" bituminous pavement over a minimum of a 12" granular base for the alleys. New curb and gutter will be installed where the existing pavement is deemed to be in poor condition. The pavement widths will match the existing widths. The estimated cost per linear foot of the project paving ranges from \$450 to \$500 per linear foot.

Option 1a – Bituminous Rehabilitation. The cost opinion for bituminous rehabilitation consists of milling the extents of the existing pavement. The new street surface section will consist of 1.5" Bituminous pavement over the existing pavement. The pavement widths will match the existing widths. The estimated cost per linear foot of the project rehabilitation ranges from \$ 150 to \$ 170 per linear foot.

Option 2 – PCC Reconstruction. The cost opinion for total reconstruction consists of removing the existing pavement and base material. The new alley pavement section will consist of 6" PCC pavement over a minimum of a 6" granular base for all segments. New curb and gutter will be installed where the existing pavement is deemed to be in poor condition. The pavement widths will match the existing widths. The estimated cost per linear foot of project paving ranges from \$565 to \$600 per linear foot.

IV. Life Expectancy of Improvement -

The estimated life expectancy of the various improvements are as follows:

Option 1 - Bituminous Reconstruction. A new bituminous alley would have an approximately life of 20-25 years. The same maintenance, crack sealing and seal coats (every 7-8 years), is required for the overlay for the newly reconstructed alley. At the end of the life expectancy period, the surface may be milled and overlaid for additional service life. The existing alleys have been in-place for over 25 years.

Option 1a – Bituminous Rehabilitation. The 1.5" bituminous overlay would have an estimated life of 3-5 years. The same maintenance, crack sealing and seal coats (every 7-8 years), is required for the overlay for the newly reconstructed street. At the end of the life expectancy period, the surface may be milled and overlaid again for additional service life. The existing streets have been in-place for over 25 years.

Option 2 – PCC Reconstruction. A new PCC alley would have an approximately life of 30-35 years. Maintenance would include crack sealing (every 7-8 years). At the end of the life expectancy period, the pavement would likely need to be replaced. The existing alleys have been in-place for over 25 years.

V. Timing -

Each construction option has a different work time duration and varying degrees of inconvenience to local traffic. The length of time alley closures will be in place are dependent on the weather and at the rate the contractor works.

The bituminous reconstruction option would require portions of the alleys in the project to be closed for durations of 3-6 weeks. Local traffic would be minimal once all the alley pavement is removed. Special consideration will be needed to any residents with limited mobility along the project.

The bituminous overlay option would require portions of the alleys in the project to be closed for durations of 1-2 weeks. Local traffic would be minimal once all the alley pavement is removed. Special consideration will be needed to any residents with limited mobility along the project.

The PCC reconstruction option would require portions of the alleys in the project to be closed for longer durations (6-8 weeks). Local traffic would be minimal once all the alley pavement is removed. Special consideration will be needed to accommodate any residents with limited mobility along the project.

VI. Project Costs & Financing -

Cost opinions for the proposed paving options are included in the Appendix of the report. The bituminous reconstruction option is \$990,000, the bituminous overlay option is \$321,000, and the PCC reconstruction option is \$1,200,000.

The City plans to finance the project with a combination of bonds and special assessments. The City has adequate bonding capacity to finance the project. The assessed portion of the project will consist of approximately 28-38% of the total project cost.

Half of the alley improvement cost will be assessed to properties abutting the alleys distributed by frontage. The linear foot property dimension of properties that front face the improved road will be the basis of the respective frontage length. The linear foot side lot property dimension will also be assessed using one-half of the long side of a corner lot that abuts a alley being improved as the respective basis of frontage. The assessable alley cost per foot will be calculated by dividing the assessable alley cost (half of the total alley cost) by the sum of the calculated frontage. The assessed alley improvement cost (Half of the total alley cost) will be distributed based on multiplying the calculated frontage by the per foot assessable alley cost for each abutting property. The remaining half of the alley improvement costs and all intersection improvements will be paid by the City.

VII. Feasibility -

The existing alleys are showing wear and will continue to deteriorate. The existing surface drainage will become worse due to the pavement not being uniform. Surface water ponds, drains into surface cracks and the existing bituminous pavement will deteriorate more quickly during freeze thaw cycles. A new surface will reduce cracks and improve drainage. Both options provide for a new paved alley surface.

The existing pavement is in poor condition and will not provide a good base for a bituminous overlay. An overlay option may leave some uneven areas and will be susceptible to soft subgrade and pavement in poor condition. This could cause areas to crack or break-up sooner than expected and not considered a viable alternative to pursue. The overlay option may also be difficult to construct, leaving the City vulnerable to change orders due to base conditions that will not support construction equipment and/or the proposed pavement overlay. The overlay option for these segments also does not allow for the utility construction or drainage which is to be part of this project.

The complete bituminous pavement reconstruction will allow for corrective work to the subgrade that may be needed. A more uniform alley grade and cross section may be maintained. The alley grade for the bituminous replacement option will be controlled by the new granular pavement base. The inclusion of replacement of utilities in virtually all project segments imposes the need for full depth pavement reconstruction.

The complete PCC pavement reconstruction between the existing/new curb and gutter will allow for corrective work to the subgrade that may be needed. A more uniform alley grade and cross section may be maintained. The alley grade for the PCC replacement option will be controlled by the new granular pavement base. The inclusion of replacement of utilities in virtually all project segments imposes the need for full depth pavement reconstruction.

Both reconstruction options are feasible alternatives to improving the City's alleys. Based on the time for construction, inconvenience to the public, recent City project history, cost to the assessed properties and life expectancy, **the more feasible option for the City of Windom is the bituminous reconstruction option.**

COST ESTIMATES

**2025 Alley Improvements- Bituminous Option, Feasible Recommendation
Preliminary Quantities & Cost Opinion
Windom, Minnesota**

March 14, 2025

Project Summary- Total Costs

Segment #1- 10-11th St. Alley from 3rd to 5th Avenue	\$610,000.00
Segment #2- 8-9th St. Alley from 3rd to 4th Avenue	\$380,000.00
Total Estimated Costs	\$990,000.00

Project Summary- Total City Paving Costs

Total Paving costs	\$739,000.00
Estimated Resident Street Assessments	\$369,500.00
City Portion of paving costs	\$369,500.00

Project Summary- Total Storm Sewer Costs

Alley Storm Sewer Utility costs	\$251,000.00
---------------------------------	---------------------

All estimated costs based on scope prepared for Street and Utility committee approval, to be adjusted based on requested changes

**2025 Alley Improvements- Bituminous Overlay Option, Feasible Recommendation
Preliminary Quantities & Cost Opinion
Windom, Minnesota**

March 14, 2025

Project Summary- Total Costs

Segment #1- 10-11th St. Alley from 3rd to 5th Avenue	\$212,000.00
Segment #2- 8-9th St. Alley from 3rd to 4th Avenue	\$109,000.00
Total Estimated Costs	\$321,000.00

Project Summary- Total City Paving Costs

Total Paving costs	\$321,000.00
Estimated Resident Street Assessments	\$160,500.00
City Portion of paving costs	\$160,500.00

Project Summary- Total Storm Sewer Costs

Alley Storm Sewer Utility costs	\$251,000.00
---------------------------------	---------------------

All estimated costs based on scope prepared for Street and Utility committee approval, to be adjusted based on requested changes

**2025 Alley Improvements- Concrete Option, Feasible Recommendation
Preliminary Quantities & Cost Opinion
Windom, Minnesota**

March 14, 2025

Project Summary- Total Costs

Segment #1- 10-11th St. Alley from 3rd to 5th Avenue	\$754,000.00
Segment #2- 8-9th St. Alley from 3rd to 4th Avenue	\$446,000.00
Total Estimated Costs	\$1,200,000.00

Project Summary- Total City Paving Costs

Total Paving costs	\$949,000.00
Estimated Resident Street Assessments	\$474,500.00
City Portion of paving costs	\$474,500.00

Project Summary- Total Storm Sewer Costs

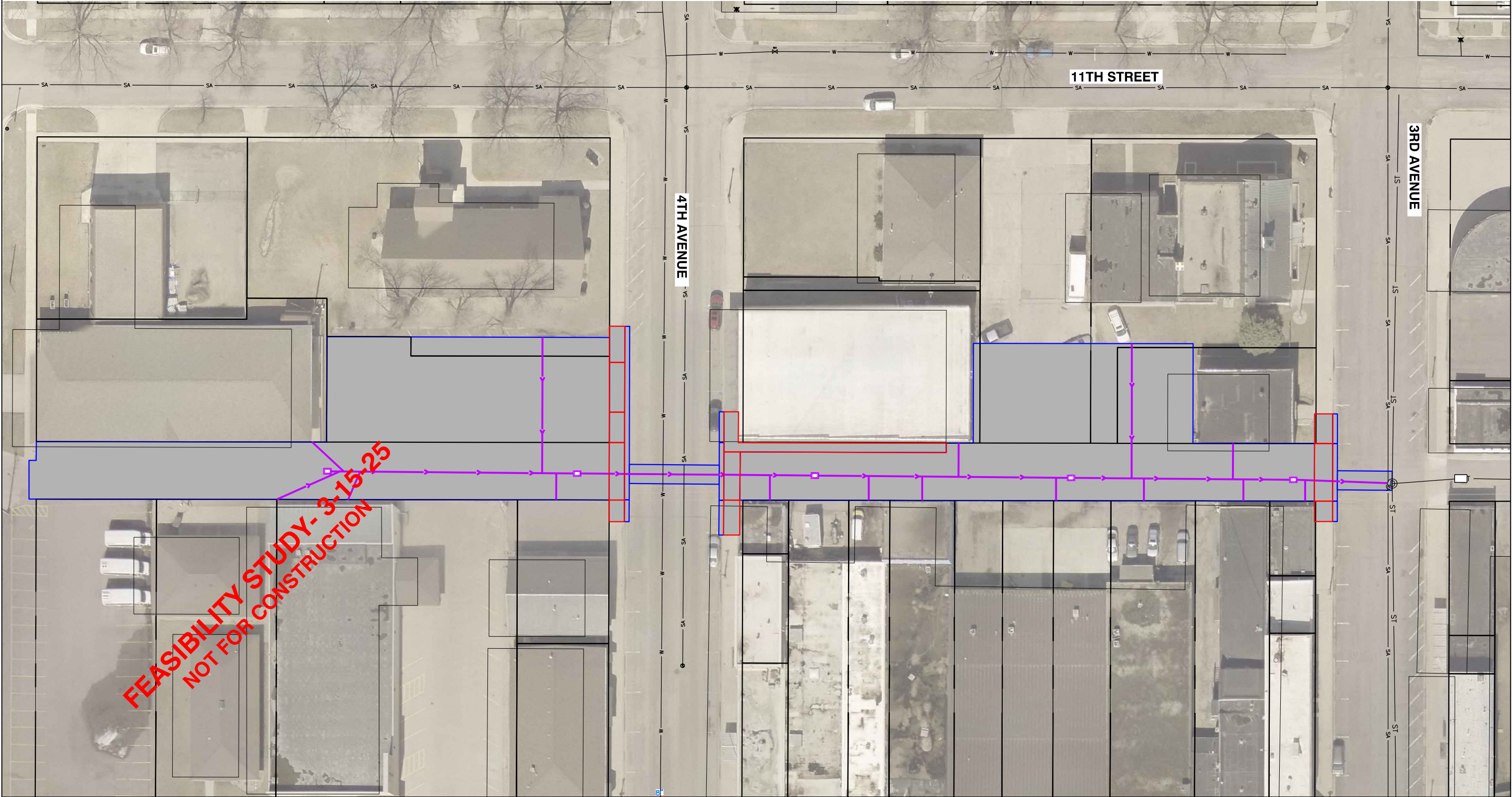
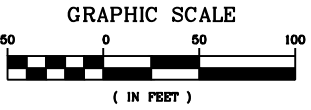
Alley Storm Sewer Utility costs	\$251,000.00
---------------------------------	---------------------

All estimated costs based on scope prepared for Street and Utility committee approval, to be adjusted based on requested changes

DRAWINGS

- 4" BITUMINOUS ALLEY AND PARKING RECONSTRUCTION
- 12" SUBGRADE PREPARATION
- 8" AGGREGATE BASE
- REPLACE 6" SIDEWALK
- REPLACE CURB AND GUTTER
- INSTALL GUTTER DRAINS, STORM SEWER, AND INTAKES

COST- ESTIMATED \$610K



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REV	DATE	DESCRIPTION



Project Manager: DLV
Designer: DLV
Project Number: 373179
Phone: (712) 472-2531

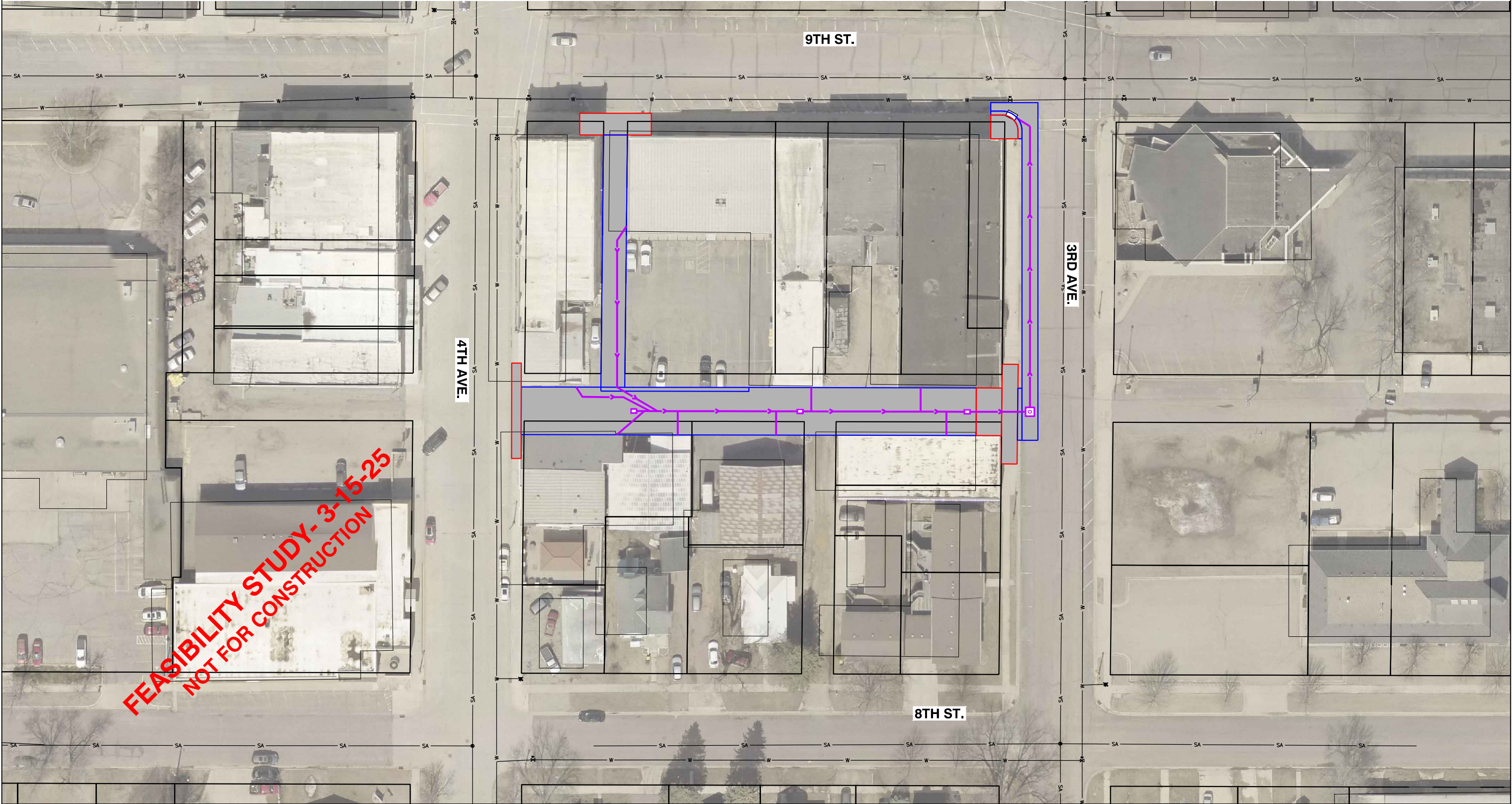
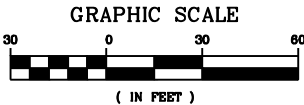
2025 ALLEY IMPROVEMENTS
WINDOM, MINNESOTA

PROJECT SCOPE
ALLEY RECONSTRUCTION

S
H
E
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T

D.01

-4" BITUMINOUS ALLEY
RECONSTRUCTION
-12" SUBGRADE PREPARATION
-8" AGGREGATE BASE
-INSTALL GUTTER PIPING, STORM
SEWER, AND INTAKES
-REPLACE CONCRETE DRIVEWAY,
VALLEY GUTTER, AND SIDEWALK
COST- ESTIMATED \$380K



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REV	DATE	DESCRIPTION



Project Manager: DLV
Designer: DLV
Project Number: 373179
Phone: (712) 472-2531

2025 ALLEY IMPROVEMENTS
WINDOM, MINNESOTA

PROJECT SCOPE
ALLEY RECONSTRUCTION

S
H
E
E
T

D.02

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR THE 2025 ALLEY IMPROVEMENT PROJECT

WHEREAS, pursuant to a resolution of the Council adopted February 18, 2025, a feasibility report has been prepared by DGR Engineering, City Engineer, with reference to pavement removal, curb & gutter replacement, subgrade preparation, granular base, Asphalt and/or Cement Concrete pavement and related work on the following alleys:

3rd Avenue and 11th Street Alley (from the east line of 5th Avenue to the west line of 3rd Avenue, between 11th Street and 10th Street), 4th Avenue and 3rd Avenue Alley (from the east line of 4th Avenue to the west line of 3rd Avenue, between 9th Street and 8th Street);

and, this report was received by the Council on April 15, 2025; and

WHEREAS, the Street Committee met on December 19, 2024, and reviewed a list of proposed streets and the estimated costs for the project and made a recommendation to approve the revised 2025 Alley Improvement Project; and

WHEREAS, the feasibility report provides information regarding whether the proposed project is necessary, cost-effective, and feasible.

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

1. The Council will consider such improvements in accordance with the report and assess the benefited properties for all or a portion of the costs of the improvements, estimated at \$1,200,000, pursuant to Minnesota Statutes, Chapter 429.
2. A public hearing shall be held on such proposed improvements on the 6th day of May 2025, in the Council Chambers of the City Hall at 6:30 p.m. during the regular City Council meeting; and the City Administrator shall give mailed and published notice of such hearing and proposed improvements as required by law.

Adopted by the Council this 15th day of April, 2025.

Attest:

Steven Nasby, City Administrator

Hilary Mathis, Mayor

NOTICE OF PUBLIC HEARING

2025 Street Improvement Project

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Windom will meet in the Council Chamber of the City Hall, 444 9th Street, at 6:30 p.m. during the regular City Council meeting on May 6, 2025, to consider making improvements to city streets/alleys within the corporate city limits adjacent to properties legally described as follows:

Windom Original Townsite Subdivision

Block 12, Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Block 14, Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Block 17, Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

The proposed improvements consist of specifically pavement removal, curb & gutter replacement, subgrade preparation, granular base, Asphalt and/or Cement Concrete pavement and related work on the following alleys:

3rd Avenue and 11th Street Alley (from the east line of 5th Avenue to the west line of 3rd Avenue, between 11th Street and 10th Street), 4th Avenue and 3rd Avenue Alley (from the east line of 4th Avenue to the west line of 3rd Avenue, between 9th Street and 8th Street);

within the corporate city limits, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements is the property abutting the improvements and part of the above-described boundaries. The estimated cost of the improvements is \$1,200,000. A reasonable estimate of the impact of the assessment will be available at the hearing on May 6th.

Such persons as desire to be heard with reference to the proposed improvements will be heard at the May 6th meeting.

By Order of the Windom City Council:

Steve Nasby
City Administrator

Published April 23 & April 30, 2025

Revize Web Services Sales Agreement

This Sales Agreement is between The City of Windom, Minnesota ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 4-8-2025

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>City of Windom</u>	Revize Software Systems
Company Address:	<u>444 9th Street</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Windom, MN 56101-0038</u>	Troy, MI 48084
Contact Name:	<u>Steve Windom 507.831.6129</u>	248-269-9263
Billing Dept. Contact:	<u>Steve.Nasby@windommn.com</u>	
CLIENT Website Address:	<u>www.windom-mn.com</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, onetime fee:	\$1,500.00
1	Phase 2 – Design Mockups/Wireframes, onetime fee: 1 mockup with up to 3 rounds of changes - Home page template and inner page design and layout. - Department Landing Page	\$4,500.00
1	Phase 3 & 4 – HTML Development & Revize CMS Integration, onetime fee: - Set-up all CMS modules listed in this agreement - Integration with all 3rd party web applications	\$5,300.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$1,900.00
1	Phase 6 – Sitemap Development & Content Migration, onetime fee: Site map development and content migration from old website including spell checking and style corrections – up to 500 webpages & 500 documents	\$3,700.00
1	Phase 7 –Content Editing Training, onetime fee:	\$1,600.00
1	Phase 8 – Go Live:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 10GB website storage, 30GB/Month Bandwidth, SSL Certificate:	
1	Twice Annual WCAG Compliance Scans Up to 2 comprehensive scans per year upon client request. Up to 4 custom development hours included for requested changes	
1	Grand Total First Year	\$23,900.00

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 17,925.00	5/1/2025	75% 1 st Year Project Costs
\$ 5,975.00	8/1/2025	25% 1 st Year Project Costs
\$ 5,400.00	5/1/2026	Year 2 of Annual Hosting & Maintenance
\$ 5,400.00	5/1/2027	Year 3 of Annual Hosting & Maintenance
\$ 5,400.00	5/1/2028	Year 4 of Annual Hosting & Maintenance

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Project Manager

Date:

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for the amount listed above to start this project.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
6. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Minnesota.
7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
8. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
9. Four-year contract. CLIENT may terminate this agreement upon 60 day written notice to Revize before annual service renewal date listed within payment schedule on page 2 of this agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
10. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
13. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.

Project Timeline Statement of Understanding

Revize and CLIENT agree and understand that the timeline provided is an estimate of our expected timeline for this project. It is not a guarantee. Revize intends to adhere as closely to the proposed timeline expectation as reasonable. CLIENT is expected to take an active role in this project including, but not limited to, participating in meetings with Revize, providing design feedback and approval, providing sitemap feedback and approval, scheduling and participating in user training, etc. Revize expects to complete phase 7 (training) of this project according to timeline provided. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. CLIENT decision to delay go-live for any reason, unrelated to a functional defect making site inoperable, does not constitute breach of contract on the part of Revize. CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. CLIENT further agrees that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize. CLIENT also acknowledges that satisfaction related to visual and experiential services like that of a website design project can be subjective. The parties agree that this project is a collaborative project and agree to work in good faith to "fine-tune" final deliverables in preparation for go live of new website. Parties further agree that generalized dissatisfaction related to the aesthetic aspects or services previously approved by the CLIENT does not constitute a breach of contract unless Revize fails to cure the functional defect with the website. The CLIENT may also elect to postpone or delay certain deliverables in favor of earlier go-live date of the website.

Enterprise Revize CMS License

As part of this agreement Revize LLC. will provide full usage access to our Enterprise Revize CMS Software, hosted in our cloud servers. This software is a proprietary software built and maintained by Revize LLC. and is intended to allow the CLIENT to easily update the content of their website. CLIENT agrees that this software access will only be used to maintain the websites included in this agreement. Sharing of the access, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS in our cloud server during the contract period. In the event that the contract is terminated, for any reason, Revize will halt CLIENT access to the Revize CMS, and will provide website content to the client, provided all payments for the entire length of the contract are fully paid. Notice of termination must be in writing and given to the non-terminating party at least 60 days prior to the effective date of termination.

WCAG Compliance Service

1. Upon CLIENT request, Revize will scan the website for WCAG compliance issues up to two (2) times per year and include up to four (4) custom development hours to remediate any issues discovered.
2. With the agreed upon allocated development hours, Revize will remediate the website with the goal of meeting the WCAG 2.1AA guidelines for accessibility compliance. Revize will start with what it deems are the most significant issues unless otherwise instructed by CLIENT.
3. Additional development hours may be necessary to complete remediation to CLIENT's satisfaction. Additional may be requested at a rate of \$125 per hour.
4. CLIENT website editors are responsible for ensuring they have an understanding of WCAG compliance principles. CLIENT agrees they are responsible for the content they post and shall make reasonable efforts to avoid posting content that does conform to these guidelines. This includes, but is not limited to, posting non-compliant PDFs, failing to include descriptive ALT descriptions on photos, etc. Issues created after periodic scan and remediation has been completed are the CLIENT's responsibility and will not be remediated until next scheduled Revize scan.
5. Revize also includes an accessibility checker within the Revize CMS editor to assist CLIENT in avoiding some WCAG compliance issues.

Compliance with Industry Standards

Revize shall perform all services in a professional and workmanlike manner, in accordance with generally accepted industry standards for website development. The website and all related deliverables shall conform to current best practices, including (but not limited to) responsive design principles, cross-browser compatibility, accessibility requirements as outlined in the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, and compliance with applicable privacy and data protection laws.

Insurance Requirements

Revize shall, at its own expense, maintain in full force and effect during the term of this Agreement the following insurance coverage with insurers reasonably acceptable to the Client:

1. Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate, covering bodily injury, property damage, personal and advertising injury, and contractual liability;
2. Professional Liability Insurance with limits of not less than \$1,000,000 per claim/\$2,000,000 aggregate, covering liabilities arising from the performance of services under this Agreement, including but not limited to programming errors, data breaches, and failure to meet performance specifications;
3. Cyber Liability Insurance, including coverage for data breaches, network security liability, and media liability, with limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate;
4. Workers' Compensation Insurance as required by applicable law.

Revize shall provide the Client with a certificate(s) of insurance evidencing the required coverages.

Indemnification

Revize shall indemnify, defend, and hold harmless the Client, from and against any and all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to:

1. Any claim that the website or any deliverables provided by Revize infringe upon or misappropriate any intellectual property rights of a third party;
2. Any breach by Revize of its representations, warranties, or obligations under this Agreement;
3. Any negligent act or omission, willful misconduct, or violation of law by Revize in connection with the performance of this Agreement.

Revize's indemnification obligation shall survive the termination or expiration of this Agreement.

Revize will integrate the following web applications into your website

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

Citizen's Communication Center Apps • Notification Center with Text/Email Alerts • Bid Posting • Document Center • Email Notify • FAQs • Job Posting • Multi-use Business Directory • News Center with Facebook/Twitter Integration • Online Forms • Photo Gallery • Quick Link Buttons • Revize Web Calendar • "Share This" Social Media Flyout App • Language Translator Citizen's Engagement Center Apps • Citizen Request Center with Captcha • Curated "Smart" Search • Online Interactive Forms with Bookables • Online Bill Pay • RSS Feed	Staff Productivity Apps • Agenda Posting Center • Job Posting App • Image Manager • iCal Integration • Intranet • Link Checker • Menu Manager • Online Form Builder • Staff Directory • Website Content Archiving • Website Content Scheduling Site Administration and Security Features • Audit Trail • Auto Site Map Generator • History Log • URL Redirect Setup • Roles and Permission-based Security Mode • Secure Site Gateway • Unique Login/Password for each Content Editor • Web Statistics and Analytics • Workflows by Department Mobile Device and Accessibility Features • Font Size Adjustment • Alt-Tags • Responsive Website Design (RWD)
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ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: April 15, 2025 (City Council Meeting Date)
RE: Planning Commission Recommendation – CUP Application – Addition of Fill
DEPT: Building & Zoning
CONTACT: Matthew Fast, Building & Zoning Official, at 832-8660 or
matthew.fast@windommn.com

Recommendations/Options/Action Requested

Approve the Conditional Use Permit Application, submitted by the City of Windom, to allow the addition of fill in excess of 1,000 cubic yards to the northern side of Island Park. The purpose of the fill is to construct a permanent berm (as proposed in Concept Plan #1 dated March 18, 2025) to help mitigate future flooding of the area outside the park and highways adjoining the park.

Issue Summary/Background

Conditional Use Permit Application:

Applicant/Owner: City of Windom, Minnesota

Address of Property: 327 Sixth Street, Windom, MN

Description: Briefly described as: South 100 feet of West half of Lot 8; Lot 10; Lot 11 Except South 125 Feet SW of River; Part of Lots 12 and 13; Also Except the North 25 feet of the East 250 feet of Lots 12 and 13 in State Subdivision in Section 36, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota.

Parcel ID#: 25-710-0170

The Applicant/Owner filed the Application requesting a conditional use permit to allow the addition of fill in excess of 1,000 cubic yards in a flood fringe area. The Planning Commission held a public hearing on this application on March 11, 2025. At that Meeting, the Planning Commission tabled its recommendations and requested answers to three questions. At the Meeting on April 8th, information was presented in response to all three questions. The Minutes from the April 8th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Conditional Use Permit Application.

Fiscal Impact

There is no fiscal impact for the City to approve the conditional use permit. If the City Council decides to move forward on this berm project, there will be fiscal impact. City Administrator Steve Nasby will discuss this matter with the City Council in a separate agenda item.

Attachments

1. Zoning Application for Conditional Use Permit;
2. Planning Commission's Public Hearing Notice;
3. Concept Plan #1 dated March 18, 2025 – these 3 sheets are included with a separate Agenda Item on the next steps (referred to in Fiscal Impact above.)

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) City of Windom, Minnesota
Address 444 Ninth Street, P. O. Box 38
City Windom State MN Zip 56101 (Phone: 507-831-6129)

Owner(s): (If other than Applicant)
Name(s) Same as Applicant
Address _____
City _____ State _____ Zip _____ (Phone: _____)

Property Address: 327 Sixth Street, Windom, MN 56101 (Access from 6th Street
through Island Park Entrance)

Legal Description of Property: Lot(s) _____ in _____ Block(s) _____ Addition _____ State _____ Subdivision
in Section 36, Township 105 North, Range 36 West of the 5th P.M. in the City of _____
Windom, Cottonwood County, Minnesota. (SEE ATTACHED.) **Parcel No.** 25-710-0170
(If metes and bounds, attach description.)

Existing Use of Property: Park (specifically "Island Park") Present Zoning: R-2

Action Requested: Conditional Use Permit X Variance _____
Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required) _____
To add fill in excess of 1,000 cubic yards to property in the flood fringe area for
the purpose of constructing a permanent berm on the northern side of Island Park to
help mitigate future flooding of the area outside the park and highways adjoining the
park.

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

By X [Signature] X
Steven Nasby, City Administrator [SIGNATURES OF APPLICANT(S)]
Date: 2/25/2025

Fee: \$150.00 ^{300.00} Paid: OK EFT Date: 3-4-2025

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 25th day of February, 2025.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

ATTACHMENT TO ZONING APPLICATION FOR CONDITIONAL USE PERMIT

Applicant: City of Windom

Request: To add fill in excess of 1,000 cubic yards to property in the flood fringe area.
Purpose: To construct a permanent berm on the northern side of Island Park to help mitigate future flooding of the area outside the park and highways adjoining the park.

Legally described as follows: South 100' of West ½ of Lot 8; Lot 10; Lot 11 Except South 125' SW of River; Part of Lots 12 and 13; Also Except the North 25' of the East 250' of Lots 12 and 13 in State Subdivision in Section 36, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota. (*abbreviated description*)

Parcel ID #: 25-710-0170

Address of the Property: 327 Sixth Street, Windom, MN 56101
(Access from 6th Street through Island Park Entrance)

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

CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
CONDITIONAL USE PERMIT
(ADDITION OF FILL IN ISLAND PARK)

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545-152.551, notice is hereby given that the Applicant and Owner, CITY OF WINDOM, MINNESOTA, of 444 Ninth Street, P. O. Box 38, Windom, Minnesota, has submitted a zoning application for a conditional use permit concerning property located in Island Park, Windom, Minnesota. This property is located in an R-2 District. The Applicant requests a conditional use permit to allow the addition of fill on portions of the property which are located in a flood fringe district (City Code Sections 153.025-153.028, and 153.065). The purpose of the addition of the fill is to construct a permanent berm in Island Park to mitigate future flooding of the area outside the park and the adjoining highways.

A public hearing to consider this application will be held before the Planning Commission in the **City Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, on Tuesday, March 11, 2025, at the meeting which begins at 7:00 p.m.**

The application, Levee Concept Site Plan, and map of the area may be reviewed in the Building & Zoning Office in City Hall prior to the public hearing. Prior to the public hearing, members of the public may also contact the Building & Zoning Office by phone at 507-832-8660 or by e-mail at Matthew.Fast@windommn.com to obtain information concerning the application.

Those persons wishing to be heard on this application for consideration of a conditional use permit to add fill in Island Park are requested to attend this meeting.

Legally described as follows: South 100' of West ½ of Lot 8; Lot 10; Lot 11 Except South 125' SW of River; Part of Lots 12 and 13; Also Except the North 25' of the East 250' of Lots 12 and 13 in State Subdivision in Section 36, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota. (*abbreviated description*)

Parcel ID #: 25-710-0170

Address of the Property: 327 Sixth Street, Windom, MN 56101
(Access from 6th Street through Island Park Entrance)

By Order of the City of Windom, Minnesota
Matthew Fast, Zoning Administrator

Published: Cottonwood County Citizen (February 26, 2025)

MEMORANDUM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

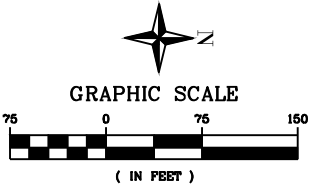
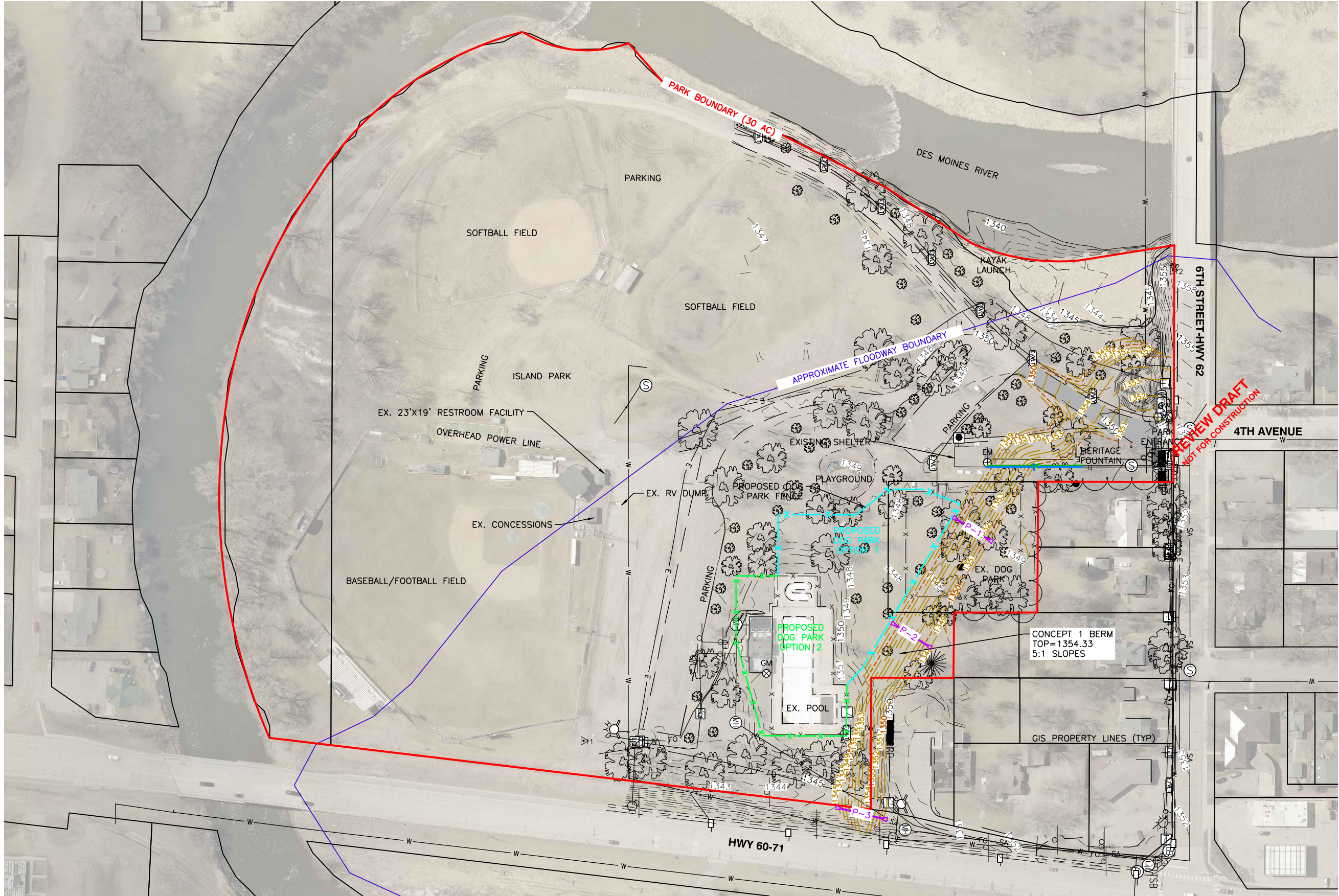
TO: City Council
FROM: City Administrator
DATE: April 10, 2025
RE: Island Park Berm – Conditional Use Permit
CONTACT: Steve Nasby, City Administrator: Steve.Nasby@windommn.com

The Planning Commission met on April 8th and recommended approval of the conditional use permit needed to proceed with the proposed Island Park berm (concept #1). For reference, two berm concepts were developed in late 2024 and funds provided by the City Council to do a hydrology study needed for the placement of a berm identified as Concept #1.

Since that time the hydrology study and preliminary engineering design work that was approved by the City Council has been completed (please see attached). These resources were then provided to the Planning Commission and the MN DNR for their information and review.

At this time, the City Council is at a decision point. Possible options are as follows:

- Move ahead with the berm project Concept #1 which would be final design, discussion of funding and procuring bids\contractors.
- Putting the Concept #1 project on-hold for further discussion, identification of funding options or awaiting FEMA's decision on the swimming pool (the Conditional Use Permit is good for a year).
- Take no action to on Concept #1 to allow for time to research other alternatives.



REV	DATE	DESCRIPTION
0	3-18-2025	ISSUED FOR CUP REVIEW

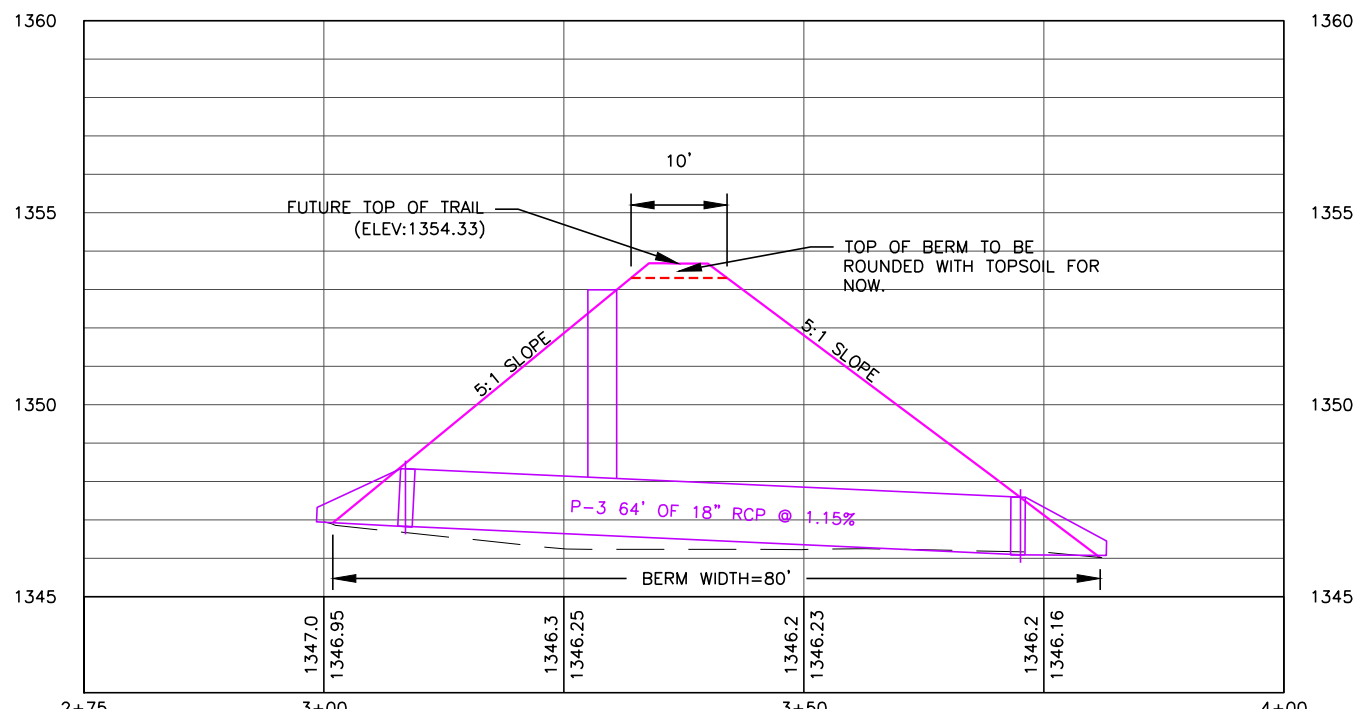
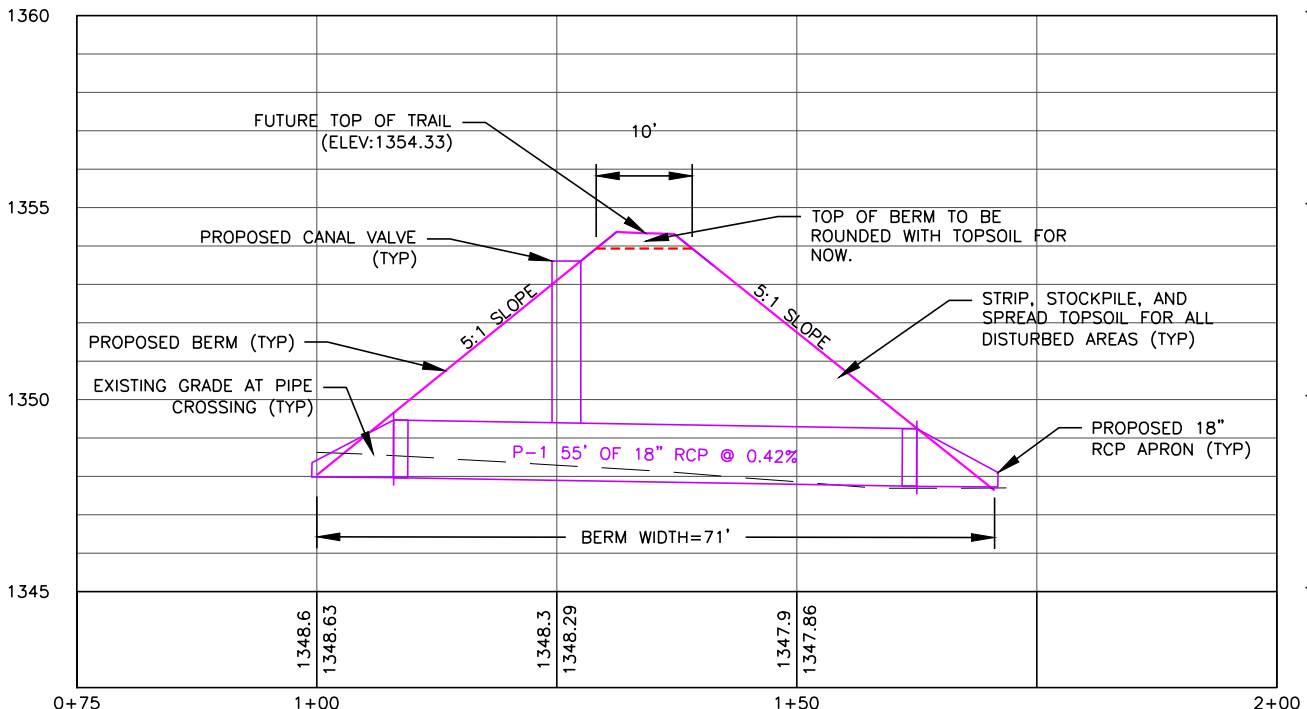


Project Manager: DLV
Designer: DLV
Project Number: 375041
Phone: (712) 472-2531

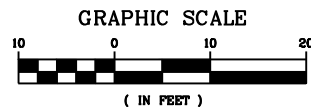
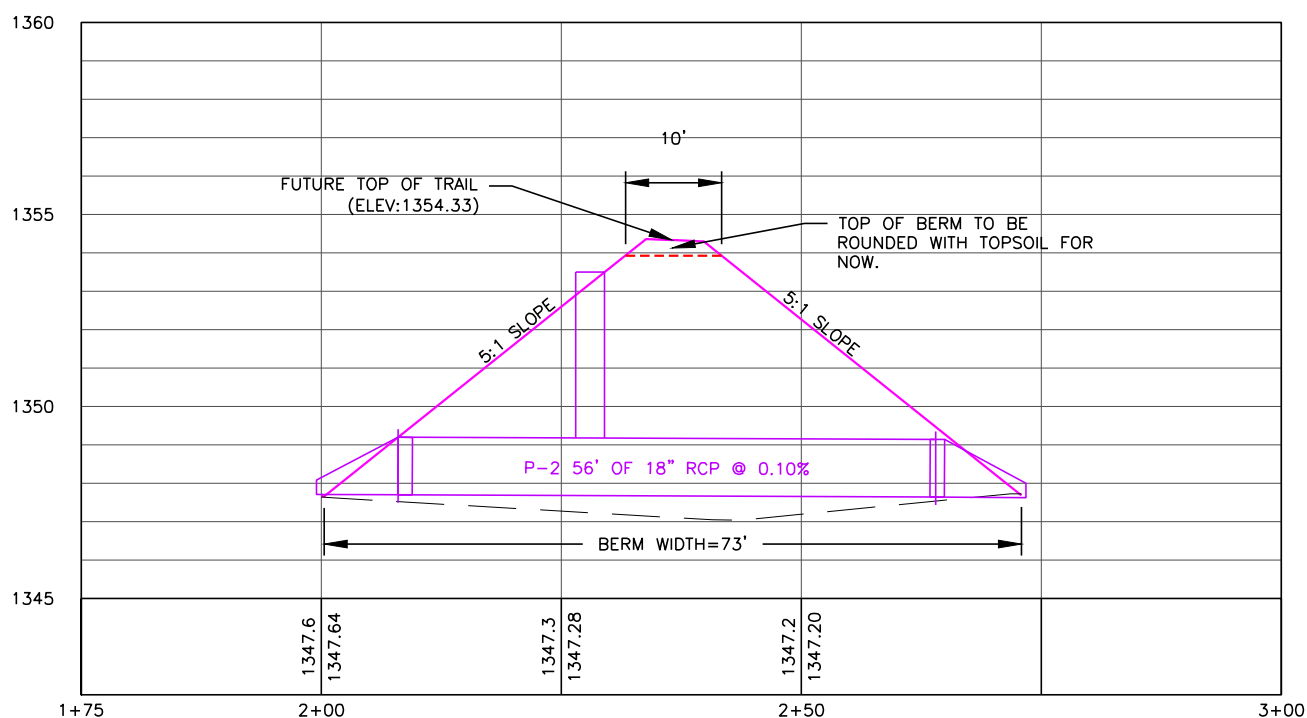
ISLAND PARK BERM
WINDOM, MN

PROJECT OVERVIEW

Plot Date: 3/18/2025 11:27:18 AM
P:\03\075\041\375041\DWG\375041DESIGN.DWG



REVIEW DRAFT
NOT FOR CONSTRUCTION



REV	DATE	DESCRIPTION
0	3-18-2025	ISSUED FOR CUP REVIEW



Project Manager: DLV
Designer: DLV
Project Number: 375041
Phone: (712) 472-2531

ISLAND PARK BERM
WINDOM, MN

CULVERT CROSS SECTIONS

S
H
E
E
T

D.03

Action Memo



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: April 11, 2025
RE: Liquor Store – Change Order #10
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

1. The Liquor Committee recommends accepting change order #10 for Removal of Seeding.

Issue Summary/Background

With the completion of the Liquor Store Project, one of the last remaining items was for Sussner Construction to come back and complete the seeding of the grounds damaged during construction. With a dry late summer and fall, it was recommended to not complete it last year. When Final payment was approved on August 6, 2024, \$3,500 was withheld from the payment as the seeding was not completed.

This winter/spring we began getting estimates to have the landscaping completed around the liquor store. With that, conversations with Kevin Kurth, Project Manager for Sussner Construction, began on when the seeding would be completed. In our discussions, we discussed having a local contractor complete the work along with our local landscape project as that is something that Sussner Construction normally subcontracts out.

As part of the landscaping project I had local landscape contractors submit estimates for this work. With continued discussion with Kevin, we had decided to submit a Change Order, which would deduct \$3,500 from the contract. These funds will be used to pay a local contractor to complete the work along with our landscape project.

Fiscal Impact

This will be deducted from the Liquor Store Expansion Project Budget.

Attachments

- TSP, Inc - Change Order #4



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*

River Bend Liquor Store Renovations
 Windom, Minnesota
 TSP Project No. 03201413.2

CONTRACT INFORMATION:

Contract For: General Construction

Date: September 6, 2023

CHANGE ORDER INFORMATION:

Change Order Number: 004

Date: April 9, 2025

OWNER: *(Name and address)*

City of Windom
 444 9th Street, PO Box 38
 Windom, Minnesota 56101

ARCHITECT: *(Name and address)*

TSP, Inc.
 1112 N West Avenue
 Sioux Falls, South Dakota 57104

CONTRACTOR: *(Name and address)*

Sussner Construction, Inc.
 305 Legion Field Road
 Marshall, Minnesota 56258

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Remove Seeding (DEDUCT) (\$3,500.00)

The original Contract Sum was	\$	745,885.00
The net change by previously authorized Change Orders	\$	23,221.50
The Contract Sum prior to this Change Order was	\$	769,106.50
The Contract Sum will be decreased by this Change Order in the amount of	\$	3,500.00
The new Contract Sum including this Change Order will be	\$	765,606.50

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be May 10, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

TSP, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Greg A. Schoer, AIA

PRINTED NAME AND TITLE

04/09/2025

DATE

Sussner Construction, Inc.

CONTRACTOR *(Firm name)*

SIGNATURE

Kevin L. Kurth - Project Manager

PRINTED NAME AND TITLE

04/09/2025

DATE

City of Windom

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

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: John Nelson, Manager, River Bend Liquor
DATE: April 11, 2025
RE: Liquor Store Seeding Project
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is a recommendation of the both Liquor Store Manager and Liquor Commission to accept the estimate from Kulsuth Lawn, Landscaping & Concrete for seeding work around River Bend Liquor.

Issue Summary/Background

With the approval of Liquor Store Project - Change Order #10, some seeding and dirt work still need to be completed. Along with our landscape project (previous item on this agenda) we asked for estimates on this portion of work. With that we received two estimates for this work, those estimates are as follows:

- Nielsen Landscaping, LLC - \$3,873.12
- Kulseth Lawn, Landscaping, & Concrete - \$3,375.00

With that it is the recommendation of myself and the Liquor Commission to approve the low estimate of \$3,375.00 to Kulseth. Approval of this project will get us on his schedule and will be completed this summer along with our landscape project.

Fiscal Impact

This project will be paid for out of the Building fund and is a \$125 savings over the contract work with Sussner Construction.

Attachments

- Kulseth Estimate



Estimate

Haul in Black Dirt in back of Building	Quantity: _____	Price: _____	Total: _____
and slope away. Prep Ground to	Quantity: _____	Price: _____	Total: _____
Seed & Fertilize. Front Area till	Quantity: _____	Price: _____	Total: _____
up ground add dirt Prep for seed bed,	Quantity: _____	Price: _____	Total: _____
Fertilize / Seed / Roll area.	Quantity: _____	Price: _____	Total: _____
seed blanket installed	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____

Total: 3,375

Signature: _____

Date: _____

Nick Kulseth

Fully Licensed & Insured

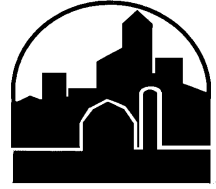
Customer's Address: Windom Liquor Store

1409 6th Ave

Cell: 507-822-0626

Windom, MN, 56101

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: April 11, 2025
RE: Liquor Store Landscape Project
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is a recommendation of the both Liquor Store Manager and Liquor Commission to accept the estimate from Kulsuth Lawn, Landscaping & Concrete for Landscaping work around River Bend Liquor.

Issue Summary/Background

As a 2024 Capital Improvement Plan \$5,000 was set aside for Landscaping at River Bend Liquor. After the Expansion/Remodel was completed all landscapers had their schedules filled for the year. This winter we began reaching out again to three local landscape companies, in which two were able to stop in and give us an estimate. Those two estimates were as follows:

- Nielsen Landscaping, LLC - \$9,640.20
- Kulseth Lawn, Landscaping, & Concrete - \$7,875.00

With that it is the recommendation of myself and the Liquor Commission to approve the low estimate of \$7,875.00 to Kulseth. Approval of this project will get us on his schedule and will be completed this summer.

This was not set as a 2025 Capital Improvement Project.

Fiscal Impact

This project will be paid for out of the Repairs and Maintenance Budget for Ground work.

Attachments

- Kulseth Estimate and Design Drawing



Estimate

Remove all old shrubs and Rock	Quantity: _____	Price: _____	Total: _____
clean up around units. Remove Sprinkler	Quantity: _____	Price: _____	Total: _____
Hoses. Haul in 12 Ton Black Dirt and	Quantity: _____	Price: _____	Total: _____
slope away from Building. Add Blue	Quantity: _____	Price: _____	Total: _____
Granite Rock Down with a charcoal	Quantity: _____	Price: _____	Total: _____
Bullet Edger on west side.	Quantity: _____	Price: _____	Total: _____
Add Fencing Panels to block units	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
Haul away all old shrubs/Rock	Quantity: _____	Price: _____	Total: _____
Fix lawn and seed it where we tore up.	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____
_____	Quantity: _____	Price: _____	Total: _____

Total: \$7,875

Signature: _____

Date: _____

Nick Kulseth

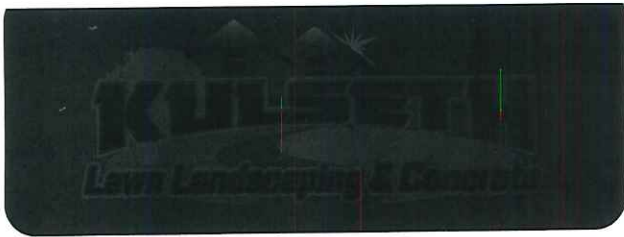
Fully Licensed & Insured

Customer's Address: Windom Liquor Store

1409 6th Ave

Cell: 507-822-0626

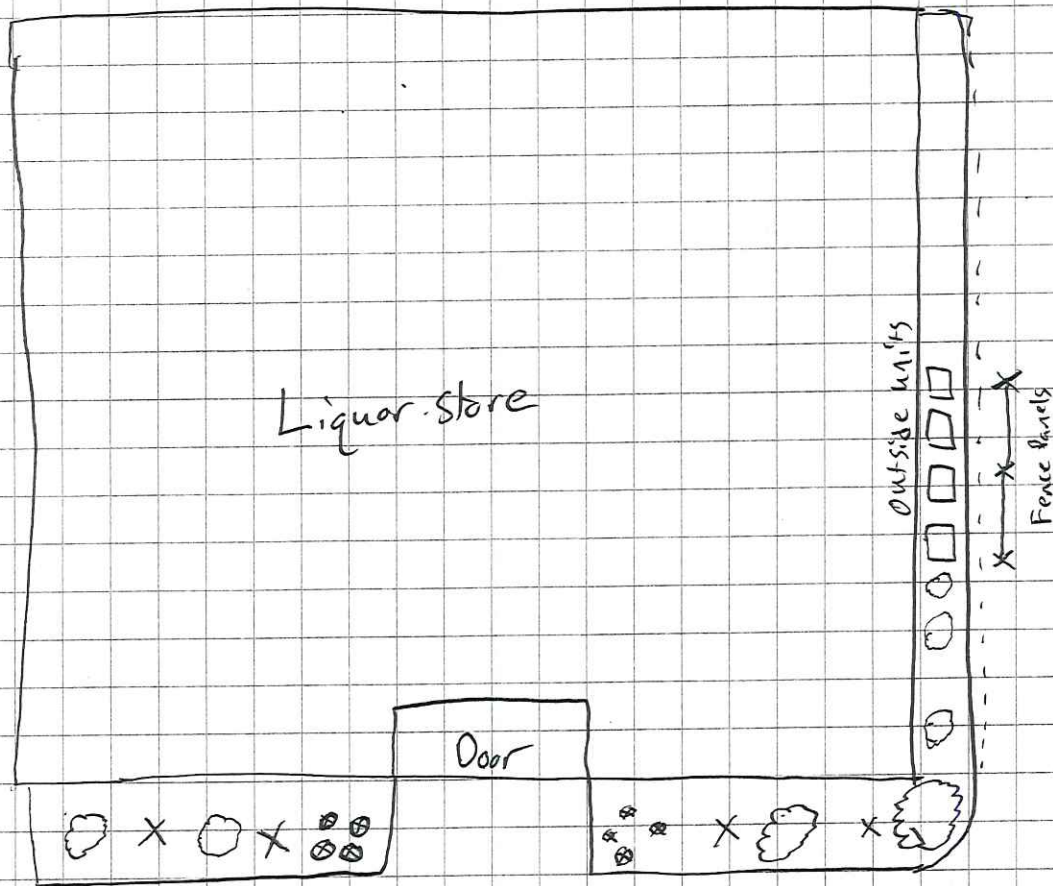
Windom, MN, 56101



JOB: River Bend Liquor

DATE: _____

ORDER TAKEN BY: _____



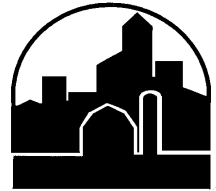
X = Decorative Rock Blue Granite - Bigger

☁ = Shrubs

⊗ = Grasses

Rock in the landscaping will be blue granite rock

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: Jason Sykora, Electric Utility Manager
DATE: April 11, 2025
RE: Electric Line Worker – Hiring Recommendation
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the hiring of Cody Mischke as a Lineworker.

Issue Summary/Background

A vacancy in the Electric Department was recently created when Levi Bunting accepted a position with South Central Electric Coop. He gave his two weeks' notice on March 26th. He used up his accrued comp and vacation time which made his last working day April 11th.

As the department would be short staffed during the start of construction season, an ad was placed in the Citizen and Shopper on April 2nd. We received four very good applicants from within the Windom area. Three of the applicants were interviewed.

Cody has been working as an electrician since 2016 and is a Licensed Journeyman Electrician in the state of Minnesota. His years of electrical knowledge will be a great asset to the City of Windom.

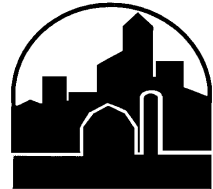
Fiscal Impact

The Electric Department budget contains funds for four (4) Line Workers. Cody will start at Step 1 of the Lineworker pay scale.

Attachments

1. None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: April 8th, 2025
RE: 2025 Seasonal Hire
DEPT: Street & Parks Department
CONTACT: Jon.Ketzenberg@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the Council take the following actions:

Hire Ken Derickson, Camryn Elness as seasonal workers for this spring and summer. Ken will start the beginning of May. Camryn will have a starting date mid-May 2025.

Part-time Seasonal Pay Rates

Camryn Elness- \$15.00

Ken Derickson- \$15.00

Issue Summary/Background

Ken has worked for the Street and Parks Department for eight years now. This will be Camryn third year.

Fiscal Impact

The Street and Parks Department has three seasonal workers budgeted for 2025.

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Personnel Committee
DATE: April 10, 2025
RE: Resignation of EDA Director and Advertising to Re-fill the Position
DEPT: Administration
CONTACT: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee recommends that the City Council take the following action:

1. Accept Tiffany Lamb's resignation as EDA Director.
2. Authorize the City Administrator to negotiate a short-term transitional employment agreement with Ms. Lamb, subject to Personnel Committee approval.
3. Approve advertising to re-fill the EDA Director position.

Issue Summary/Background

A resignation letter from Tiffany Lamb, EDA Director, was received on April 9th. Ms. Lamb has offered the option of working part-time, with one day in-office and the balance remotely to assist the City while it works to re-fill the position. The possibility of a transitional employment option will be determined if it is needed and subject to the Personnel Committee's approval if an agreement is reached.

The Personnel Committee recognizes that the EDA Director position is important for the City to recruit new economic opportunities and to move forward those that are currently underway. As such, we are recommending that the EDA Director position start being advertised immediately.

Fiscal Impact

Savings in payroll and benefit costs from the position being vacant, but the amount is unknown as it could be two months to six months before the position is re-filled.

Attachments

1. Tiffany Lamb resignation letter.

April 9, 2025

Dear Steve Nasby and Windom City Council,

I appreciate the opportunity to work with the City of Windom over the past two years. I have greatly enjoyed working with you and with City staff. It has been an honor to work through the projects I have had the opportunity to lead and be part of during my time with the City.

Due to significant changes in my personal life, I have unfortunately had to relocate permanently. I therefore offer my formal resignation from my full-time position effective immediately.

I recognize that it will take time to fill my position and am interested in being considered for part-time hybrid interim work continuing to meet my current job duties. I would be available for 20-30 hours per week at this time with the ability to work in-person at City Hall in Windom one day per week. This would allow a buffer period for the City to hire a full-time replacement.

Thank you,
Tiffany Lamb