



CITY COUNCIL MEETING

December 16, 2025

City Council Chamber

6:30 p.m.

AGENDA

CITY OF WINDOM, MN

444 Ninth Street, P. O. Box 38

Windom, MN 56101

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Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – December 2, 2025
 - Community Center – December 8, 2025
 - Economic Development Authority – December 8, 2025
 - Library Board – December 9, 2025
 - Park & Recreation Commission – November 12, 2025
 - Planning Commission – December 9, 2025
 - Telecom Commission – November 17, 2025
- Licenses & Permits
 - Exempt Gambling Permit – Ducks Unlimited – April 11, 2026
 - Exempt Gambling Permit – Windom Women of Today – January 20, 2026
- Regular Bills

2. Department Heads

3. 2026 Street Project – 1st Avenue & 17th Street

- Public Hearing
- Resolution Ordering Improvements and Preparation of Plans

4. Economic Development Authority

- Resolution Renewing Participation – Cottonwood County Home Initiative Program

5. Planning Commission Recommendation – CUP – Cannabis Retailer – 2320 Highway 60

6. 2026 City Budget

- Resolution – 2026 Levy
- Approve 2026 City of Windom Budget
- 2025 Budget Amendments

7. S.M.A.R.T. Goals

- 2025 Dashboard Report
- 2026 S.M.A.R.T. Goals

8. New Business

9. Old Business

10. Council Comments

11. Closed Meeting Items

- Real Estate Negotiations – Minnesota Statue §13D.05 Subd 3 (c) (3)
- WindomNet Status Update – Valuation/Appraisal (Confidential)

12. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
December 2, 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, Scott Benson and Jayesun Sherman

Council Absent: James Nelson

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jon Ketzenberg, Streets and Parks Superintendent; Jason Sykora, Electric General Manager; Jeff Dahna, Windomnet General Manager; Donna Torkelson, Finance Director and Sonya Wilt, EDA Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - City Council Minutes – November 18, 2025
 - Street Committee – November 18, 2025
 - Utility Commission – November 20, 2025
- Licenses and Permits
 - Annual Cigarette License Renewal – Dollar General
 - Exempt Gambling Permit – Windom Elementary PTO – May 1, 2026
- Regular Bills

Motion by Benson second by Sherman approving the Consent Agenda. Motion carried 4 – 0.

5. Department Heads:

Jeff Dahna, Windomnet General Manager, said there would be a “How To” meeting on December 3rd for persons wanting to know more about streaming video and how to connect devices such as Roku and Fire Sticks. This meeting will be at 6:00 pm at the Community Center. Staff will demonstrate the connection processes and answer questions from the public. There is information on the Windomnet website, City website and ad in the newspaper.

Mathis asked about recording the meeting for replay. Dahna said the video and audio quality would be poor so it may not work well.

Benson asked about getting the existing demo video up on Channel 3 in addition to it being on Facebook. Dahna said they would get that up on Channel 3.

Sonya Wilt, EDA Director, said that Kastle Kingdom is planning for a Design Day event at BARC on December 10th from 5:30 – 8:00 pm. The public is invited to attend and share their ideas.

6. 2026 Budget Presentation:

Nasby said that the Department Heads and City Council worked on the preparation of the proposed City Budget for 2026. He reviewed the enterprise funds, which are business-type activities including Liquor, Water, Wastewater, Electric and Telecom. Each of the budgets were summarized and noted that Electric is in the last year of a five percent rate increase. Water and Wastewater both had two percent rate increases to keep up with inflationary costs. None of these get any tax support. Nasby then went over the General Fund which is all tax supported and gets State aid funding. These activities include Police, Fire, Streets, Parks, Recreation, Building Office, City Hall and Sanitation. The property tax levy is shown to go up 3.99% to support these activities and capital purchases. The third category of funds are Special Enterprise Funds which are partly supported through fees and taxes. These include the Library, Arena, Community Center, EDA and Pool. The Ambulance is also in this grouping but they are 100% self-supporting. The City's existing debt service for bonds paid through taxes was also shown that totals \$502,047 for 2026. The addition of the 2025 Street Project and proposed 2026 Street Project will add to the debt service needed in future years. Last, Nasby showed the City's 16-year tax levy history with show annual increases from 0% to 7.67 % and an average of 3.68%. The City of Windom is in the middle of the pack compared to similar communities. The anticipated General Fund balance is expected to be \$2.678 million or about 51.6%, which is in the Council policy of retaining 35-60% for emergencies. The 3.99% proposed tax levy increase is about 1% less than the proposed increase of 4.9% which was set in September.

Quade noted that the City Council goes through hours of meetings with Department Heads and reviews the budget in great detail, so that is why there are generally not too many questions from the Council at this stage as they have had input all along the process. She added that it is good to be under 4% and everyone worked to keep the budget tight as they can while still maintaining the functions needed to run the City.

Benson said he asked each department to try and cut 1 – 10% where possible as he knows everyone's household budgets are tight too and the City wants to be responsible with the taxpayer's money.

Mathis said she appreciates the peer City data and being in the middle of the group is good. She concurred that the hours and hours of meetings by the Council and staff on the budget was productive.

Esplan said he is okay with the amounts and the preliminary property tax statements went out, his happened to go down.

Mathis opened up the public input, or truth in taxation portion of the meeting on the budget.

Tami Glidden – said that her tax went up quite a bit. Nasby asked if her valuation had gone up. Glidden said that the valuation went up. Nasby said that is probably where most of the tax increase came as the City's levy is the 3.99% increase. The valuation hearing to contest that is in May.

Vera Armendariz said that the County told her that the valuation did not have much to do with the tax increases. Nasby said that the City's 3.99% is the part the Council controls and if the share of City taxes on a property were \$100 last year the amount would be \$104 for 2026 if there was no valuation change and everything else stayed the same.

Mathis asked about next steps. Nasby replied that the Council can make any changes it wants, but on December 16th the Council will set the final levy which is then provided to the County and State.

7. Resolution Accepting a Donation - Library:

Mathis thanked the Friends of the Library for the \$314.17 donation for STEM materials.

Council Member Esplan introduced the Resolution No. 2025-63, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE LIBRARY TO THE WINDOM PUBLIC LIBRARY and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Sherman, Esplan, Benson and Quade. Nay: None. Absent: Nelson. Abstain: None. Resolution passed 4 – 0.

8. City Code – Land Use Discussion – Data Centers:

Nasby said that the City’s electric utility had been asked by our transmission provider, ITC, if the City is interested in hosting a data center as they have several companies looking for spots. Nasby said that with the lack of direction from the Council and no land use policies the City staff does not have an answer to that question. He and the Electric General Manager spoke to the Mayor and suggested that the Planning Commission discuss the land uses for data centers and report back to the City Council with a recommendation to allow them or not, if so, where could they be zoned and what conditions may apply. By having this information, the Council can set policy and staff can respond to inquiries.

Quade said that she felt it makes sense to start with land use planning and discussions. Then discussion can expand out to the Council.

Motion by Benson second by Quade to refer to the Planning and Zoning Commission the matter of data centers for a recommendation back to the City Council. Motion carried 4 – 0.

9. Street Closure Request – American Lutheran Church – December 10th – Living Nativity:

Jon Ketzenberg, Streets & Parks Superintendent, said that the church is requesting that Prospect Avenue, between 9th and 10th Streets be closed on December 10th from 5:00 – 7:30 pm.

Motion by Quade second by Sherman to close Prospect Avenue, between 9th and 10th Streets be closed on December 10th from 5:00 – 7:30 pm. Motion carried 5 – 0.

10. Contractor Payments & Change Order:

Jon Ketzenberg, Streets & Parks Superintendent, said the change order is for the 2025 Street Project as during construction an old foundation was found by the E-free Church and it impacted the installation of the sidewalk. Only the foundation impacting the sidewalk was removed and the cost added \$4,617.00 to the project.

Motion by Benson second by Sherman to approve Change Order #1 for the 2025 Street Project in the amount of \$4,617.00. Motion carried 4 – 0.

Ketzenberg said the second item is Pay Application #3 for the 2025 Street Project for Duininck, Inc. in the amount of \$148,507.13. This is not the final payment.

Motion by Esplan second by Benson to approve Pay Application #3 for the 2025 Street Project for Duininck, Inc. in the amount of \$148,507.13. Motion carried 4 – 0.

11. Street Closure Request – Windom Chamber of Commerce – December 11th – Winter Parade:

Ketzenberg said the Chamber wants 3rd Avenue, between 9th and 12th Streets along with 9th Street, between 3rd and 4th Avenue closed for the Winter parade during the Christmas by Candlelight event on December 11th. Both he and the Police Chief are recommending approval.

Motion by Benson second by Sherman to approve the street closure request. Motion carried 4–0

Preliminary

12. New Business:

None.

13. Old Business:

None.

14. Council Comments:

Benson said with the video and internet conversions please treat the customer service staff with courtesy as they are just doing their jobs. He understands it is frustrating and a change for people but please do not take it out on the staff. He encouraged everyone to be good neighbors and good sports.

Quade noted that December 10th is planned for design day for Kastle Kingdom with the meeting to be held at BARC from 5:30 to 8:00 pm. She encouraged the public to attend and share their ideas. These are the same vendors as originally built the park and they will be engaging school children for their ideas. Last, she encouraged people to shop local and support local vendors.

Sherman said he is thankful for so much. His daughter was in a car crash and doing okay, he is thankful for the community and family.

Mathis said there is a “How To” meeting on December 3rd at the Community Center for the streaming video. She helped someone hook up a Roku and it was not too bad to get through and once set up it works well. She also emphasized the Kastle Kingdom design day and the fundraising efforts underway.

15. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 7:25 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes

Monday December 8, 2025

1. Call to Order: No meeting due to no quorum.
2. Present:

President:	Linda Stuckenbroker - Absent
CC Director:	Tim Snyder
Commission Members:	Mitch Voehl
	Jan Duscher - Absent
	Al Baloun -
	William Hanson - Absent
Commission Liaisons:	Scott Benson -
	Jim Nelson - Absent
City Administrator:	Steve Nasby – Absent
3. Approval of Minutes:
4. Director Report:

Personnel:
A.
Financial Report:
N/A
5. Old Business:

A.

6. New Business:

A.

7. Commissioners Comments:

A.

Next Meeting: January 12, 2026 5:30 pm.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
December 8, 2025

1. Call to Order: The meeting was called to order by President Wepplo at 12:02 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Nancy Wepplo, Ryan McNamara, and Jenny Quade

Absent: Stacie Sanow and James Nelson

Also Present: EDA Staff – Sonya Wilt, EDA Director, and Admin. Asst. Mary Hensen; Mayor Hilary Mathis; and City Administrator Steve Nasby.

3. Approval of Minutes: November 10, 2025

Motion by Commissioner McNamara, seconded by Commissioner Quade, to approve the Minutes of the EDA Meeting held on November 10, 2025, as presented. Motion carried 3-0.

4. Child Care Update: EDA Director Sonya Wilt advised that when he was in Washington, DC, City Administrator Nasby had spoken with some of the Congressional Delegation concerning various topics including child care. She will be following up with letters to these representatives. She is also working on an application for the USDA Community Facilities Grant Program. The Vision Committee met with First Children’s Finance twice concerning child care options, potential funding assistance, partnerships, etc. First Children’s Finance told the Vision Committee there are 179 child care spots needed in Windom, not including school age children. From 2018-2025 Cottonwood County dropped from 35 to 17 family child care providers.

Director Wilt has also reached out to current in-home providers concerning the Kastle Kingdom activities, etc. She will be reaching out to them again in January to gather input on the Family Child Care Provider Program. Child Care Aware has grants for providers and the Southern Minnesota Initiative Foundation offers a “Bright Beginnings” program. The EDA has a Small and Emerging Business Program (in affiliation with USDA) that has some existing funds from repayments of prior loans. Director Wilt is reviewing the program guidelines and has contacted USDA concerning the possibility of using funds from this program to assist home-based businesses such as existing child care providers.

5. Grant Applications Update: Both the School and the City applied for child care grants from Taylor Farms. The School received \$25,000 and the City received \$20,000.

6. Highway Signs – River Bend Center – Proposed New Use: There are four small signs just SW of the River Bend Liquor Store on Hwy 60-71 as you come into town. Director Wilt shared preliminary ideas concerning repurposing these signs with new photos to highlight quality of life in Windom from indoor and outdoor recreation, education and child care, business and career opportunities, and health and wellness. Director Wilt requested the EDA Board allow her to move forward with contacting MnDOT concerning permitting requirements for changes to the signs. The consensus of the Board was to authorize Director Wilt to explore options for repurposing these signs. Director Wilt will bring proposed ideas for the signs to the EDA Board at future meetings.

7. Cottonwood County Home Initiative Program

A. Review of Revised Guidelines and Recommendation: Director Wilt recapped that the three-year application period for the Cottonwood County Home Initiative Program (“residential property tax abatement”) will expire as of December 31, 2025. The program was approved in 2016 and began in

2017. The first three-year application period was 2017 through 2019. The application period has been renewed for two additional 3-year periods (2020 through 2022 and 2023 through 2025).

EDA Staff contacted the Cottonwood County Assessor and County Auditor-Treasurer. Both are supportive of renewing the program for another three-year application period on the existing guidelines and with the valuation cap of \$320,000. (This is the total valuation of a new home on which abatement will be granted.)

The proposal is to present revised Guidelines (updated for 2026-2028) and a Resolution for extension of participation in the program to the Cottonwood County Commissioners on December 16th and to the Windom School Board on December 8th. The School Board's approval/renewal is contingent on the County's renewal of the program. If the EDA recommends renewal, the Guidelines and a similar Resolution would be presented to the City Council on December 16th.

Motion by Commissioner Quade, seconded by Commissioner McNamara, to recommend that the City Council approve the proposed revised Guidelines for the Cottonwood County Home Initiative Program, approve the renewal of the City's participation in the program for another 3 years, and approve the valuation cap on a new single-family home eligible for tax abatement in the amount of \$320,000. Motion carried 3-0.

Director Wilt reported that 42 applications for residential tax abatements have been processed. City Administrator Nasby asked if there was information available as to the amount of the valuations for these new homes and the amount that has been paid in tax abatement since the program began in 2017. Staff will do some research concerning this information.

8. Community Venture Network – Membership: Director Wilt recapped that the EDA has been a member of the Community Venture Network (CVN) for a number of years. The CVN provides 3 meetings per year for communities to meet with businesses that are looking to expand or relocate. Businesses share their workforce, facility, and financial needs with communities. In the past, EDA Directors have attended these meetings and obtained leads for potential business prospects for Windom. Pursuant to a prior agreement between the CVN and the EDA, the EDA's annual membership fee would be discounted from \$4,250 to \$3,500. The EDA has not received the renewal materials for 2026, but we are anticipating receiving these documents either before the end of December or in early January. We will again request a discount on a joint membership. City Administrator Nasby provided some examples of leads and assistance the EDA has received from CVN.

Motion by Commissioner McNamara, seconded by Commissioner Quade, to approve renewal of the EDA's CVN membership for 2026 for an annual fee not to exceed \$4,250. Motion carried 3-0.

9. NWIP – Phase II

A. Extension of Farm Lease: NWIP Phase II includes the property owned by the EDA lying south of Opportunity Drive. This property is currently leased as agricultural crop land and includes 32.11 tillable acres. The EDA has leased this property to Steven Muller since 2018. EDA Staff contacted Mr. Muller and he is willing to lease this property again for the 2026 crop year on the same terms as the 2025 crop year. The Board received a copy of the proposed Extension of Farm Lease for review.

Motion by Commissioner Quade, seconded by Commissioner McNamara, to approve the extension of the EDA's farm lease with Steven Muller for the 2026 crop year on the terms set forth in the proposed Extension of Farm Lease. Motion carried 3-0.

10. New Business: Director Wilt advised that on December 2nd, the City Council approved a motion requesting that the Planning Commission discuss land use considerations related to data centers and make a recommendation to the City Council. The recommendation is to include identifying potential zoning districts and conditions that would be needed.

Director Wilt reported that she has been in conversations with representatives from the University of Minnesota Extension Service concerning a potential retail analysis study for Windom. The study would analyze current businesses and what additional types of businesses would be beneficial for Windom. The Extension Service offers different several options that vary by level of detail and cost. Director Wilt will be in contact with the Chamber and the CVB concerning information they would also be seeking from the analysis and their contributions to the cost of the study. Director Wilt will bring further information to the Board at an upcoming meeting.

11. Unfinished Business

A. Staff Report: Director Wilt reported that Kastle Kingdom “Design Day” is December 10th. Representatives from “Playgrounds by Leathers” (the company that designed Windom’s Kastle Kingdom) will be in Windom on the 10th to meet with children at the school to gather design input. An open house is scheduled in the evening for the public including children, parents, interested donors, etc. Everyone will have an opportunity to see design samples, ask questions, and provide input. There will be activities for children and refreshments provided. Commissioners from the Park and Recreation Commission, committee members, and the Mayor will also be in attendance to assist with the event.

12. Miscellaneous Information

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

13. EDA Staff, EDA President, and Commissioners thanked Ryan McNamara for all his service on the EDA Board. His term will be expiring as of December 31, 2025. (Pursuant to statutes, etc., an EDA Commissioner serves one six-year term.)

14. Adjourn: On consensus, President Wepplo adjourned the meeting at 12:29 p.m.

Attest: _____
Sonya Wilt, EDA Director

Nancy Wepplo, EDA President

Windom Library Board Meeting
Tuesday, Dec 9, 2025, at 5:05 pm

Call to Order- Called to order @ 5:05 pm by John Duscher

Roll Call- John Duscher, Steve Fresk, Anita Winkel, Fran Swenson, Sarah Peterson, Kari Scheitel, Diane Sykora

Library Staff- Kari Hanson

Additions to Agenda- none

Approval of Agenda and Approval of Minutes- Motion made by Steve Fresk and seconded by Anita Winkel. Motion carried.

Financial Report- October Financial Report was emailed. Motion made by Fran Swenson and seconded by Anita Winkel. Motion carried. November Financial Report will be emailed.

Librarian's Report-

1. Circulation numbers were presented. 2,723 items were checked out during the month of November. There were 428 items sent through Interlibrary and 218 items received through Interlibrary.
2. The library will participate in Christmas by Candlelight on Dec 11, 2025 with games and crafts. The Friends of Library will again be present and will hand out their Snowman Soup. The library will be open until 7:00 PM to participate in this event.
3. Wendy has had good attendance for story time. She is having a new scavenger hunt every two weeks. She will offer an evening story time on Monday, Dec 22, 2025.
4. Terms for the following board members will end on December 31, 2025: Fran Swenson, John Duscher and Sarah Peterson. All three agreed to another term on the Library Board.
5. The Winter Reading Program will begin on January 2, 2026. The theme is "Libraries Sparkle Your Imagination".
6. The Windom Public Library will be closed on the following dates: December 24 and 25, 2025, and January 1, 2026.

A motion was made by Kari Schietel and seconded by Diane Sykora to approve the Librarian's report. Motion carried.

Old Business- Kari Hanson is waiting on the bill for the work completed on the roof.

New Business- None

Adjournment- Meeting adjourned by John Duscher at 5:13 pm.

***Next Library Board meeting will be Tuesday, January 13, 2026.**

Windom Park & Recreation Commission

Agenda for Wednesday, November 12th, 2025

City Hall Council Chambers

Roll Call: Jon Ketzenberg, Jenny Quade, Scott Benson, Jackie Jurgens, Tom White, Pam Hogan, Antonio Cerda, Hilary Mathis, Sonya Wilt

Not Present: Autumn Hauge, Tim Hogan, Chamber Director

Public Present: Steph Peterson

Call the Meeting to Order at 5:30 pm. Meeting was called to order at 5:32pm

1. **Motion to Approve or amend agenda:** Motion to approve the agenda was made by Tom White and second by Pam Hogan.
2. **Approve Minutes from September 10th, 2025:** Motion to approve the minutes from September 10th was made by commission and passed by unanimous consent.
3. **Kastle Kingdom Group:** Discussion was held and Steph Peterson talked about some of the items that were salvaged from the playground for fundraising purposes. Steph explained from there they have formed a nonprofit group so they are able to sell those items for fundraising funds to help with costs for a new playground. Steph informed the commission that she is also working with the school and the Windom Area Foundation to help with these efforts. Steph also said they are in communication with the Leathers company who will be the supplier for the new playground and identified December 10th as a Design Day to get public input for ideas and design. Leathers is the company that had originally designed Kastle Kingdom. Steph said that based off of the public comments from that night that Leathers will take that input to incorporate that into a design that should be ready by the end of January. Steph also said these designs and costs are needed to apply for grants to help fund the project. Discussion was held about the concept and build and having local contractors and volunteers help with the build. Continued discussion was held on how feasible it would be to raise the funds to be able to get this project funded and built by spring. Tom White suggested that the city commit funds to get it paid for and continue to work on and wait for grant money and other fundraising dollars. Additional conversation was held about the Design Day for December 10th and how to get that moving forward. The commission thanked Steph for coming and her support to help promote this project. More details to follow.
4. **Recreation Director report:**
 - a) Zamboni Sponsorship with WYHA: Tim Hogan (not present) gave the commission an update on the sponsorship for the new Zamboni to partner with the hockey association. This agreement will allow the hockey association to sell advertisement to be put on the new Zamboni for an annual cost and after 10 years the hockey association will donate those funds towards the purchase of a new Zamboni. The goal is to have 10 years of advertising funding from the hockey association and with trade in of the new Zamboni in 10 years a revolving purchase of a new machine at little or no cost to the city.
5. **Park Superintendent Report:**
 - a) Levy Project Update: Levy project is complete.
 - b) Additional Park Updates: Island Park shelter construction has started and the building is going up as weather permits. Ketzenberg also said the cabin is about to be moved as well.

6. **Old Business:** None
7. **New Business:** None
8. **Commission Comments:** None
9. **Adjourn meeting.** Meeting was adjourned at 7:10 by unanimous consent.
10. **Next Meeting January 14th @ 5:30 in the City Council Chambers**

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 9, 2025**

1. Call to Order: The meeting was called to order by Chairman Baloun at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Jared Baloun, Carol Hartman, Ben Byam, Matt Miller, Tyler Patterson, Brandon Pletcher, and Tom Tegels. Absent: Lorri Cole.

Also Present: B&Z Staff: Building & Zoning Official Matt Fast and Admin. Asst. Mary Hensen; and City Council Liaison Jayesun Sherman.

Public Present: Jenny Quade, James Rosenkranz, and Preston Perreault (via Zoom).

3. Approval of Minutes – November 12, 2025:

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meeting held on November 12, 2025, as sent. Motion carried 7-0.

4. Public Hearing

A. Conditional Use Permit Application – Cannabis Retailer – 2320 Highway 60

Applicant: Blush Buds, LLC & Property Owner: James Rosenkranz:

Chairman Baloun introduced the agenda item and referred to Zoning Admin. Fast for information concerning the application. Blush Buds, LLC has submitted an application requesting a conditional use permit to operate a cannabis retail store in the former Windom Floor & Sleep Store at 2320 Highway 60. Property Owner, James H. Rosenkranz, has signed a Consent to this application for a conditional use permit to allow a cannabis retail store on this property. (The sale of the property is contingent on the approval of the conditional use permit. Zoning Admin. Fast displayed an aerial of the parcels.)

The Rosenkranz property is zoned as B-2 Highway Business. Pursuant to City Code Section 120.03, a cannabis retailer can be allowed as a conditional use in the B-2 and B-3 Zoning Districts. City Code Sections 120.02 through 120.07 set forth the City Code requirements regarding a cannabis business.

The proposed location is situated in an area that is over 500 feet from any school, daycare, residential treatment facility, and any attraction within a public park that is regularly used by minors including, but not limited to, a playground, swimming pool, or athletic field.

Chairman Baloun asked if the Applicant or Property Owner would like to comment on the application. Preston Perreault, representing Blush Buds, LLC, stated that the plan is to divide the store in half. The cannabis retail area will be completely locked down. Bars will be installed behind vinyls on the windows and there will be high security gates and other security measures, such as electro-magnetic doors that only employees can access. There will be a scan system. IDs will be checked to verify that only persons at least 21 years of age can enter the premises so there is no ability for a minor to enter. At the point of sale, a buyer will need to provide an ID to the cashier. If the buyer is paying by debit or credit card, the card must match the ID. Mr. Perreault said that everything will be in compliance with the State of Minnesota Office of Cannabis Management and the local ordinances concerning registration, etc. They will work with the City to file for other appropriate permits. He said that they will be running things in a professional manner.

Commissioner Hartman indicated that she had seen the site and it is a large building. She asked if he would be doing any other cannabis-related activities in addition to cannabis retail in the location. Mr. Perreault responded that there would be 200 feet in the front for people to wait inside while waiting for an ID check to enter the store. Approximately half of the space will be used for retail and the rest for processing products. However, it depends on the City's zoning ordinance.

Chairman Baloun opened the public hearing at 7:06 p.m. and asked for any comments from the public.

Jenny Quade stepped forward, stated her name, and said that she lives at 861 19th Street. She advised that she is in support of this application. She referenced Minnesota Statutes Section 342 which states that cities may not prohibit the establishment or operation of a cannabis or hemp business licensed under Chapter 342, but may adopt reasonable restrictions on the time, place and manner of operation of a cannabis business. She advised that Cottonwood County (adopted an ordinance) which allows 3 cannabis retailers in the County. She said that as of now, none of those are filled. City ordinance states that cannabis retailers are allowed in Zones B-2 and B-3 (pursuant to a conditional use permit). The hours of operation are on Sunday through Saturday from 10:00 a.m. to 9:00 p.m. The City Council established parameters and the County has adopted an ordinance. She said that people who have personal or religious beliefs should leave those aside and look at the law. She said that she is a probation officer and was a former addiction counselor. Her biggest concern is the people who buy from dealers and they don't know what they are getting and whether it is laced with something. She said that the safest way is to buy through a legitimate dealer. She said that this will bring additional businesses to Windom.

Chairman Baloun asked if there were any comments from anyone else in the audience and there were no comments. Chairman Baloun closed the public hearing at 7:08 p.m.

In response to a question, Zoning Admin. Fast replied he had received no public comments on this application.

In response to a question, Zoning Admin. Fast replied that the County Sheriff's Office is responsible for enforcing the ordinance and conducting preliminary compliance checks and also unannounced age verification compliance checks.

In response to a previous question as to whether the Applicant could also grow cannabis at this location, Admin. Asst. Hensen advised that Windom's ordinance provides only one use per location. A cannabis retailer and a grower cannot be in the same location.

In response to a question concerning the highlighted area on the Beacon aerial that is in the back of the store, Admin. Asst. Hensen said that the owner is selling both parcels and that's why they are both highlighted. Owner Rosenkranz confirmed that statement.

Also in response to a question, Admin. Asst. Hensen confirmed that the cannabis retailer use would only be permitted in the main building on the property.

In response to a question, Preston Perreault said that they would fill the rest of the space with a different use.

Zoning Admin. Fast read the recommended conditions for approval of the conditional use permit.

Admin. Asst. Hensen, in response to previous questions by Commissioners Byam and Baloun, suggested adding another condition that the cannabis retail use shall only be permitted in the main building on the property.

Zoning Admin. Fast then read the findings of fact for the approval of a conditional use permit application.

Motion by Commissioner Tegels, seconded by Commissioner Hartman, to recommend City Council approval of the application for a conditional use permit, submitted by Blush Buds, LLC, to allow the operation of a cannabis retail store on property located at 2320 Highway 60 in Windom, Minnesota, upon the following conditions:

(1) The proposed Cannabis Retailer shall be licensed by the Minnesota Office of Cannabis Management and registered with the Cottonwood County Auditor's Office.

(2) The location shall be inspected by the Cottonwood County Sheriff's Department for compliance with Minnesota Statutes and Cottonwood County Ordinance #43.

- (3) The Cannabis Retailer shall comply with the provisions of Minnesota Statutes Chapter 342, Cottonwood County Ordinance #43, and Windom City Code Sections 120.03, 120.05, 120.06, 120.07, and other applicable sections of City Code.
- (4) The location shall have a separate outdoor entrance and there shall be no interior accesses between this building and the adjoining business location (the Phat Pheasant Pub).
- (5) “Cannabis Retailer” is the only cannabis or hemp use approved for this location.
- (6) The Cannabis Retailer use shall only be permitted in the main building located on Parcel No. 25-752-0040.
- (7) The Cannabis Retailer shall be limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.
- (8) No beverages or products containing alcohol shall be sold or distributed on this property.
- (9) Sales of approved products are limited to between the hours of 10:00 a.m. and 9:00 p.m. Sunday through Saturday.
- (10) There shall be no use of cannabis or hemp products on this property.
- (11) The property owner shall contact the Windom Building & Zoning Office concerning required permits for any repairs or remodeling of the building and signage for the property.

The property to be covered by the conditional use permit is located at 2320 Highway 60, Windom, Minnesota, and is described as Lot 1, Block 4 Except the East 5.6 feet; vacated alley along Lot 1 Except the East 5.6 feet; and vacated Ash Street, all located in Tibodeau’s Center in the City of Windom, Cottonwood County, Minnesota. (*abbreviated legal description*) (Parcel No. 25-752-0040.)

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Findings of Fact for Conditional Use Permit:

- (1) As stated in the narrative herein.
- (2) The proposed use will not be detrimental to the integrity of the B-2 Zoning District.
- (3) The proposed use is not in conflict with the City’s comprehensive plan.
- (4) The proposed use will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.
- (5) The proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.
- (6) The proposed use will not interfere with the provision of a reasonable economic benefit to the community.
- (7) The provisions for interrelationship between the proposed development and contiguous and non-contiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.
- (8) The proposed project can be accommodated with existing public utilities and services and will not overburden the City’s service capacity.

Vote by roll call: Ayes: Commissioners Byam, Tegels, Pletcher, Baloun, Hartman, Miller and Patterson. Nay: None; Absent: Commissioner Cole. Motion carried 7-0.

Chairman Baloun advised the Applicant that these recommendations will come before the City Council at its meeting next Tuesday at 6:30 p.m. Zoning Admin. Fast advised that Mr. Perreault could attend the meeting via Zoom. Mr. Perreault then exited the meeting.

5. Ordinance No. 203, 2nd Series – Billboards

A. Review of Proposed Ordinance and Recommendation: Chairman Baloun introduced the agenda item and referred to Zoning Admin. Fast for information concerning the proposed ordinance. Zoning Admin. Fast recapped that in August 2025, the City Council adopted an ordinance authorizing a study and imposing a moratorium on the acceptance of conditional use permit applications for billboards. The Ordinance imposed the moratorium for a period of six months from the date of publication of the Title and Summary for the ordinance. The moratorium would end approximately February 13, 2026. However, prior to that time, research needs to be completed, a proposed ordinance needs to be prepared, the proposed ordinance needs to be reviewed by the Planning Commission and the Office of the Minnesota Commissioner of Transportation, and the City Council needs to hold readings of the Ordinance at two Council Meetings.

Zoning Admin. Fast advised that the Building & Zoning Office has reviewed the existing provisions of the Windom City Code, Minnesota Statutes, and ordinances from other cities. Following this research, a proposed Ordinance No. 203, 2nd Series was prepared. The proposed ordinance has been reviewed by the City Attorney and will also be reviewed by MnDOT officials as it relates to their regulations. Zoning Admin. Fast displayed the ordinance on the screen and reviewed the new definition for billboards and asked for any questions. Chairman Baloun then asked for any discussion or questions.

In response to a question, Zoning Admin. Fast replied that our office sent a copy of the proposed ordinance to the local MnDOT contact. In the e-mail, we requested that she provide us with contact information for us to forward the ordinance on to the appropriate official in the Office of the Minnesota Commissioner of Transportation.

Chairman Baloun verified that the ordinance would not allow billboards in the main highway corridor and Zoning Admin. replied that was correct and read the new definition for “Congested Highway Business Corridor”. Admin. Asst. Hensen explained which properties are in the areas of the beginning and ending of the corridor and advised that this definition would ensure that billboards are located outside the areas of the proposed south and north roundabouts.

Commissioner Hartman recapped the distraction, safety hazards, and concern for our lack of control of what is on the signs was associated with the previous applications for billboards and she thinks the proposed ordinance covers all of that.

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to recommend that after review of proposed Ordinance No. 203, 2nd Series by the Office of the Minnesota Commissioner of Transportation, the City Council hold the required two readings of proposed Ordinance No. 203, 2nd Series and approve this ordinance. Motion carried 7-0.

6. City Council Request – Land Use Considerations

A. Data Centers: Chairman Baloun introduced the agenda item and referred to Zoning Admin. Fast for information concerning the proposed ordinance. Zoning Admin. Fast recapped that in the last couple years, there has been an increase in companies that function as offsite data centers for large corporations, conduct data mining, or utilize AI, etc. These companies are significant electrical users and now are expanding their preferred sites outside the metro areas to Greater Minnesota. As the Commission is aware, there was already one application in the County for a data mining company. The City is expecting additional inquiries in the future.

At its meeting on December 2nd, the City Council approved a request to the Planning Commission that the Commission discuss land use considerations related to data centers. The Commissioners received a copy

of the Memo directed to the Planning Commission that City Administrator Steve Nasby included in the City Council packet.

Zoning Admin. Fast advised that we are bringing this information to the Planning Commission's attention because over the next several months our office will be conducting research and bringing information and questions to the Planning Commission for review and discussion. We plan to seek information and input from the Electrical Superintendent and Utility Commission in addition to reviewing ordinances from other cities. The goal is to identify potential zoning districts and conditions for these types of uses as requested by the City Council.

Chairman Baloun asked for any comments or questions. In response to a question as to whether these data centers have the same noise issues as the conditional use permit application that was before the County Commissioners, Zoning Admin. Fast advised that the industry is evolving quickly to address these issues. Cities are able to set a decibel level for operation of these facilities and there are sound-deafening louvers, etc. He said that EDA Director Sonya Wilt had recently attended a seminar on data centers. The centers can now use closed loop systems and a chiller to reuse the same water and lessen their water usage.

There was a discussion concerning the previous information that the North Windom Industrial Park was not a site preferred by the City as the electricity to the industrial park is supplied by South Central Electric Association. Zoning Admin. Fast indicated that there is parcel in the North Windom Industrial Park that had been designated as a "shovel-ready" site for a data center (cloud storage). However electrical consumption by data centers is high. He indicated that Electric Superintendent Jason Sykora advised that the City has capacity for the smaller data centers. If there were potential sites in our electrical territory, that would benefit the City. Zoning Admin. Fast advised that Blue Earth has a data center. He also indicated that there are some issues in North Mankato and Lakeville concerning transparency by the City with the public.

There was some discussion concerning information that is circulating that a data center is proposed in Worthington and would be served by Geronimo Energy. There was a brief discussion concerning where there would be room in the City limits for a data center and whether there are any potential locations that the City Council had discussed that would be removed from proximity to residential areas.

Commissioner Pletcher related information from his conversation with a Commissioner on the Utility Commission as to the potential benefit to the City of this type of business. A question was asked if someone from the Utility Commission should come to a future Planning Commission Meeting to provide the Utility Commission's perspective on the subject.

In response to a question as to the City Council's thinking on this subject, City Council Liaison Sherman said that if the noise issue can be addressed and if a proposed location will not be a detriment to the City, having all that power usage could be beneficial to the City. He further advised that the City will need to look at areas for potential sites.

Commissioner Miller said that he had heard that electrical bulk purchasing contracts by data centers can raise residential power costs. He indicated that the Commission should talk with Superintendent Sykora about his question. Commissioner Tegels expressed concern regarding potential water usage and whether the smaller data centers are able to reuse water in their operations.

Zoning Admin. Fast advised that the purpose of this agenda item was to introduce the idea to the Planning Commission at tonight's meeting. He will be researching this matter and working with Electric Superintendent Jason Sykora on potential locations and our office will do additional research before the matter is brought to the Planning Commission.

7. Unfinished Business: None.

8. New Business: None.

9. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman said thank you and hats off to the City workers who have been busy working with utilities, etc. in the alleys and they did a

good job. She said thank you to those City workers who have been putting up Christmas lights. Everything they've done looks wonderful.

10. Adjourn: The meeting was adjourned by unanimous consent at 7:41 p.m.

Attest: _____
Matthew Fast, Building & Zoning Official

Jared Baloun, Chairman

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

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

II. Roll Call:

President:	Dirk Abraham	City Staff:	Steve Nasby
V President:	Josh Peterson	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman
Commissioner:	Tim Hiley	Council Liaison:	Dennis Esplan
Commissioner:	Jake Voth	Others Present:	Jordan Bussa, Jenny Quade, Scott Benson
Commissioner:	Kegan Hofferbert	Others Present:	Scott Reimer, Hilary Mathis

III. Approval of Minutes from October 20th , 2025 meeting.

Motion by commissioner Hofferbert, to approve minutes from the October 20th meeting.
Seconded by commissioner Voth. Motion approved 5 to 0.

III.B. Agenda item added - Continued dialog leading up to the Federated acquisition of Windomnet
Scott Riemer, Federated Rural Electric Coop CEO-General Manager spoke to the commission.

Description/History

Federated and the city of Windom have been in the discussion stage regarding the acquisition of Windomnet by Federated.

Narrative

Now that we are progressing in our discussions, Federated would like to re-affirm our utmost interest in the Telecom business acquisition from the City of Windom. Just to refresh our earlier discussion, Federated has completed all due diligence efforts with Finley Engineering and Olson Thielen Accountants and Advisors and are confident we can provide the consumers of Windom with a quality service package with all of the amenities expected from a mature association such as Federated while being a transparent with decision making. As the City goes through the 2026 budget process, we are aware of actions taken by the telecom utility, as well as the proposed budget being promulgated. We have been extremely busy expanding highspeed fiber optic broadband, video service, as well as our VoIP phone service to Cottonwood, Jackson and Martin Counties. In Cottonwood County, the fiber ring, which Federated partnered with the County, is in and contractors are currently splicing and starting to light up services to consumers along the route. Fiber has been installed in Storden, and all residents have received a drop to the home or business that consented to it, and our take rate is over 80%. We have engineering and staking underway in other parts of the county and new projects are poised to begin yet this fall. Our work will continue into 2026 and beyond with the goal of completing the buildouts to all consumers within our broadband footprint who wish to receive it. Federated has been initially awarded a Broadband Equity Access and Deployment Program (BEAD) grant where a good portion of that includes Cottonwood County, including Jeffers. While we wait for the National Telecommunications and Information Administration (NTIA) to make final announcements hopefully in December of this year, we are already preplanning so we can be as shovel ready as possible when the time comes. Ultimately, we want you to know that we are extremely committed to the success of this venture as well as the entire operation. Federated fully commits to the consumers that we will provide them with an equal to or greater than level of service with a high emphasis on greater than. With the competitive nature of today's business, we know that people have choices and we must exceed expectations in order to earn your business.

Summary/Recommendation

In summary, we would encourage your support of this effort and recommendation to the council and mayor to enter into negotiations with Federated for the acquisition of Windomnet, being in the best interest of the community.

Very Cooperatively,

Scott Reimer CEO-General Manager and the entire Federated team.

Scott Reimer left the commission meeting at 6:27 pm.

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

- Outside Plant – Techs working on migrating customers to E7 system. Installing fiber splitters and grooming the Customer Serving Areas (CSA) cabinets. Few weeks ago the OSI video subs were at 111 and now down to 75. Migration is at 90% complete.
- Electric Dept – The Calix ONT-on-a-stick units on the Electrical Dept gateway meters have been working with the new system to the vendor's management network.

V. Manager's Report: Dahna reports:

- Cable TV Headend – Maintaining as necessary.
- Network – Voicemail system- disc drive went down on the server. Vendor appears to no longer be in business. All attempts to restore/rebuild disc drive have failed. About 28 customers have voicemail service. Options: stand up a new voicemail platform, move the 28 customers over to hosted voice platform, or discontinue the voicemail service.

VI. New Business:

- Commissioners reviewed and approved the SW Stream Recommended Streaming Devices doc, Will the SW Stream work on my smart TV doc, SW Stream User Tips doc.

- SMART Goals 2026 were presented.

Motion by commissioner Hiley, to approve the 2026 SMART Goals, Seconded by commissioner Peterson, Motion approved 5 - 0

- Telecom Commission Secretary Position

Motion by commissioner Hiley, to name commissioner Hofferbert Telecom Commission Secretary, Seconded by commissioner Voth, Motion approved 5 - 0

- Telecom on call/standby internet- Telecom personnel have been able to be reimbursed 50% of the cost of internet at their residence if personnel

Motion by commissioner Hofferbert, to formalize that Telecom employees can be reimbursed up to 50% of their package internet price, Seconded by commissioner Hiley, Motion approved 5 - 0

- Equipment upgrades for streaming – Dahna covers the need to increase the capacity of the Calix system as the streaming video service and higher data package speeds are using the existing capacity (using 7Gbps out of a 10Gbps connection) the system needs to be able to handle up 100Gbps as well as the Network: Border Routers, Switches, and optics that connects to the to the Calix system.

- Network – Dahna covers the costs of the Juniper support renewals for MX80 border routers, switches and firewalls. MX80 border router could be left out of support renewal in leu of purchasing new MX204 border routers to replace the MX80s. The MX204 Border routers are capable of 100Gbps connections. The MX80 border routers are very aged and can only do 10Gbps connections. Internet connections to Mpls and Omaha

are 10Gbps and additional capacity (100Gbps) will be necessary. There is a 100 day lead time for the equipment.

Commissioners will table any action on the Calix system and network for a future meeting.

New streaming video service and internet package increases marketing/ads are going to be in the media outlets, channel 3.

VII. Old Business:

IX. Set Next Telecom meeting:

December 15th, 2025 at 6:00 pm in the City Council Chambers or City Hall.

X. Adjourn: Meeting adjourned by unanimous consent at 7:33 pm.

Dirk Abraham, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

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: Des Moines River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X [REDACTED]

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

Mailing Address: PO Box 142

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

Name of Chief Executive Officer (CEO): Daric Zimmerman

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]
(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 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 Community Center

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

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): APRIL 11TH, 2020

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

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

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

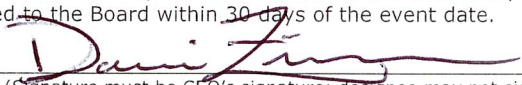
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 12/01/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Daric Zimmerman**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 WOMEN OF TODAY

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: PO BOX 222

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): MONICA MULLER

CEO Daytime Phone: CEO Email:
(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): 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): January 20, 2026

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

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

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

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Monica Muller Date: 12-8-25
(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.

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.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 11/29/2025 - 12/12/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
LOGAN CHRIS RICHERT	00004144-1	12/05/2025	CREDIT REFUND - ELECTRIC P	100-20191	0.77
TODD MIXELL	00009260-2	12/05/2025	CREDIT REFUND	100-20191	75.00
DAVE CORY	00011522-4	12/05/2025	CREDIT REFUND	100-20191	0.64
GITSIT SOLUTIONS LLC	00015407-2	12/05/2025	CREDIT REFUND	100-20191	3.00
COUNTRY FINANCIAL	00017455-4	12/05/2025	CREDIT REFUND	100-20191	49.00
MARCO A MAGANA	00019247-6	12/05/2025	CREDIT REFUND - ELECTRIC P	100-20191	31.02
LORI TINDAL	0003375-8	12/05/2025	CREDIT REFUND	100-20191	48.52
ARDITH NASS	00042764-1	12/05/2025	CREDIT REFUND	100-20191	31.58
MATTHEW HALL	00049454-0	12/05/2025	CREDIT REFUND	100-20191	41.07
LARRY SMITH	00053799-5	12/05/2025	CREDIT REFUND	100-20191	1.82
EDWARD D. JONES & CO	0005424-2	12/05/2025	CREDIT REFUND	100-20191	100.00
COTTONWOOD COUNTY ANI	5/8/2025	12/04/2025	SHELTER RENT- REFUND	100-34780	175.00
					557.42
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	100-41110-350	271.20
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	100-41110-350	181.70
CONVENT. & VISITOR BUREAU	NOV 2025	11/28/2025	LODGING TAX	100-41110-491	4,131.69
Activity 41110 - Mayor & Council Total:					4,584.59
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	100-41310-131	3.60
QUADIANT LEASING USA, INC	Q2117096	12/09/2025	CITY OFFICE- SUPPLIES	100-41310-200	375.51
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	100-41310-217	355.79
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	100-41310-350	348.80
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	100-41310-444	326.66
Activity 41310 - Administration Total:					1,410.36
Activity: 41910 - Building & Zoning					
INDOFF, INC	3832064	11/28/2025	EDA - P&Z - SUPPLIES	100-41910-200	8.38
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-41910-212	74.42
VERIZON WIRELESS	6129298443	12/05/2025	MATTHEW FAST	100-41910-321	41.43
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	100-41910-350	114.45
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	100-41910-480	88.57
COTTONWOOD CO AUD/TREA	P35931	12/08/2025	P&Z- MISC	100-41910-480	46.00
Activity 41910 - Building & Zoning Total:					373.25
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	100-41940-383	268.05
HOMETOWN SANITATION SER	0000639544	12/08/2025	CITY HALL - DISPOSAL	100-41940-384	124.98
Activity 41940 - City Hall Total:					393.03
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	100-42120-131	16.20
AMAZON CAPITAL SERVICES, I	14NY-Q3JQ-7CM7	12/02/2025	POLICE- SUPPLIES	100-42120-200	120.99
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-42120-212	-8.90
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-42120-212	603.19
STAPLES ENTERPRISES, INC.	10960089	12/09/2025	STREET- POLICE- MOTOR FUEL	100-42120-212	50.63
ANDREW KINNETZ	11/26/2025	12/05/2025	POLICE-MOTOR FUEL	100-42120-212	41.50
KWIK TRIP INC & SUBSIDIARIE	NOV 2025	12/08/2025	POLICE- MOTOR FUEL	100-42120-212	1,855.18
KWIK TRIP INC & SUBSIDIARIE	NOV 2025	12/08/2025	POLICE- MOTOR FUEL	100-42120-212	-181.83
JACKSON COUNTY	10/1/2025-12/31/2025	12/02/2025	COUNTY ATTORNEY	100-42120-304	13,980.00
MINNESOTA STATE COLLEGE A	337900-12346	12/10/2025	POLICE- REGISTRATION & TRA	100-42120-308	535.00
MINNESOTA STATE COLLEGE A	337900-12360	12/10/2025	FIRE DEPT- TRAINING & REGIS	100-42120-308	655.00
Midwest 911 Cars, Inc	1173	12/05/2025	POLICE- RADIO UNITS	100-42120-323	280.50
ALPHA WIRELESS - MANKATO	32347	12/05/2025	POLICE- RADIO UNITS	100-42120-323	120.00
DANIEL GARDINER	11/12/2025-11/14/2025	11/26/2025	POLICE- LODGING	100-42120-334	175.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CRYSTAL CLEAN CAR WASH LL	1238	12/09/2025	POLICE- MAINTENANCE - VEH	100-42120-405	32.00
PAUL MARSH	35844	12/05/2025	POLICE- MAINTENANCE -VEHI	100-42120-405	120.12
PAUL MARSH	35876	12/09/2025	POLICE- MAINTENANCE - VEH	100-42120-405	102.05
PAUL MARSH	35900	12/09/2025	POLICE-MAINTENANCE - VEHI	100-42120-405	657.32
COTTONWOOD CO AUD/TREA	DEC 2025	11/28/2025	POLICE- BUILDING RENT	100-42120-412	2,152.50
SMITH AUTOMOTIVE CO	48549	12/05/2025	POLICE- MISC	100-42120-480	273.37
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Police	100-42120-480	5.59
Activity 42120 - Crime Control Total:					21,585.79
Activity: 42220 - Fire Fighting					
VESTIS GROUP, INC	2560443336	12/03/2025	EMS- SUPPLIES	100-42220-211	41.87
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-42220-212	141.38
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	100-42220-217	134.18
ALPHA WIRELESS - MANKATO	32174	12/03/2025	FIRE DEPT-RADIO UNITS	100-42220-323	2,139.00
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	100-42220-383	229.17
HOMETOWN SANITATION SER	0000639592	12/08/2025	EMS BUILDING	100-42220-384	50.00
MES SERVICE COMPANY LLC	IN2381252	11/28/2025	FIRE DEPT- MAINTENANCE - O	100-42220-404	250.00
JORDAN BUSSA	11/20/2025	12/02/2025	FIRE DEPT/ EMS - MAINTENA	100-42220-406	1,600.00
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	100-42220-433	36.81
Activity 42220 - Fire Fighting Total:					4,622.41
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	11942	12/08/2025	ANIMAL IMPOUND	100-42700-300	82.83
COTTONWOOD VET CLINIC	12534	12/08/2025	ANIMAL IMPOUND	100-42700-300	165.66
Activity 42700 - Animal Control Total:					248.49
Activity: 43100 - Streets					
SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	100-43100-131	1.80
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-43100-212	-31.85
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	100-43100-212	2,156.83
STAPLES ENTERPRISES, INC.	10960089	12/09/2025	STREET- POLICE- MOTOR FUEL	100-43100-212	212.42
BRIAN JOHNSON	12/4/2025	12/05/2025	STREET- MOTOR FUEL	100-43100-212	95.04
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	100-43100-217	15.00
ULINE SHIPPING SUPPLY SPECI	200577903	11/28/2025	STREET-UNIFORMS	100-43100-218	1,677.26
ECONO SIGNS LLC	10-999992	12/08/2025	STREET- MATERIALS	100-43100-224	170.30
MYRON B PETERS	166457	11/28/2025	STREET-STREET MAINTENANC	100-43100-224	1,870.00
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Street	100-43100-225	31.98
VERIZON WIRELESS	6129298443	12/05/2025	JON KETZENBERG	100-43100-321	42.27
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	100-43100-383	109.84
HOMETOWN SANITATION SER	0000639545	12/08/2025	STREET DEPT - DISPOSAL	100-43100-384	126.98
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Street	100-43100-402	5.99
BOYER FORD TRUCKS SIOUX F	0945223904	12/03/2025	STREET-MAINTENANCE - OFFI	100-43100-404	1,441.08
TEXAS REFINERY CORP	308387	12/05/2025	STREET-MAINTENANCE - OFFI	100-43100-404	1,600.50
WINDOM FARM SERVICE	32708	12/05/2025	STREET-MAINTENANCE - OFFI	100-43100-404	555.97
WINDOM AUTO VALUE	34325686	11/28/2025	STREET- MAINTENANCE - OFFI	100-43100-404	29.99
WINDOM AUTO VALUE	34325792	12/03/2025	STREET-MAINTENANCE - OFFI	100-43100-404	17.99
WINDOM AUTO VALUE	34325797	12/03/2025	STREET-MAINTENANCE - OFFI	100-43100-404	64.95
WINDOM AUTO VALUE	34326050	12/05/2025	STREET-MAINTENANCE - OFFI	100-43100-404	77.94
SMITH AUTOMOTIVE CO	48566	11/28/2025	STREET-MAINTENANCE - OFFI	100-43100-404	25.95
MILLER SELLNER EQUIP	83887B	11/28/2025	STREET-MAINTENANCE - OFFI	100-43100-404	63.20
MILLER SELLNER EQUIP	84032B	12/05/2025	STREET-MAINTENANCE - OFFI	100-43100-404	118.64
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Street	100-43100-404	20.25
WINDOM AUTO VALUE	34326051	12/05/2025	STREET-MAINTENANCE - VEHI	100-43100-405	27.48
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	100-43100-444	52.91
Activity 43100 - Streets Total:					10,580.71
Activity: 45120 - Recreation					
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	100-45120-217	19.25
Activity 45120 - Recreation Total:					19.25
Activity: 45202 - Park Areas					
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Parks	100-45202-216	75.98
HOMETOWN SANITATION SER	0000639546	12/08/2025	SQUARE- DISPOSAL	100-45202-384	74.99
HOMETOWN SANITATION SER	0000639557	12/08/2025	ISLAND PARK - DISPOSAL	100-45202-384	62.98

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HOMETOWN SANITATION SER	0000639558	12/08/2025	TEGELS PARK DISPOSAL	100-45202-384	236.80
HOMETOWN SANITATION SER	0000639570	12/08/2025	MAYFLOWER PARK	100-45202-384	51.98
HOMETOWN SANITATION SER	000639598	12/08/2025	ABBY PARK- DISPOSAL	100-45202-384	24.98
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Parks	100-45202-402	15.00
MARLON ZINKE	166456	11/28/2025	PARKS-	100-45202-406	60.00
Activity 45202 - Park Areas Total:					602.71
Fund 100 - GENERAL Total:					44,978.01

Fund: 211 - LIBRARY

Activity: 45501 - Library

SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Library	211-45501-211	71.92
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	211-45501-217	202.47
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	211-45501-383	181.69
VESTIS GROUP, INC	2560445423	12/05/2025	LIBRARY- MAINTENANCE - ST	211-45501-402	44.65
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	211-45501-433	62.11
INGRAM INDUSTRIES	NOV 2025	12/02/2025	LIBRARY- BOOKS/PAMPHLETS	211-45501-435	1,448.81
Activity 45501 - Library Total:					2,011.65
Fund 211 - LIBRARY Total:					2,011.65

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	11/1/2025-12/1/2025 106026	12/02/2025	SERVICE	225-45127-200	36.85
SOUTHWEST MN BROADBAN	11/15/2025-12/14/2025	11/28/2025	TELEPHONE	225-45127-321	31.11
SOUTH CENTRAL ELECTRIC	10/1/2025-10/31/2025	12/08/2025	AIRPORT-EDA-SEWER-ELECTRI	225-45127-381	296.00
SOUTH CENTRAL ELECTRIC	10/1/2025-10/31/2025	12/08/2025	AIRPORT-EDA-SEWER-ELECTRI	225-45127-381	156.03
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	225-45127-480	254.25
Activity 45127 - Airport Total:					774.24
Fund 225 - AIRPORT Total:					774.24

Fund: 230 - POOL

Activity: 45124 - Pool

A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	230-45124-217	19.25
Activity 45124 - Pool Total:					19.25
Fund 230 - POOL Total:					19.25

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	235-42153-131	1.80
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	235-42153-212	-31.33
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	235-42153-212	2,122.47
ESPENSON GROUP LLC	1753	12/08/2025	AMBO - OTHER OPERATING S	235-42153-217	300.00
VESTIS GROUP, INC	2560443336	12/03/2025	EMS- SUPPLIES	235-42153-217	41.86
BOUND TREE MEDICAL, LLC	86009217	12/09/2025	AMBO- OTHER OPERATING SU	235-42153-217	423.48
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	235-42153-217	15.00
WINDOM AREA HEALTH	734-0024-11-2025-01	12/03/2025	NURSING REIMB.	235-42153-312	3,144.31
AT & T MOBILITY	287304392280X12032025	12/09/2025	AMBO- TELEPHONE	235-42153-321	335.43
KRISTEN PORATH	11/24/2025-11/28/2025	12/08/2025	AMBO- MEALS	235-42153-334	46.81
MEGAN BRAMSTEDT	11/24/2025-12/1/2025	12/08/2025	AMBO- MEALS	235-42153-334	112.30
REBEKAH ELLINGSON	11/25/2025	12/08/2025	AMBO- MEALS	235-42153-334	29.74
DONNA MARCY	11/28/2025	12/08/2025	AMBO- MEALS	235-42153-334	37.00
AMBER SVOBODA	11/30/2025	12/08/2025	AMBO- MEALS	235-42153-334	26.00
JIM AXFORD	12/2/2025	12/08/2025	AMBO MEALS	235-42153-334	21.25
BREANNA WAGNER	12/7/2025	12/08/2025	AMBO- MEALS	235-42153-334	18.96
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	235-42153-383	152.78
HOMETOWN SANITATION SER	0000639592	12/08/2025	EMS BUILDING DISPOSAL	235-42153-384	49.99
PAUL MARSH	35818	11/28/2025	AMBO- MAINTENANCE - VEHI	235-42153-405	114.70
JORDAN BUSSA	11/20/2025	12/02/2025	FIRE DEPT/ EMS - MAINTENA	235-42153-406	1,600.00
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	235-42153-480	71.31
Activity 42153 - Ambulance Total:					8,633.86
Activity: 49950 - Capital Outlay					
AMAZON CAPITAL SERVICES, I	1746-RQ3K-FD6K	12/03/2025	AMBO- CAPITAL	235-49950-500	2,346.35

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALPHA WIRELESS - MANKATO	32141	12/03/2025	AMBO- CAPITAL	235-49950-500	595.00
STRYKER SALES, LLC	9210894539	12/03/2025	AMBO- CAPITAL	235-49950-500	695.30
Activity 49950 - Capital Outlay Total:					3,636.65
Fund 235 - AMBULANCE Total:					12,270.51

Fund: 250 - EDA GENERAL**Activity: 46520 - EDA**

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	250-46520-131	1.80
INDOFF, INC	3832064	11/28/2025	EDA - P&Z - SUPPLIES	250-46520-200	8.38
SCHRAMEL LAW OFFICE	NOV-2025	12/08/2025	EDA/TELECOM- LEGAL FEES	250-46520-304	150.00
VERIZON WIRELESS	6129298443	12/05/2025	SONYA WILT	250-46520-321	41.43
FEDERATED RURAL ELECTRIC	10/31/2025-11/30/2025	12/09/2025	EDA-WATER- UTILITY SERVICE	250-46520-381	41.00
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	250-46520-480	88.56
Activity 46520 - EDA Total:					331.17
Fund 250 - EDA GENERAL Total:					331.17

Fund: 254 - NORTH IND PARK**Activity: 46520 - EDA**

SOUTH CENTRAL ELECTRIC	10/1/2025-10/31/2025	12/08/2025	AIRPORT-EDA-SEWER-ELECTRI	254-46520-381	146.95
Activity 46520 - EDA Total:					146.95
Fund 254 - NORTH IND PARK Total:					146.95

Fund: 309 - 2025 STREET PROJECT**Activity: 41000 - General Government**

WINDOM TOWING LLC	16750	12/08/2025	STREET- TOWING	309-41000-480	133.59
DUININCK	373179 - 10/28/2025-11/26/2	12/09/2025	STREET- CAPITAL	309-41000-480	148,507.13
Activity 41000 - General Government Total:					148,640.72
Fund 309 - 2025 STREET PROJECT Total:					148,640.72

Fund: 401 - GENERAL CAPITAL PROJECTS**Activity: 49950 - Capital Outlay**

MES SERVICE COMPANY LLC	IN2382129	12/09/2025	FIRE DEPT-CAPITAL	401-49950-502	3,673.88
Activity 49950 - Capital Outlay Total:					3,673.88
Fund 401 - GENERAL CAPITAL PROJECTS Total:					3,673.88

Fund: 601 - WATER**Activity: 49400 - Water**

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	601-49400-131	1.80
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	601-49400-212	222.30
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	601-49400-217	85.72
RED ROCK RURAL WATER	NOV 1-2025-DEC 1-2025 1043	12/02/2025	WATER- JOHNSON AUTO	601-49400-217	38.95
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Water	601-49400-217	8.98
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Water	601-49400-217	15.56
MN VALLEY TESTING	1335100	11/28/2025	WATER- LAB TESTING	601-49400-310	171.20
MN VALLEY TESTING	1336630	12/08/2025	WATER- LAB TESTING	601-49400-310	77.50
VERIZON WIRELESS	6129298443	12/05/2025	WATER TREATMENT	601-49400-321	51.43
VERIZON WIRELESS	6129298443	12/05/2025	WATER TREATMENT IPAD	601-49400-321	40.01
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	601-49400-326	1,102.50
LEAGUE OF MN CITIES INS TR	25516	12/09/2025	WATER/SEWER/WORKERS CO	601-49400-364	125.00
FEDERATED RURAL ELECTRIC	10/31/2025-11/30/2025	12/09/2025	EDA-WATER- UTILITY SERVICE	601-49400-381	70.00
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	601-49400-383	26.51
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	601-49400-383	631.60
AUTOMATIC SYSTEMS CO	044246	11/28/2025	WATER- MAINTENANCE - OFFI	601-49400-404	1,628.75
CORE & MAIN LP	Y119486	12/08/2025	WATER- MAINTENANCE - OFFI	601-49400-404	728.73
GOPHER STATE ONE CALL	5110853	12/05/2025	WATER- MAINTENANCE - DIST	601-49400-408	48.60
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	601-49400-444	88.56
Activity 49400 - Water Total:					5,681.20
Fund 601 - WATER Total:					5,681.20

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	602-49450-212	56.24
HAWKINS, INC	7207856	12/03/2025	SEWER- CHEMICALS	602-49450-216	564.50
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	602-49450-217	88.52
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Sewer	602-49450-217	91.77
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Sewer	602-49450-241	25.28
MN VALLEY TESTING	1335487	12/02/2025	SEWER- LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1335676	12/02/2025	SEWER- LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1335710	12/02/2025	SEWER- LAB TESTING	602-49450-310	171.20
MN VALLEY TESTING	1336293	12/04/2025	SEWER- LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1336316	12/04/2025	SEWER- LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1336598	12/08/2025	SEWER LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1336841	12/08/2025	SEWER- LAB TESTING	602-49450-310	15.20
VERIZON WIRELESS	6129298443	12/05/2025	WASTEWATER IPAD	602-49450-321	40.01
VERIZON WIRELESS	6129298443	12/05/2025	WASTE WATER IPAD	602-49450-321	40.01
VERIZON WIRELESS	6129298443	12/05/2025	WASTEWATER	602-49450-321	41.43
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	602-49450-326	1,102.50
LEAGUE OF MN CITIES INS TR	25516	12/09/2025	WATER/SEWER/WORKERS CO	602-49450-364	125.00
SOUTH CENTRAL ELECTRIC	10/1/2025-10/31/2025	12/08/2025	AIRPORT-EDA-SEWER-ELECTRI	602-49450-381	128.22
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	602-49450-383	47.27
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	602-49450-383	19.92
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	602-49450-383	23.43
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	602-49450-383	651.67
HOMETOWN SANITATION SER	0000639548	12/08/2025	WASTEWATER DISPOSAL	602-49450-384	131.99
WENNER HOLDINGS LLC	4718	12/05/2025	SEWER-MAINTENANCE - OFFI	602-49450-404	2,340.00
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Sewer	602-49450-404	17.97
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	602-49450-444	88.57
Activity 49450 - Sewer Total:					7,206.60
Fund 602 - SEWER Total:					7,206.60

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 725 RETURN	11/28/2025	ELECTRIC- INVENTORY	604-14200	13.72
BORDER STATES	931324844-2	12/02/2025	ELECTRIC- INVENTORY	604-14200	40.00
ELECTRIC FUND	# 1130	11/28/2025	ELECTRIC - CAPITAL	604-16300	211.73
ELECTRIC FUND	# 1132	12/02/2025	ELECTRIC- CAPITAL	604-16300	3,555.97
ELECTRIC FUND	# 1133	12/04/2025	ELECTRIC- CAPITAL	604-16300	257.93
ELECTRIC FUND	# 1135	12/08/2025	ELECTRIC- CAPITAL	604-16300	2,149.07
ELECTRIC FUND	# 1136	12/09/2025	ELECTRIC- CAPITAL	604-16300	4,629.33
MANKATO NETWORKS, LLC	390553	12/05/2025	TELECOM- CALL COMPLETION	604-16300	1,706.25
WESCO DISTRIBUTION, INC	607250	12/03/2025	ELECTRIC CAPITAL	604-16300	164.99
BORDER STATES	930923496	12/02/2025	AMI METERING PROJECT	604-16300	2,569.84
MIRANDA L HARTWIG	00002857-9	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	20.42
LOGAN CHRIS RICHERT	00004144-1	12/05/2025	CREDIT REFUND - ELECTRIC P	604-22000	300.00
MIKAYLA F MANZKE	00006703-2	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
ELIZABETH MARY HILL	00007216-4	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
MORGAN WILDER & TAYLOR C	00013870-9	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
ANA L RODRIGUEZ GONZALEZ	00015150-2	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
DESTINY K MOREY	00016944-4	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
MARCO A MAGANA	00019247-6	12/05/2025	CREDIT REFUND - ELECTRIC P	604-22000	300.00
AARON & ALYCIA FLATGARD	00022273-5	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
HENRY LOPEZ AGUILON	00027183-6	12/05/2025	ELECTRIC- PREPAYMENT REFU	604-22000	194.96
ABEL MACIAS SANCHEZ	00034863-4	12/05/2025	ELECTRIC PREPAYMENTS REFU	604-22000	234.53
MIGUEL ANGEL FIGUEROA	00040239-1	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
MICAH PARTLOW	00045615-7	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	79.79
STEPHANIE HARVEY	0044591-6	12/05/2025	ELECTRIC PREPAYMENT REFU	604-22000	15.76

18,544.29**Activity: 49550 - Electric**

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	604-49550-131	1.80
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	604-49550-212	775.95
AMAZON CAPITAL SERVICES, I	1TRG-R1H4-CTXP	12/03/2025	ELECTRIC- OTHER OPERATING	604-49550-217	107.00
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Electric	604-49550-241	99.99
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Electric	604-49550-241	56.97
mPOWER TECHNOLOGIES, IN	6511	12/02/2025	ELECTRIC- ENG/SURVEYING F	604-49550-303	675.00
VERIZON WIRELESS	6129298443	12/05/2025	JASON SYKORA	604-49550-321	40.01
VERIZON WIRELESS	6129298443	12/05/2025	ELECTRIC PHONE	604-49550-321	40.01
OZ GROUP INC	5073176-120125	12/03/2025	ELECTRIC- DISPATCHING	604-49550-325	71.91
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	604-49550-326	2,198.40
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	604-49550-326	1,035.00
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	604-49550-383	168.23
HOMETOWN SANITATION SER	0000639549	12/08/2025	ELECTRIC DISPOSAL	604-49550-384	127.99
COTTONWOOD CO SOLID WA	2576293	12/02/2025	ELECTRIC-DISPOSAL	604-49550-384	10.00
COTTONWOOD CO SOLID WA	2576301	12/02/2025	ELECTRIC- DISPOSAL	604-49550-384	64.61
COTTONWOOD CO SOLID WA	2576307	12/02/2025	ELECTRIC- DISPOSAL	604-49550-384	71.88
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Electric	604-49550-402	37.28
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Electric	604-49550-406	27.39
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Electric	604-49550-406	35.97
RUNNINGS SUPPLY, INC	NOV 2025	12/04/2025	Electric	604-49550-406	2.49
ELECTRIC FUND	# 1131	11/28/2025	ELECTRIC- MAINTENANCE - DI	604-49550-408	31.91
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Electric	604-49550-408	5.56
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	Electric	604-49550-408	3.16
AMAZON CAPITAL SERVICES, I	1TRG-R1H4-CTXP	12/03/2025	ELECTRIC- OTHER OPERATING	604-49550-410	791.82
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	604-49550-444	124.22
RANDALL JOHNSON	12/8/2025	12/08/2025	ELECTRIC- REBATES	604-49550-450	225.00
Activity 49550 - Electric Total:					6,829.55
Fund 604 - ELECTRIC Total:					25,373.84

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	609-49751-131	1.80
INDOFF, INC	3833821	12/09/2025	LIQUOR STORE- SUPPLIES	609-49751-200	159.99
VESTIS GROUP, INC	2560419460	12/08/2025	LIQUOR STORE- CLEANING SU	609-49751-211	57.05
VESTIS GROUP, INC	2560441240	11/28/2025	LIQUOR STORE- CLEANING SU	609-49751-211	57.05
VESTIS GROUP, INC	2560445426	12/08/2025	LIQUOR STORE- CLEANING SU	609-49751-211	57.05
STERICYCLE, INC	8012841906	12/09/2025	LIQUOR STORE- OTHER OPERA	609-49751-217	331.50
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	609-49751-217	25.00
BREAKTHRU BEVERAGE MN	124348092	11/28/2025	LIQUOR STORE-LIQUOR- WIN	609-49751-251	2,370.83
BREAKTHRU BEVERAGE MINN	124557117	12/08/2025	LIQUOR STORE- LIQUOR	609-49751-251	75.00
BREAKTHRU BEVERAGE MN	124558226	12/08/2025	LIQUOR STORE- LIQUOR- WIN	609-49751-251	2,278.73
DOLL DISTRIBUTING, LLC	1896255	11/28/2025	LIQUOR STORE- LIQUOR	609-49751-251	-116.00
DOLL DISTRIBUTING, LLC	1899665	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-251	12.00
DOLL DISTRIBUTING, LLC	1904916	12/08/2025	LIQUOR STORE- LIQUOR	609-49751-251	69.45
NEW FRANCE WINE COMPAN	256840	12/09/2025	LIQUOR STORE- LIQUOR	609-49751-251	495.00
SOUTHERN GLAZER'S OF MN	2694802	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	738.70
SOUTHERN GLAZER'S OF MN	2699959	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	1,601.79
JOHNSON BROS.	2929142	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	5,292.60
JOHNSON BROS.	2933087	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	1,234.80
JOHNSON BROS.	2939380	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	3,937.90
BEVERAGE WHOLESALERS	410215	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-251	378.00
BEVERAGE WHOLESALERS	411263	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-251	94.00
BEVERAGE WHOLESALERS	412208	12/08/2025	LIQUOR STORE- LIQUOR-BEER	609-49751-251	52.60
BREAKTHRU BEVERAGE MN	414208362	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	-17.77
PHILLIPS WINE & SPIRITS	5081740	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	2,675.77
PHILLIPS WINE & SPIRITS	5084688	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	1,079.06
PHILLIPS WINE & SPIRITS	5089144	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	1,403.08
SOUTHERN GLAZER'S OF MN	5132586	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	269.96
SOUTHERN GLAZER'S OF MN	5133397	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-251	1,486.33
VINOPIA, INC	W129181	12/09/2025	LIQUOR STORE- LIQUOR-FREI	609-49751-251	433.00
DOLL DISTRIBUTING, LLC	1899665	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-252	7,673.82
DOLL DISTRIBUTING, LLC	1899671	11/28/2025	LIQUOR STORE-BEER	609-49751-252	219.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1904917	12/08/2025	LIQUOR STORE- BEER-WINE-N	609-49751-252	8,707.70
ARTISAN BEER COMPANY	3812919	11/28/2025	LIQUOR STORE- BEER	609-49751-252	199.85
ARTISAN BEER COMPANY	3814222	11/28/2025	LIQUOR STORE- BEER	609-49751-252	46.15
ARTISAN BEER COMPANY	3815697	12/08/2025	LIQUOR STORE- BEER	609-49751-252	92.30
BEVERAGE WHOLESALERS	410215	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-252	11,413.05
BEVERAGE WHOLESALERS	411263	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-252	5,106.23
BEVERAGE WHOLESALERS	412207	12/08/2025	LIQUOR STORE- BEER	609-49751-252	32.05
BEVERAGE WHOLESALERS	412208	12/08/2025	LIQUOR STORE- LIQUOR-BEER	609-49751-252	9,049.25
BEVERAGE WHOLESALERS	733247	12/08/2025	LIQUOR STORE- BEER	609-49751-252	-12.84
BREAKTHRU BEVERAGE MN	124348092	11/28/2025	LIQUOR STORE-LIQUOR- WIN	609-49751-253	1,308.00
BREAKTHRU BEVERAGE MN	124558226	12/08/2025	LIQUOR STORE- LIQUOR- WIN	609-49751-253	232.00
DOLL DISTRIBUTING, LLC	1899665	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-253	67.20
DOLL DISTRIBUTING, LLC	1904917	12/08/2025	LIQUOR STORE- BEER-WINE-N	609-49751-253	100.80
SOUTHERN GLAZER'S OF MN	2694803	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	190.57
SOUTHERN GLAZER'S OF MN	2699960	12/08/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	384.33
JOHNSON BROS.	2926288	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	587.52
JOHNSON BROS.	2929143	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	868.00
JOHNSON BROS.	2933088	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	233.80
JOHNSON BROS.	2939381	12/08/2025	LIQUOR STORE- WINE- FREIG	609-49751-253	2,116.25
ROUND LAKE VINEYARDS & W	4611	11/28/2025	LIQUOR STORE- WINE	609-49751-253	543.75
PHILLIPS WINE & SPIRITS	5081741	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-253	1,273.44
PHILLIPS WINE & SPIRITS	5084689	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-253	157.60
PHILLIPS WINE & SPIRITS	5089145	12/08/2025	LIQUOR STORE- WINE- SOFT D	609-49751-253	1,467.35
INDIAN ISLAND WINERY	6168	11/28/2025	LIQUOR STORE- WINE	609-49751-253	516.96
MORGAN CREEK VINEYARDS	7573	11/28/2025	LIQUOR STORE- WINE	609-49751-253	504.00
BREAKTHRU BEVERAGE MN	124348092	11/28/2025	LIQUOR STORE-LIQUOR- WIN	609-49751-254	318.00
BREAKTHRU BEVERAGE MN	124558226	12/08/2025	LIQUOR STORE- LIQUOR- WIN	609-49751-254	109.00
BEVERAGE WHOLESALERS	411263	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-254	27.00
PHILLIPS WINE & SPIRITS	5081741	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-254	28.05
PHILLIPS WINE & SPIRITS	5084689	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-254	92.05
HOME CITY ICE COMPANY	7511252591	11/28/2025	LIQUOR STORE- ICE- FREIGHT	609-49751-254	129.40
JOHNSON BROS.	159659	12/08/2025	LIQUOR STORE- THC	609-49751-258	-10.32
JOHNSON BROS.	2933089	11/28/2025	LIQUOR STORE- THC	609-49751-258	80.00
JOHNSON BROS.	2939382	12/08/2025	LIQUOR STORE- THC	609-49751-258	297.72
PHILLIPS WINE & SPIRITS	5089146	12/08/2025	LIQUOR STORE- THC	609-49751-258	484.40
BREAKTHRU BEVERAGE MN	124558226	12/08/2025	LIQUOR STORE- LIQUOR- WIN	609-49751-259	120.00
DOLL DISTRIBUTING, LLC	1899665	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-259	72.90
DOLL DISTRIBUTING, LLC	1904917	12/08/2025	LIQUOR STORE- BEER-WINE-N	609-49751-259	126.30
BEVERAGE WHOLESALERS	410215	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-259	62.25
BEVERAGE WHOLESALERS	412208	12/08/2025	LIQUOR STORE- LIQUOR-BEER	609-49751-259	241.30
BREAKTHRU BEVERAGE MN	124348092	11/28/2025	LIQUOR STORE-LIQUOR- WIN	609-49751-333	86.18
BREAKTHRU BEVERAGE MN	124558226	12/08/2025	LIQUOR STORE- LIQUOR- WIN	609-49751-333	49.49
DOLL DISTRIBUTING, LLC	1899665	11/28/2025	LIQUOR STORE- LIQUOR- BEE	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1904917	12/08/2025	LIQUOR STORE- BEER-WINE-N	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2694802	11/28/2025	LIQUOR STORE- LIQUOR - FREI	609-49751-333	13.32
SOUTHERN GLAZER'S OF MN	2694803	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	7.86
SOUTHERN GLAZER'S OF MN	2699959	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	28.61
SOUTHERN GLAZER'S OF MN	2699960	12/08/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	12.64
JOHNSON BROS.	2926288	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	3.68
JOHNSON BROS.	2929142	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	125.39
JOHNSON BROS.	2929143	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	22.55
JOHNSON BROS.	2933087	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	16.40
JOHNSON BROS.	2933088	11/28/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	9.23
JOHNSON BROS.	2939380	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	91.91
JOHNSON BROS.	2939381	12/08/2025	LIQUOR STORE- WINE- FREIG	609-49751-333	49.71
BREAKTHRU BEVERAGE MN	414208362	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	-0.15
PHILLIPS WINE & SPIRITS	5081740	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	44.26
PHILLIPS WINE & SPIRITS	5081741	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-333	33.14
PHILLIPS WINE & SPIRITS	5084688	11/28/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	12.64
PHILLIPS WINE & SPIRITS	5084689	11/28/2025	LIQUOR STORE-WINE- SOFT D	609-49751-333	10.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	5089144	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	30.93
PHILLIPS WINE & SPIRITS	5089145	12/08/2025	LIQUOR STORE- WINE- SOFT D	609-49751-333	47.83
SOUTHERN GLAZER'S OF MN	5132586	12/08/2025	LIQUOR STORE- LIQUOR- FREI	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	5133397	12/08/2025	LIQUOR STORE- LIQUOR FREI	609-49751-333	32.80
HOME CITY ICE COMPANY	7511252591	11/28/2025	LIQUOR STORE- SOFT DRINKS-	609-49751-333	4.00
VINOCOPIA, INC	W129181	12/09/2025	LIQUOR STORE- LIQUOR-FREI	609-49751-333	12.50
UNIVERSAL PUBLICATIONS	166849	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	300.00
NEXT STEP BROADCASTING IN	25100406	11/28/2025	LIQUOR STORE- ADVERTISING	609-49751-340	51.00
NEXT STEP BROADCASTING IN	25100407	11/28/2025	LIQUOR STORE- ADVERTISING	609-49751-340	322.83
NEXT STEP BROADCASTING IN	25100408	11/28/2025	LIQUOR STORE- ADVERTISING	609-49751-340	127.50
NEXT STEP BROADCASTING IN	25110381	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	51.00
NEXT STEP BROADCASTING IN	25110382	12/08/2025	LIQUOR STORE ADVERTISING	609-49751-340	258.26
NEXT STEP BROADCASTING IN	25110383	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	127.50
NEXT STEP BROADCASTING IN	25110386	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	61.20
NEXT STEP BROADCASTING IN	25110387	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	61.20
RADIO WORKS LLC	25110462	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	275.00
NEXT STEP BROADCASTING IN	25110471.07	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	5.00
CITIZEN PUBLISHING CO	NOV 2025 WDLIQ	12/08/2025	LIQUOR STORE- ADVERTISING	609-49751-340	1,824.75
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	609-49751-383	107.36
HOMETOWN SANITATION SER	0000639547	12/08/2025	LIQUOR STORE- DISPOSAL	609-49751-384	210.98
MINNESOTA LICENSED BEVER	2011719	11/28/2025	LIQUOR STORE- DUES	609-49751-433	360.00
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	609-49751-444	105.82

Activity 49751 - Liquor Store Total: 86,801.07

Fund 609 - LIQUOR STORE Total: 86,801.07

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	NOV-25	11/28/2025	EXCISE TAX POSTING	614-20201	500.00
INTERNAL REVENUE SERVICE	OCT-25 FINAL	11/28/2025	EXCISE TAX POSTING	614-20201	174.58
MN 9-1-1 PROGRAM	OCT 2025	11/28/2025	OCTOBER 911 SERVICES	614-20206	863.79
					1,538.37

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	614-49870-131	1.80
CITY LAUNDERING CO.	2179985	12/04/2025	TELECOM- CLEANING SUPPLIE	614-49870-211	28.92
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	614-49870-212	142.44
JONATHAN ENGSTROM	499	12/04/2025	TELECOM- OTHER OPERATING	614-49870-217	1,700.00
JONATHAN ENGSTROM	501	12/04/2025	TELECOM- OTHER OPERTING	614-49870-217	1,700.00
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	614-49870-217	92.02
MN DEPT OF COMMERCE	1000054415	12/09/2025	TELECOM-LEGAL FEES	614-49870-304	716.76
INTERSTATE TRS FUND	82580760095-1125	11/28/2025	ASSESSMENT FOR 499-A FILIN	614-49870-304	718.75
SCHRAMEL LAW OFFICE	NOV-2025	12/08/2025	EDA/TELECOM- LEGAL FEES	614-49870-304	660.00
VERIZON WIRELESS	6129298443	12/05/2025	BRIAN TURNER	614-49870-321	51.43
VERIZON WIRELESS	6129298443	12/05/2025	TELECOM EXTRA	614-49870-321	41.43
VERIZON WIRELESS	6129298443	12/05/2025	JORDAN BUSSA	614-49870-321	51.43
VERIZON WIRELESS	6129298443	12/05/2025	ANDREW ROSSOW	614-49870-321	51.43
VERIZON WIRELESS	6129298443	12/05/2025	JEFF DAHNA	614-49870-321	51.43
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	614-49870-326	2,198.41
INNOVATIVE SYSTEMS LLC	INV-28520	12/02/2025	SOFTWARE SYSTEM PAYMENT	614-49870-326	1,035.00
STEVE NASBY	12/1/2025	12/03/2025	TELECOM- MEALS	614-49870-334	44.86
NEXT STEP BROADCASTING IN	25110197	12/04/2025	TELECOM- ADVERTISING	614-49870-340	147.00
NEXT STEP BROADCASTING IN	25110198	12/04/2025	TELECOM- ADVERTISING	614-49870-340	147.00
NEXT STEP BROADCASTING IN	25110462	12/04/2025	TELECOM- ADVERTISING	614-49870-340	79.05
NEXT STEP BROADCASTING IN	25110463	12/04/2025	TELECOM- ADVERTISING	614-49870-340	79.05
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	614-49870-383	17.27
HOMETOWN SANITATION SER	0000639550	12/08/2025	TELECOM- DISPOSAL	614-49870-384	115.98
CENTURY LINK	LX017082025326	11/28/2025	DIRECTORY LISTINGS	614-49870-441	489.18
NATIONAL CABLE TV COOP	25110465	11/28/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	44,939.78
DISPLAY SYSTEMS INTERNATI	260508	12/04/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	354066	12/04/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	280.00
BIG TEN NETWORK, LLC	450289	11/28/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	1,175.20
FOX CORPORATION	450290	11/28/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	226.18

Expense Approval Report

Payment Dates: 11/29/2025 - 12/12/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FOX CORPORATION	450291	11/28/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	2,945.60
NEXSTAR BROADCASTING GR	622197	12/04/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	185.59
MLB NETWORK	626019	12/05/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	331.10
UNIVERSAL SERVICE ADMIN C	4412818- NOV	11/28/2025	499A CONTRIBUTION	614-49870-443	2,038.50
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	614-49870-444	345.06
CONSOLIDATED CALL CENTER	28256	12/04/2025	TELECOM- SWITCH FEES	614-49870-445	145.64
1623 FARNAM LLC	00012256	12/04/2025	TELECOM-INTERNET EXPENSE	614-49870-447	200.00
HURRICANE ELECTRIC LLC	98566957-IN	12/04/2025	TELECOM- INTERNET EXPENS	614-49870-447	4,100.00
GOLDEN WEST TECH & INT SO	40001740	12/04/2025	TELECOM-ON CALL SUPPORT	614-49870-448	64.08
MANKATO NETWORKS, LLC	390553	12/05/2025	TELECOM- CALL COMPLETION	614-49870-451	97.50
CENTURY LINK	507-831-1075 11/16/2025	11/28/2025	507-831-1075 SERVICES	614-49870-451	97.16
ONVOY, LLC dba INTELIGENT	6482	12/04/2025	TELECOM- CALL COMPLETION	614-49870-451	141.43
ONVOY, LLC dba INTELIGENT	6579	12/04/2025	TELECOM-CALL COMPLETION	614-49870-451	108.26
Activity 49870 - Telecom Total:					67,980.16
Fund 614 - TELECOM Total:					69,518.53

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	615-49850-131	1.80
JCL SOLUTIONS - JANITORS CL	1381110-1	12/09/2025	ARENA- CLEANING SUPPLIES	615-49850-211	76.14
WEX BANK	109021950	12/09/2025	MOTOR FUEL NOV 2025	615-49850-212	55.23
COUNTRY PRIDE SERVICE	9047084	12/09/2025	ARENA- MOTOR FUEL	615-49850-212	120.00
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	615-49850-217	41.77
VERIZON WIRELESS	6129298443	12/05/2025	ARENA STAFF	615-49850-321	43.58
VERIZON WIRELESS	6129298443	12/05/2025	TIM HOGAN	615-49850-321	41.43
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	615-49850-383	1,274.28
HOMETOWN SANITATION SER	0000639551	12/08/2025	ARENA- DISPOSAL	615-49850-384	192.98
R & R SPECIALTIES	0091608-IN	12/09/2025	ARENA- MAINTENANCE - OFFI	615-49850-404	359.10
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	615-49850-480	62.11
Activity 49850 - Arena Total:					2,268.42
Fund 615 - ARENA Total:					2,268.42

Fund: 617 - M/P CENTER

JAMIE CLARK	12/8/2025	12/08/2025	KEG RETURN	617-38521	275.00
					275.00

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	DEC 25	11/28/2025	EAP	617-49860-131	1.80
VESTIS GROUP, INC	2560445435	12/05/2025	WCC/ CLEANING SUPPLIES	617-49860-211	18.37
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	M/P Building	617-49860-211	16.97
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	M/P Building	617-49860-211	53.98
A & B BUSINESS	IN1319846	12/05/2025	MAINTENANCE CONTRACT	617-49860-217	105.00
DOLL DISTRIBUTING, LLC	1904924	12/08/2025	WCC- LIQUOR	617-49860-251	144.15
DOLL DISTRIBUTING, LLC	1904925	12/08/2025	WCC/BEER-LIQUOR -FREIGHT	617-49860-251	58.00
BEVERAGE WHOLESALERS	411255	11/28/2025	WCC- FREIGHT- LIQUOR-BEER	617-49860-251	126.50
DOLL DISTRIBUTING, LLC	1904925	12/08/2025	WCC/BEER-LIQUOR -FREIGHT	617-49860-252	417.40
BEVERAGE WHOLESALERS	411255	11/28/2025	WCC- FREIGHT- LIQUOR-BEER	617-49860-252	101.20
ATLANTIC COCA-COLA	5472957	11/28/2025	WCC/ SOFT DRINKS & MIXES	617-49860-254	82.68
SEH	499528	12/08/2025	WCC/CONSULTING & AUDITIN	617-49860-301	3,520.00
VERIZON WIRELESS	6129298443	12/05/2025	TIM SNYDER	617-49860-321	41.43
DOLL DISTRIBUTING, LLC	1904925	12/08/2025	WCC/BEER-LIQUOR -FREIGHT	617-49860-333	7.00
BEVERAGE WHOLESALERS	411255	11/28/2025	WCC- FREIGHT- LIQUOR-BEER	617-49860-333	5.00
CITIZEN PUBLISHING CO	NOV 2025	12/09/2025	ADVERTISING	617-49860-340	232.20
MN ENERGY RESOURCES	5712281457	12/08/2025	GAS UTILITY	617-49860-383	285.10
HOMETOWN SANITATION SER	0000639552	12/08/2025	WCC/ DISPOSAL	617-49860-384	189.98
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	M/P Building	617-49860-404	145.90
SCHWALBACH HARDWARE	SCHWALBACHS NOV 2025	12/09/2025	M/P Building	617-49860-406	27.97
JONATHAN ENGSTROM	497	12/04/2025	CITY NETWORK	617-49860-480	158.73
Activity 49860 - M/P Center Total:					5,739.36
Fund 617 - M/P CENTER Total:					6,014.36

Expense Approval Report

Payment Dates: 11/29/2025 - 12/12/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002720	12/12/2025	Federal Tax Withholding	700-21701	13,970.23
MN Department of Revenue -	INV0002721	12/12/2025	State Withholding	700-21702	7,128.62
Internal Revenue Service-Payr	INV0002720	12/12/2025	Social Security	700-21703	15,456.08
MN Pera	INV0002718	12/12/2025	PERA	700-21704	970.08
MN Pera	INV0002718	12/12/2025	PERA	700-21704	11,003.88
MN Pera	INV0002718	12/12/2025	PERA	700-21704	17,628.90
MN Pera	INV0002718	12/12/2025	PERA	700-21704	7.00
MN State Deferred	INV0002719	12/12/2025	Deferred Roth	700-21705	902.00
MN State Deferred	INV0002719	12/12/2025	Deferred Compensation	700-21705	2,804.00
SW/WC SERVICE COOPERATIV	DEC 2025	11/28/2025	HEALTH INSURANCE	700-21706	38,622.92
MN REVENUE	L1622609504	12/03/2025	WAGE LEVY	700-21709	96.00
Internal Revenue Service-Payr	INV0002720	12/12/2025	Medicare Withholding	700-21711	4,764.02
WEX Health Inc	12/2/2025	12/10/2025	FLEX SPENDING	700-21712	23.74
WEX Health Inc	12/3/2025	12/10/2025	FLEX SPENDING	700-21712	44.80
WEX Health Inc	INV0002717	12/12/2025	HSA Employee Contribution	700-21723	1,156.14
					114,578.41
Fund 700 - PAYROLL Total:					114,578.41
Grand Total:					530,288.81

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	44,978.01
211 - LIBRARY	2,011.65
225 - AIRPORT	774.24
230 - POOL	19.25
235 - AMBULANCE	12,270.51
250 - EDA GENERAL	331.17
254 - NORTH IND PARK	146.95
309 - 2025 STREET PROJECT	148,640.72
401 - GENERAL CAPITAL PROJECTS	3,673.88
601 - WATER	5,681.20
602 - SEWER	7,206.60
604 - ELECTRIC	25,373.84
609 - LIQUOR STORE	86,801.07
614 - TELECOM	69,518.53
615 - ARENA	2,268.42
617 - M/P CENTER	6,014.36
700 - PAYROLL	114,578.41
Grand Total:	530,288.81

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	382.42
100-34780	Park Fees	175.00
100-41110-350	Printing & Design	452.90
100-41110-491	Payments to Other Orga	4,131.69
100-41310-131	Employer Paid Insurance	3.60
100-41310-200	Office Supplies	375.51
100-41310-217	Other Operating Supplie	355.79
100-41310-350	Printing & Design	348.80
100-41310-444	License Fees	326.66
100-41910-200	Office Supplies	8.38
100-41910-212	Motor Fuels	74.42
100-41910-321	Telephone	41.43
100-41910-350	Printing & Design	114.45
100-41910-480	Other Miscellaneous	134.57
100-41940-383	Gas Utility	268.05
100-41940-384	Refuse Disposal	124.98
100-42120-131	Employer Paid Insurance	16.20
100-42120-200	Office Supplies	120.99
100-42120-212	Motor Fuels	2,359.77
100-42120-304	Legal Fees	13,980.00
100-42120-308	Training & Registrations	1,190.00
100-42120-323	Radio Units	400.50
100-42120-334	Meals/Lodging	175.38
100-42120-405	Repairs & Maint - Vehicl	911.49
100-42120-412	Rentals - Building	2,152.50
100-42120-480	Other Miscellaneous	278.96
100-42220-211	Cleaning Supplies	41.87
100-42220-212	Motor Fuels	141.38
100-42220-217	Other Operating Supplie	134.18
100-42220-323	Radio Units	2,139.00
100-42220-383	Gas Utility	229.17
100-42220-384	Refuse Disposal	50.00
100-42220-404	Repairs & Maint - M&E	250.00
100-42220-406	Repairs & Maint - Groun	1,600.00
100-42220-433	Dues & Subscriptions	36.81
100-42700-300	Charges for Services	248.49

Account Summary

Account Number	Account Name	Payment Amount
100-43100-131	Employer Paid Insurance	1.80
100-43100-212	Motor Fuels	2,432.44
100-43100-217	Other Operating Supplie	15.00
100-43100-218	Uniforms	1,677.26
100-43100-224	Street Maint Materials	2,040.30
100-43100-225	Landscaping Materials	31.98
100-43100-321	Telephone	42.27
100-43100-383	Gas Utility	109.84
100-43100-384	Refuse Disposal	126.98
100-43100-402	Repairs & Maint - Struct	5.99
100-43100-404	Repairs & Maint - M&E	4,016.46
100-43100-405	Repairs & Maint - Vehicl	27.48
100-43100-444	License Fees	52.91
100-45120-217	Other Operating Supplie	19.25
100-45202-216	Chemicals and Chemical	75.98
100-45202-384	Refuse Disposal	451.73
100-45202-402	Repairs & Maint - Struct	15.00
100-45202-406	Repairs & Maint - Groun	60.00
211-45501-211	Cleaning Supplies	71.92
211-45501-217	Other Operating Supplie	202.47
211-45501-383	Gas Utility	181.69
211-45501-402	Repairs & Maint - Struct	44.65
211-45501-433	Dues & Subscriptions	62.11
211-45501-435	Books and Pamphlets	1,448.81
225-45127-200	Office Supplies	36.85
225-45127-321	Telephone	31.11
225-45127-381	Electric Utility	452.03
225-45127-480	Other Miscellaneous	254.25
230-45124-217	Other Operating Supplie	19.25
235-42153-131	Employer Paid Insurance	1.80
235-42153-212	Motor Fuels	2,091.14
235-42153-217	Other Operating Supplie	780.34
235-42153-312	Nursing	3,144.31
235-42153-321	Telephone	335.43
235-42153-334	Meals/Lodging	292.06
235-42153-383	Gas Utility	152.78
235-42153-384	Refuse Disposal	49.99
235-42153-405	Repairs & Maint - Vehicl	114.70
235-42153-406	Repairs & Maint - Groun	1,600.00
235-42153-480	Other Miscellaneous	71.31
235-49950-500	Capital Outlay	3,636.65
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	8.38
250-46520-304	Legal Fees	150.00
250-46520-321	Telephone	41.43
250-46520-381	Electric Utility	41.00
250-46520-480	Other Miscellaneous	88.56
254-46520-381	Electric Utility	146.95
309-41000-480	Other Miscellaneous	148,640.72
401-49950-502	Capital Outlay - Fire	3,673.88
601-49400-131	Employer Paid Insurance	1.80
601-49400-212	Motor Fuels	222.30
601-49400-217	Other Operating Supplie	149.21
601-49400-310	Lab Testing	248.70
601-49400-321	Telephone	91.44
601-49400-326	Data Processing	1,620.00
601-49400-364	Insurance - Worker's Co	125.00
601-49400-381	Electric Utility	70.00

Account Summary

Account Number	Account Name	Payment Amount
601-49400-383	Gas Utility	658.11
601-49400-404	Repairs & Maint - M&E	2,357.48
601-49400-408	Repairs & Maint - Distrib	48.60
601-49400-444	License Fees	88.56
602-49450-212	Motor Fuels	56.24
602-49450-216	Chemicals and Chemical	564.50
602-49450-217	Other Operating Supplie	180.29
602-49450-241	Small Tools	25.28
602-49450-310	Lab Testing	1,064.80
602-49450-321	Telephone	121.45
602-49450-326	Data Processing	1,620.00
602-49450-364	Insurance - Worker's Co	125.00
602-49450-381	Electric Utility	128.22
602-49450-383	Gas Utility	742.29
602-49450-384	Refuse Disposal	131.99
602-49450-404	Repairs & Maint - M&E	2,357.97
602-49450-444	License Fees	88.57
604-14200	Inventory	53.72
604-16300	Improvements Other Th	15,245.11
604-22000	Prepayments	3,245.46
604-49550-131	Employer Paid Insurance	1.80
604-49550-212	Motor Fuels	775.95
604-49550-217	Other Operating Supplie	107.00
604-49550-241	Small Tools	156.96
604-49550-303	Engineering and Surveyi	675.00
604-49550-321	Telephone	80.02
604-49550-325	Dispatching	71.91
604-49550-326	Data Processing	3,233.40
604-49550-383	Gas Utility	168.23
604-49550-384	Refuse Disposal	274.48
604-49550-402	Repairs & Maint - Struct	37.28
604-49550-406	Repairs & Maint - Groun	65.85
604-49550-408	Repairs & Maint - Distrib	40.63
604-49550-410	Repairs & Maint - Gener	791.82
604-49550-444	License Fees	124.22
604-49550-450	Conservation	225.00
609-49751-131	Employer Paid Insurance	1.80
609-49751-200	Office Supplies	159.99
609-49751-211	Cleaning Supplies	171.15
609-49751-217	Other Operating Supplie	356.50
609-49751-251	Liquor	25,844.83
609-49751-252	Beer	42,526.56
609-49751-253	Wine	10,551.57
609-49751-254	Soft Drinks & Mix	703.50
609-49751-258	Liquor Store THC	851.80
609-49751-259	Non- Alcoholic	622.75
609-49751-333	Freight and Express	761.22
609-49751-340	Advertising & Promotion	3,465.24
609-49751-383	Gas Utility	107.36
609-49751-384	Refuse Disposal	210.98
609-49751-433	Dues & Subscriptions	360.00
609-49751-444	License Fees	105.82
614-20201	Excise Tax Payable	674.58
614-20206	911 988 TAP & TACIP Fe	863.79
614-49870-131	Employer Paid Insurance	1.80
614-49870-211	Cleaning Supplies	28.92
614-49870-212	Motor Fuels	142.44
614-49870-217	Other Operating Supplie	3,492.02

Account Summary

Account Number	Account Name	Payment Amount
614-49870-304	Legal Fees	2,095.51
614-49870-321	Telephone	247.15
614-49870-326	Data Processing	3,233.41
614-49870-334	Meals/Lodging	44.86
614-49870-340	Advertising & Promotion	452.10
614-49870-383	Gas Utility	17.27
614-49870-384	Refuse Disposal	115.98
614-49870-441	Transmission Fees	489.18
614-49870-442	Subscriber Fees	50,281.89
614-49870-443	Intergovernmental Fees	2,038.50
614-49870-444	License Fees	345.06
614-49870-445	Switch Fees	145.64
614-49870-447	Internet Expense	4,300.00
614-49870-448	On-Call Support	64.08
614-49870-451	Call Completion	444.35
615-49850-131	Employer Paid Insurance	1.80
615-49850-211	Cleaning Supplies	76.14
615-49850-212	Motor Fuels	175.23
615-49850-217	Other Operating Supplie	41.77
615-49850-321	Telephone	85.01
615-49850-383	Gas Utility	1,274.28
615-49850-384	Refuse Disposal	192.98
615-49850-404	Repairs & Maint - M&E	359.10
615-49850-480	Other Miscellaneous	62.11
617-38521	M/P Beer Sales	275.00
617-49860-131	Employer Paid Insurance	1.80
617-49860-211	Cleaning Supplies	89.32
617-49860-217	Other Operating Supplie	105.00
617-49860-251	Liquor	328.65
617-49860-252	Beer	518.60
617-49860-254	Soft Drinks & Mix	82.68
617-49860-301	Auditing & Consulting Se	3,520.00
617-49860-321	Telephone	41.43
617-49860-333	Freight and Express	12.00
617-49860-340	Advertising & Promotion	232.20
617-49860-383	Gas Utility	285.10
617-49860-384	Refuse Disposal	189.98
617-49860-404	Repairs & Maint - M&E	145.90
617-49860-406	Repairs & Maint - Groun	27.97
617-49860-480	Other Miscellaneous	158.73
700-21701	Federal Withholding	13,970.23
700-21702	State Withholding	7,128.62
700-21703	FICA Tax Withholding	15,456.08
700-21704	PERA Contributions	29,609.86
700-21705	Retirement	3,706.00
700-21706	Medical Insurance	38,622.92
700-21709	Wage Levy	96.00
700-21711	Medicare Tax Withholdi	4,764.02
700-21712	Flex Account	68.54
700-21723	HSA Employee Contribu	1,156.14
	Grand Total:	530,288.81

✓ dt 12.12.2025

Project Account Summary

Project Account Key	Payment Amount
None	530,288.81
Grand Total:	530,288.81

NB
12/12/25

**Preliminary Assessment
Plat and Schedule**



2026 Street Improvements

Windom, Minnesota

December 2025

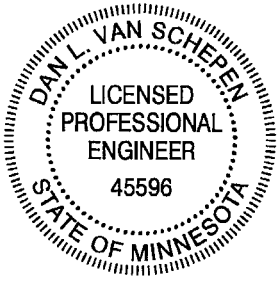
DGR Project No. 375212

PRELIMINARY ASSESSMENT PLAT AND SCHEDULE

2026 STREET IMPROVEMENTS

WINDOM, MINNESOTA

December 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><i>Dan L. Van Schepen</i></u> 12-16-2025 Dan L. Van Schepen, P.E. (date) License Number: <u>45596</u> My license renewal date is June 30, 2026 Pages or sheets covered by this seal: <u>All</u>
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DGR Project No. 375212

DGR Engineering

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PRELIMINARY ASSESSMENT PLAT AND SCHEDULE

2026 STREET IMPROVEMENTS

WINDOM, MINNESOTA

This booklet contains the Preliminary Assessment Plat and Schedule for the proposed improvements to be assessed. The assessable improvements consist of pavement removal, curb & gutter replacement, fixture adjustments, subgrade preparation, granular base, Bituminous pavement and related work on certain streets in Windom, Minnesota.

The preliminary assessment amounts for each parcel being assessed are shown in this booklet.

Definition of column headings (by column number) used in the Schedule are:

1. Assessment Number: See attached assessment plat.
2. Name of Owner and Courthouse Parcel Number: From County Auditor's Office.
- 3-4. Description: The legal description of the parcel in which all or a portion thereof is within the assessment limits (as available from Cottonwood County).
5. Street Assessment: Cost to remove and replace curb and gutter, fixture adjustments and Bituminous pavement.
6. Utility Service Cost: Cost to replace or add resident water service to back of the curb from the City's main.
7. Total Assessment: That portion of the Total Cost of the street improvements levied against the property.

**DGR ENGINEERING
ROCK RAPIDS, IOWA**

December 2025

**2026 STREET IMPROVEMENTS
WINDOM, MINNESOTA**

Description of commencement and terminal points of the improvements, types of construction and materials assessed against benefitted property, estimated quantities and costs relative thereto:

I. Streets to be paved -

- A. 1st Avenue from 6th Street/Hwy 62 to Hwy 60/2nd Avenue.
- B. 17th Street from 4th Avenue to 6th Avenue.

II. Benefitted District

Includes all properties fronting along the street to be improved. Benefitted properties are to be assessed 50% of the street project cost based on frontage allocated by multiplying 100% of the lot frontage abutting an improved street and multiplying 50% of the side lot abutting an improved street. The cost for the remaining improved street and the cost for intersection improvements shall be paid by the City.

**2026 Street Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota**

November 12, 2025

1st Avenue - 6th Street to 12th Street

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST		TOTAL ITEM COST
<u>Paving</u>					
1.	1 L.S.	Mobilization and Traffic Control	\$160,000.00 /L.S.	=	\$160,000.00
2.	9,600 sq. yds	Pavement Milling/Removal	\$7.00 /sq. yd.	=	\$67,200.00
3.	4,450 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$66,750.00
4.	8,770 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$35,080.00
5.	8,770 sq. yd.	Aggregate Base, 12"	\$20.00 /sq. yd.	=	\$175,400.00
6.	1,800 sq. yd.	Geotextile Fabric Type IV	\$4.00 /sq. yd.	=	\$7,200.00
7.	4,000 ln. ft.	Curb and Gutter	\$25.00 /ln. ft.	=	\$100,000.00
8.	180 sq. yd.	Valley Gutter	\$125.00 /sq. yd.	=	\$22,500.00
9.	1,835 ton	Bituminous Pavement, 4"	\$145.00 /ton	=	\$266,075.00
10.	2 ea.	Sanitary Manhole Adjustment	\$1,200.00 /ea.	=	\$2,400.00
11.	4 ea.	Storm Manhole Adjustment	\$1,200.00 /ea.	=	\$4,800.00
12.	8 ea.	Storm Intake Adjustment	\$1,200.00 /ea.	=	\$9,600.00
13.	1 ea.	Water Valve Adjustment	\$500.00 /ea.	=	\$500.00
14.	2,259 sq. yd.	6" Concrete Driveway Pavement	\$135.00 /sq. yd.	=	\$304,965.00
15.	80 sq. yd.	6" Concrete Walk	\$135.00 /sq. yd.	=	\$10,800.00
16.	0 sq. ft.	Detectable Warning	\$75.00 /sq. ft.	=	\$0.00
17.	1.0 L.S.	Maintain & Restoration of Access	\$11,500.00 /L.S.	=	\$11,500.00
18.	16 ea.	Remove, Salvage, and Reinstall Sign	\$300.00 /ea.	=	\$4,800.00
19.	1.0 L.S.	Temporary Mail Service	\$3,000.00 /L.S.	=	\$3,000.00
20.	200 ln. ft.	Silt Fence/Bio Wattles/ Filter Sock	\$8.00 /ln. ft.	=	\$1,600.00
21.	0.10 acre	Seeding, Fertilizing and Hydro Mulching	\$8,000.00 /ac.	=	\$800.00
22.	215 sq. yd.	Terrace Grading	\$5.00 /sq. yd.	=	\$1,075.00
23.	1.0 L.S.	SWPPP Management	\$10,000.00 /L.S.	=	\$10,000.00
Construction Subtotal					\$1,266,045.00
Contingencies (10%)					\$126,955.00
Engineering and Testing					\$215,000.00
Estimated Subtotal					\$1,608,000.00
Estimated Subtotal to be assessed					\$804,000.00
<u>Water Main</u>					
24.	85 ln. ft.	Cl. 200 Water Service	\$55.00 /ln. ft.	=	\$4,675.00
25.	3 ea.	Curb Stop w/box	\$850.00 /ea.	=	\$2,550.00
26.	3 ea.	Corp Stop	\$850.00 /ea.	=	\$2,550.00
Construction Subtotal					\$9,775.00
Contingencies (10%)					\$925.00
Engineering and Testing					\$1,300.00
Estimated Subtotal					\$12,000.00
Cost Per Service					\$4,000.00

2026 Street Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota

November 12, 2025

1st Avenue - 12th Street to 16th Street

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST		TOTAL ITEM COST
<u>Paving</u>					
1.	1 L.S.	Mobilization and Traffic Control	\$40,000.00 /L.S.	=	\$40,000.00
2.	4,587 sq. yds	Pavement Milling/Removal	\$7.00 /sq. yd.	=	\$32,109.00
3.	2,337 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$35,055.00
4.	4,587 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$18,348.00
5.	4,587 sq. yd.	Aggregate Base, 12"	\$20.00 /sq. yd.	=	\$91,740.00
6.	1,200 sq. yd.	Geotextile Fabric Type IV	\$4.00 /sq. yd.	=	\$4,800.00
7.	775 ln. ft.	Curb and Gutter	\$40.00 /ln. ft.	=	\$31,000.00
8.	0 sq. yd.	Valley Gutter	\$125.00 /sq. yd.	=	\$0.00
9.	1,150 ton	Bituminous Pavement, 4"	\$145.00 /ton	=	\$166,750.00
10.	4 ea.	Sanitary Manhole Adjustment	\$1,200.00 /ea.	=	\$4,800.00
11.	1 ea.	Storm Manhole Adjustment	\$1,200.00 /ea.	=	\$1,200.00
12.	2 ea.	Storm Intake Adjustment	\$1,200.00 /ea.	=	\$2,400.00
13.	0 ea.	Water Valve Adjustment	\$500.00 /ea.	=	\$0.00
14.	0 sq. yd.	6" Concrete Driveway Pavement	\$135.00 /sq. yd.	=	\$0.00
15.	0 sq. yd.	6" Concrete Walk	\$135.00 /sq. yd.	=	\$0.00
16.	0 sq. ft.	Detectable Warning	\$75.00 /sq. ft.	=	\$0.00
17.	1.0 L.S.	Maintain & Restoration of Access	\$5,000.00 /L.S.	=	\$5,000.00
18.	0 ea.	Remove, Salvage, and Reinstall Sign	\$300.00 /ea.	=	\$0.00
19.	1.0 L.S.	Temporary Mail Service	\$2,000.00 /L.S.	=	\$2,000.00
20.	200 ln. ft.	Silt Fence/Bio Wattles/ Filter Sock	\$8.00 /ln. ft.	=	\$1,600.00
21.	0.10 acre	Seeding, Fertilizing and Hydro Mulching	\$10,000.00 /ac.	=	\$1,000.00
22.	285 sq. yd.	Terrace Grading	\$5.00 /sq. yd.	=	\$1,425.00
23.	1.0 L.S.	SWPPP Management	\$5,000.00 /L.S.	=	\$5,000.00
Construction Subtotal					\$444,227.00
Contingencies (10%)					\$44,395.00
Engineering and Testing					\$85,000.00
Estimated Subtotal					\$573,622.00
Estimated Subtotal to be assessed					\$286,811.00
<u>Water Main</u>					
24.	115 ln. ft.	Cl. 200 Water Service	\$55.00 /ln. ft.	=	\$6,325.00
25.	4 ea.	Curb Stop w/box	\$850.00 /ea.	=	\$3,400.00
26.	4 ea.	Corp Stop	\$850.00 /ea.	=	\$3,400.00
Construction Subtotal					\$13,125.00
Contingencies (10%)					\$1,375.00
Engineering and Testing					\$1,500.00
Estimated Subtotal					\$16,000.00
Cost Per Service					\$4,000.00
<u>Storm Sewer</u>					
27.	834 ln. ft.	12" RCP Storm Sewer	\$112.00 /ln. ft.	=	\$93,408.00
28.	3 ea.	Storm Intake	\$5,500.00 /ea.	=	\$16,500.00
29.	1 ea.	Connect to Existing Storm Sewer	\$1,500.00 /ea.	=	\$1,500.00
30.	143 sq. yds	Pavement Milling/Removal	\$7.00 /sq. yd.	=	\$1,001.00
31.	63 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$945.00
32.	143 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$572.00
33.	143 sq. yd.	Aggregate Base, 12"	\$20.00 /sq. yd.	=	\$2,860.00
34.	36 ton	Bituminous Pavement, 4"	\$145.00 /ton	=	\$5,220.00
Construction Subtotal					\$122,006.00
Contingencies (10%)					
Engineering and Testing					
Estimated Subtotal					\$122,006.00

**2026 Street Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota**

November 12, 2025

1st Avenue - 16th Street to HWY 60

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST		TOTAL ITEM COST
<u>Paving</u>					
1.	1 L.S.	Mobilization and Traffic Control	\$30,000.00 /L.S.	=	\$30,000.00
2.	7,681 sq. yds	Pavement Milling/Removal	\$7.00 /sq. yd.	=	\$53,767.00
3.	0 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$0.00
4.	0 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$0.00
5.	0 sq. yd.	Aggregate Base, 12"	\$20.00 /sq. yd.	=	\$0.00
6.	7,681 sq. yd.	Anticrack Fabric	\$5.00 /sq. yd.	=	\$38,405.00
7.	0 sq. yd.	Valley Gutter	\$125.00 /sq. yd.	=	\$0.00
8.	979 ton	Bituminous Pavement, 2"	\$145.00 /ton	=	\$141,955.00
9.	1,921 gallon	Hot Bituminous Material for Tack Coat	\$6.00 /gallon	=	\$11,526.00
10.	0 ea.	Sanitary Manhole Adjustment	\$1,200.00 /ea.	=	\$0.00
11.	0 ea.	Storm Manhole Adjustment	\$1,200.00 /ea.	=	\$0.00
12.	0 ea.	Storm Intake Adjustment	\$1,200.00 /ea.	=	\$0.00
13.	4 ea.	Water Valve Adjustment	\$500.00 /ea.	=	\$2,000.00
14.	0 sq. yd.	6" Concrete Driveway Pavement	\$135.00 /sq. yd.	=	\$0.00
15.	0 sq. yd.	6" Concrete Walk	\$135.00 /sq. yd.	=	\$0.00
16.	0 sq. ft.	Detectable Warning	\$75.00 /sq. ft.	=	\$0.00
17.	0.4 L.S.	Maintain & Restoration of Access	\$16,500.00 /L.S.	=	\$6,600.00
18.	0 ea.	Remove, Salvage, and Reinstall Sign	\$300.00 /ea.	=	\$0.00
19.	0.0 L.S.	Temporary Mail Service	\$5,000.00 /L.S.	=	\$0.00
20.	0 ln. ft.	Silt Fence/Bio Wattles/ Filter Sock	\$8.00 /ln. ft.	=	\$0.00
21.	0.00 acre	Seeding, Fertilizing and Hydro Mulching	\$8,000.00 /ac.	=	\$0.00
22.	0 sq. yd.	Terrace Grading	\$5.00 /sq. yd.	=	\$0.00
23.	0.0 L.S.	SWPPP Management	\$15,000.00 /L.S.	=	\$0.00
Construction Subtotal					\$284,253.00
Contingencies (10%)					\$28,747.00
Engineering and Testing					\$38,000.00
Estimated Subtotal					\$351,000.00
Estimated Subtotal to be assessed					\$175,500.00

2026 Street Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota

November 12, 2025

17th Street

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST	TOTAL ITEM COST
<u>Paving</u>				
1.	1 L.S.	Mobilization and Traffic Control	\$25,000.00 /L.S. =	\$25,000.00
2.	2,930 sq. yds	Pavement Milling/Removal	\$7.00 /sq. yd. =	\$20,510.00
3.	700 cu. yd.	Common excavation	\$15.00 /cu. yd. =	\$10,500.00
4.	1,490 sq. yd.	12" Subgrade preparation	\$7.00 /sq. yd. =	\$10,430.00
5.	1,490 sq. yd.	Aggregate Base, 12"	\$20.00 /sq. yd. =	\$29,800.00
6.	2,800 sq. yd.	Anticrack Fabric	\$4.00 /sq. yd. =	\$11,200.00
7.	160 ln. ft.	Curb and Gutter	\$40.00 /ln. ft. =	\$6,400.00
8.	540 ton	Bituminous Pavement	\$135.00 /ton =	\$72,900.00
9.	700 gallon	Hot Bituminous Material for Tack Coat	\$6.00 /gallon =	\$4,200.00
10.	2 ea.	Sanitary Manhole Adjustment	\$1,500.00 /ea. =	\$3,000.00
11.	1 ea.	Water Valve Adjustment	\$500.00 /ea. =	\$500.00
12.	35 sq. yd.	6" Concrete Pavement	\$125.00 /sq. yd. =	\$4,375.00
13.	1.0 L.S.	Maintain & Restoration of Access	\$10,000.00 /L.S. =	\$10,000.00
14.	1.0 L.S.	Temporary Mail Service	\$5,000.00 /L.S. =	\$5,000.00
15.	100 ln. ft.	Silt Fence/Bio Wattles/ Filter Sock	\$8.00 /ln. ft. =	\$800.00
16.	0.10 acre	Seeding, Fertilizing and Hydro Mulching	\$15,000.00 /ac. =	\$1,500.00
17.	250 sq. yd.	Terrace Grading	\$5.00 /sq. yd. =	\$1,250.00
18.	1.0 L.S.	SWPPP Management	\$2,500.00 /L.S. =	\$2,500.00
Construction Subtotal				\$219,865.00
Contingencies (10%)				\$22,135.00
Engineering and Testing				\$31,000.00
Estimated Subtotal				\$273,000.00
Estimated Subtotal to be assessed				\$136,500.00
 <u>Water Main</u>				
1.	285 ln. ft.	Cl. 200 Water Service	\$40.00 /ln. ft. =	\$11,400.00
2.	12 ea.	Curb Stop w/box 1"	\$850.00 /ea. =	\$10,200.00
3.	12 ea.	Corp Stop 1"	\$850.00 /ea. =	\$10,200.00
Construction Subtotal				\$31,800.00
Contingencies (10%)				\$3,600.00
Engineering and Testing				\$4,200.00
Estimated Subtotal				\$39,600.00
Cost Per Service				\$3,300.00

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	7
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
1st Avenue - HWY 62/6th Street to 12th Street						
10.	MCDONALD'S CORP 25-354-0020	PT L1, L2, L3, L4, & PT OF VACATED 7TH ST	BLK NA* HUNTER'S SUBDIVISION	\$25,683.85	-	\$25,690.00
11.	WINDOM DUFFY'S INC 25-820-0010	L NA*	BLK 1 WINDOM ORIGINAL TOWNSITE	\$9,314.18	-	\$9,320.00
12.	WINDOM DUFFY'S INC 25-820-0020	L NA*	BLK 1 WINDOM ORIGINAL TOWNSITE	\$21,539.04	-	\$21,540.00
13.	MORK PROPERTIES LLC 25-820-0030	L NA*	BLK 1 WINDOM ORIGINAL TOWNSITE	\$11,642.72	-	\$11,650.00
14.	KRUSE/ROBERT A & DIANE S 25-820-0050	L NA*	BLK 2 WINDOM ORIGINAL TOWNSITE	\$8,732.04	-	\$8,740.00
15.	FULDA AREA CREDIT UNION 25-820-0060	L NA*	BLK 2 WINDOM ORIGINAL TOWNSITE	\$28,641.10	-	\$28,650.00
16.	FULDA AREA CREDIT UNION 25-820-0061	L NA*	BLK 2 WINDOM ORIGINAL TOWNSITE	\$17,464.09	-	\$17,470.00
17.	ANDERSON/TYLER J 25-025-3800	L NA*	BLK NA* SECTION 25	\$64,034.99	-	\$64,040.00
18.	ANDERSON/TRAVIS/& TYLER 25-025-2500	L NA*	BLK NA* SECTION 25	\$89,416.13	-	\$89,420.00
19.	ANDERSON/TYLER JACOB 25-025-3900	L NA*	BLK NA* SECTION 25	\$47,735.17	-	\$47,740.00
20.	ANDERSON/TYLER JACOB 25-025-3901	L NA*	BLK NA* SECTION 25	\$40,749.54	-	\$40,750.00
21.	SCHWALBACH/MICHAEL A 25-820-0070	L NA*	BLK 3 WINDOM ORIGINAL TOWNSITE	\$22,470.46	-	\$22,480.00

NA*=INFORMATION NOT AVAILABLE ON COUNTY BEACON SITE

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	7
Assm't No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
22.	SCHWALBACH/MICHAEL A 25-820-0080	L NA*	BLK 3 WINDOM ORIGINAL TOWNSITE	\$18,046.22	-	\$18,050.00
23.	LOHSE/KEITH & CYNTHIA 25-025-3500	L NA*	BLK NA* SECTION 25	\$19,326.92	-	\$19,330.00
24.	LOHSE/KEITH & CYNTHIA 25-025-4300	L NA*	BLK NA* SECTION 25	\$27,476.83	-	\$27,480.00
25.	FRIESEN/DALE & KIM 25-025-4100	L NA*	BLK NA* SECTION 25	\$34,229.61	-	\$34,230.00
26.	DANIEL G KAMIN COTTWD CO LLC 25-820-0090	L NA*	BLK 4 WINDOM ORIGINAL TOWNSITE	\$38,770.27	-	\$38,780.00
27.	CITY OF WINDOM 25-820-0100	L NA*	BLK 5 WINDOM ORIGINAL TOWNSITE	\$100,826.00	\$4,000.00	\$104,830.00
28.	DANIEL G KAMIN COTTWD CO LLC 25-025-2800	L NA*	BLK NA* SECTION 25	\$38,188.14	-	\$38,190.00
29.	BDS HOLDINGS OF WINDOM 25-025-3200	L NA*	BLK NA* SECTION 25	\$52,392.26	\$4,000.00	\$56,400.00
30.	CITY OF WINDOM 25-025-4600	L NA*	BLK NA* SECTION 25	\$40,749.54	-	\$40,750.00
31.	CITY OF WINDOM 25-025-4001	L NA*	BLK NA* SECTION 25	\$8,149.91	-	\$8,150.00
32.	JNC ELECTRIC L.L.C. 25-025-4000	L NA*	BLK NA* SECTION 25	\$11,642.72	\$4,000.00	\$15,650.00
33.	JNC ELECTRIC L.L.C. 25-025-4800	L NA*	BLK NA* SECTION 25	\$26,778.27	-	\$26,780.00
Block Total				\$804,000.00	\$12,000.00	\$816,110.00

NA*=INFORMATION NOT AVAILABLE ON COUNTY BEACON SITE

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	7
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
1st Avenue - 12th Street to 16th Street						
34.	BORNHOFF/ANTHONY S & MARIE 25-025-2900	L NA*	BLK NA* SECTION 25	\$28,314.67	\$4,000.00	\$32,320.00
35.	ELZENGAR/DEREK S 25-025-4400	L NA*	BLK NA* SECTION 25	\$41,472.67	\$4,000.00	\$45,480.00
36.	JOHNSON/DUSTIN & NICOLE 25-025-4700	L NA*	BLK NA* SECTION 25	\$11,492.43	-	\$11,500.00
37.	JOHNSON'S PROPERTIES ST JAMES 25-025-3100	L NA*	BLK NA* SECTION 25	\$23,317.97	\$4,000.00	\$27,320.00
38.	MARSH/TASHIA 25-025-3700	L NA*	BLK NA* SECTION 25	\$29,980.24	\$4,000.00	\$33,990.00
39.	LUCAN COMMUNITY TELEVISION INC 25-025-3400	L NA*	BLK NA* SECTION 25	\$25,816.32	-	\$25,820.00
40.	DASON ENTERPRISES LLC 25-025-3000	L NA*	BLK NA* SECTION 25	\$28,314.67	-	\$28,320.00
41.	SANOW PROPERTIES LCC 25-718-0030	L4	BLK 1 SIXTEENTH ST SUBD	\$8,877.48	-	\$8,880.00
42.	STROM/MARILEE & DAVID/TRUSTEES 25-718-0020	L2 & L3	BLK 1 SIXTEENTH ST SUBD	\$18,654.37	-	\$18,660.00
43.	BLUE BILL, INC 25-718-0010	L1	BLK 1 SIXTEENTH ST SUBD	\$33,927.64	\$122,006.00	\$155,940.00
44.	CITY OF WINDOM 25-351-1020	L NA*	BLK 11 Hutton & Collin Addition	\$36,642.52	-	\$36,650.00
Block Total				\$286,811.00	\$138,006.00	\$424,880.00

NA*=INFORMATION NOT AVAILABLE ON COUNTY BEACON SITE

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	7
Assm't No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
1st Avenue - 16th Street to 2nd Avenue/HWY 60						
45.	WASH RIGHT NOW LLC 25-267-0010	PT L1	BLK 1 ELNESS SUBDIVISION	\$8,729.43	-	\$8,730.00
46.	MINNESOTA INVESTMENT PROP LLC 25-164-0050	PT L1	BLK NA* CNTY AUD SUBD 4	\$8,938.94	-	\$8,940.00
47.	AG BUILDERS OF SOUTHERN MN INC 25-164-0030	PT L1	BLK NA* CNTY AUD SUBD 4	\$8,380.26	-	\$8,390.00
48.	GDF PROPERTIES LLC 25-164-0080	PT L1	BLK NA* CNTY AUD SUBD 4	\$872.94	-	\$880.00
49.	GDF PROPERTIES LLC 25-164-0060	PT L1	BLK NA* CNTY AUD SUBD 4	\$39,240.54	-	\$39,250.00
50.	O'REILLY AUTO ENTERPRISES LLC 25-164-0011	PT L1	BLK NA* CNTY AUD SUBD 4	\$12,507.53	-	\$12,510.00
51.	GLOBAL INVESTMENT PROP LLC 25-164-0021	PT L1	BLK NA* CNTY AUD SUBD 4	\$6,606.43	-	\$6,610.00
52.	T&M DEVELOPMENT LLC 25-622-0010	L1 & PT L2	BLK 1 PAMIDA SUBDIVISION	\$48,305.19	-	\$48,310.00
53.	MDC COAST 16, LLC 25-622-0031	PT 1 & PT L3	BLK 1 & 3 PAMIDA SUBDIVISION	\$15,859.63	-	\$15,860.00
54.	TJBM PROPERTIES LLC 25-622-0030	L3	BLK 1 PAMIDA SUBDIVISION	\$24,623.98	-	\$24,630.00
55.	GDF PROPERTIES LLC 25-024-0400	NA*	BLK NA* SECTION 24	\$1,435.12	-	\$1,440.00
Block Total				\$175,500.00	\$0.00	\$175,550.00

NA*=INFORMATION NOT AVAILABLE ON COUNTY BEACON SITE

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	7
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
17th Street						
70.	CHURCH OF ST FRANCIS XAVIER 25-164-0490	PT L12	BLK NA* CNTY AUD SUBD 4	\$52,191.18	\$6,600.00	\$58,800.00
71.	ANGELES FAMILY TRUST 25-164-0495	PT L12	BLK NA* CNTY AUD SUBD 4	\$12,617.65	\$3,300.00	\$15,920.00
72.	HODGINS/NATHANIEL C & SARAH R 25-164-0440	PT L12	BLK NA* CNTY AUD SUBD 4	\$6,882.35	-	\$6,890.00
73.	HARROLD/DUSTIN W & ASHLY M 25-164-0550	PT L12	BLK NA* CNTY AUD SUBD 4	\$6,882.35	\$3,300.00	\$10,190.00
74.	WHITE/JANICE A 25-164-0560	PT L12	BLK NA* CNTY AUD SUBD 4	\$6,882.35	\$3,300.00	\$10,190.00
75.	KLEVEN/PAUL R & KELLY J 25-164-0540	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,341.18	\$3,300.00	\$10,650.00
76.	JURGENS/EDITH M 25-164-0530	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,341.18	\$3,300.00	\$10,650.00
77.	BLACKSTAR STABILITY REV. TST. 25-164-0520	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,341.18	\$3,300.00	\$10,650.00
78.	ACKERMAN/JEREMY D 25-164-0510	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,341.18	\$3,300.00	\$10,650.00
79.	AXFORD/JAMES P & RACHEL R 25-164-0500	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,341.18	\$3,300.00	\$10,650.00
80.	PETERSON/MATTHEW T & SERENA S 25-164-0430	PT L12	BLK NA* CNTY AUD SUBD 4	\$7,455.88	\$3,300.00	\$10,760.00
81.	WRIGHT/BRETT P & JOY E 25-164-0420	PT L12	BLK NA* CNTY AUD SUBD 4	\$6,882.35	\$3,300.00	\$10,190.00
Block Total				\$136,500.00	\$39,600.00	\$176,190.00

NA*=INFORMATION NOT AVAILABLE ON COUNTY BEACON SITE

PRELIMINARY ASSESSMENT SCHEDULE
2026 Street Improvements
Windom, Minnesota

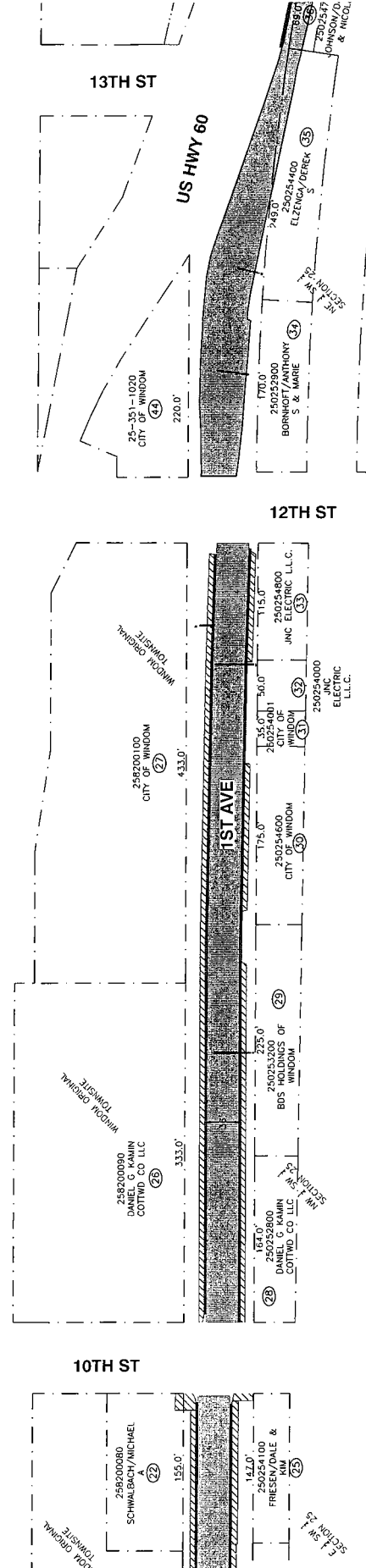
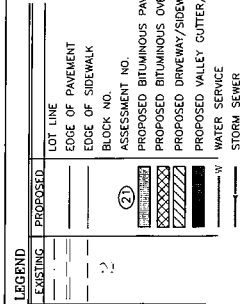
1	2	3	4	5	6	7
Assm't No.	Name of Owner	Parcel	Block/ Addition	As'able Street Cost	As'able Utility Cost	Rnd'd Total Assessment
Summary Sheet						
	1st Avenue - HWY 62/6th Street to 12th Street			\$804,000.00	\$12,000.00	\$816,110.00
	1st Avenue - 12th Street to 16th Street			\$286,811.00	\$138,006.00	\$424,880.00
	1st Avenue - 16th Street to 2nd Avenue/HWY 60			\$175,500.00	\$0.00	\$175,550.00
	17th Street			\$136,500.00	\$39,600.00	\$176,190.00
Total				\$1,402,811.00	\$189,606.00	\$1,592,730.00

IMPROVEMENTS ASSESSED:

- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
- EXCAVATION AND EMBANKMENT
- 12" GRANULAR BASE
- PCC CURB AND GUTTER
- 4" BITUMINOUS
- DRIVEWAYS
- SIDEWALKS
- MOBILIZATION
- TRAFFIC CONTROL
- SEEDING

1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
- SANITATION SERVICES FROM MAIN TO BACK OF CURB



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA,

Daniel L. Van Scheggen
 Daniel L. Van Scheggen, P.E.

Project Manager: DLV
Designer: BMH
Project Number: 375212
Phone: (712) 472-2531



DGR
ENGINEERING

2026 STREET IMPROVEMENTS
WINDOM, MN1ST AVENUE IMPROVEMENTS
PRELIMINARY ASSESSMENT PLAT

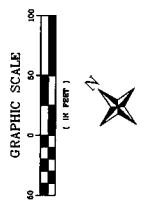
SHEET

- WATER SERVICES
FULL COST OF SERVICE FROM MAIN TO
BACK OF CURB



2

- IMPROVEMENTS ASSESSED:
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND GUTTER
 - BITUMINOUS DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- 1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.
- FULL COST OF SERVICE FROM MAIN TO BACK OF CURB

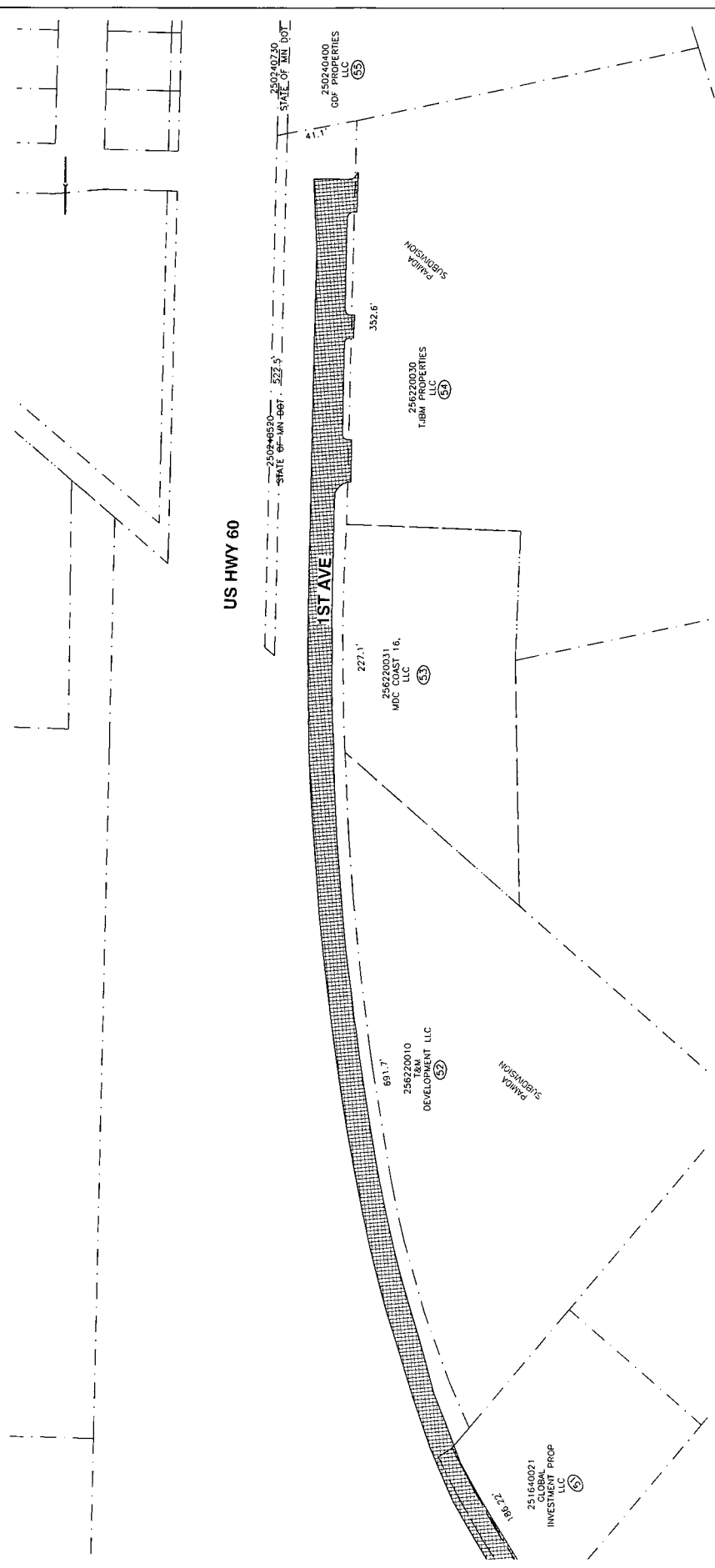


PRELIMINARY ASSESSMENT PLAT

2026 STREET IMPROVEMENTS

WINDOM, MINNESOTA

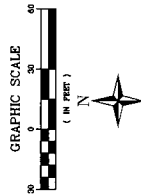
EXISTING	PROPOSED
LOT LINE	LOT LINE
EDGE OF PAVEMENT	EDGE OF PAVEMENT
EDGE OF SIDEWALK	EDGE OF SIDEWALK
BLOCK NO.	BLOCK NO.
ASSESSMENT NO.	ASSESSMENT NO.
PROPOSED BITUMINOUS PAVING	PROPOSED BITUMINOUS PAVING
PROPOSED BITUMINOUS OVERLAY	PROPOSED BITUMINOUS OVERLAY
PROPOSED DRIVEWAY/SIDEWALK	PROPOSED DRIVEWAY/SIDEWALK
PROPOSED VALLEY GUTTER/CURB AND GUTTER	PROPOSED VALLEY GUTTER/CURB AND GUTTER
WATER SERVICE	WATER SERVICE
STORM SEWER	STORM SEWER



 DGR ENGINEERING	Project Manager: D.L.V. Designer: RMH Project Number: 375212 Phone: (712) 472-2331	2026 STREET IMPROVEMENTS WINDOM, MN	1ST AVENUE IMPROVEMENTS PRELIMINARY ASSESSMENT PLAT	S H E E T 3
	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. _____ Dennis L. von Schickel, P.E. DATE: 12-16-2025 REG. NO. 45596			

IMPROVEMENTS ASSESSED:

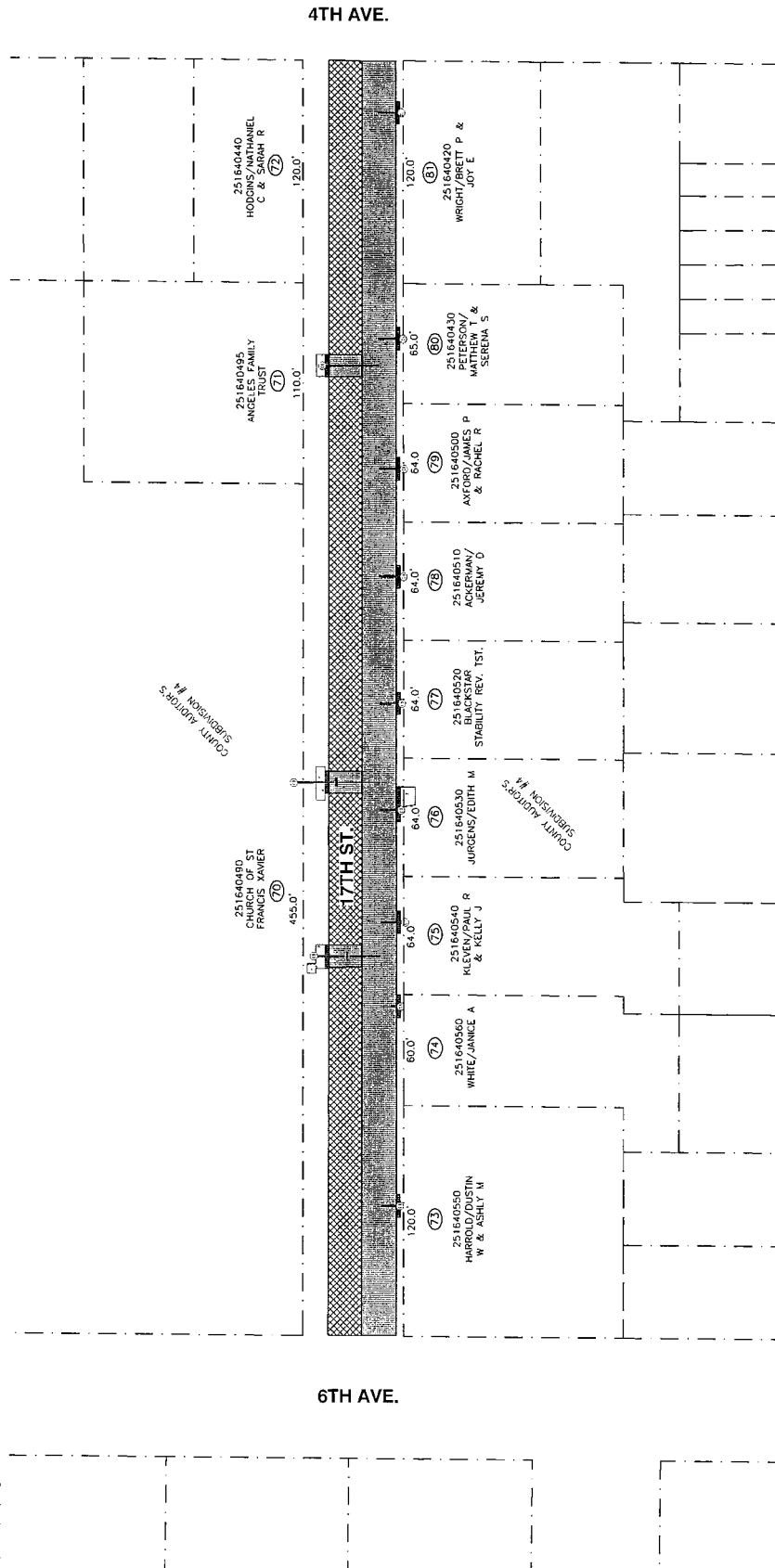
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
- EXCAVATION AND EMBANKMENT
- 12" SUBGRADE PREPARATION
- 12" GRANULAR BASE
- PCC CURB AND GUTTER
- 4" BITUMINOUS
- 2" MILL AND OVERLAY
- DRIVEWAYS
- MOBILIZATION
- TRAFFIC CONTROL
- SEEDING



- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND GUTTER
 - 4" BITUMINOUS
 - 2" MILL AND OVERLAY
 - DRIVEWAYS
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING

1/2 OF THE COST OF THE ABOVE
ITEMS WILL BE ASSESSED.

- WATER SERVICES
FULL COST OF SERVICE FROM MAIN TO
BACK OF CURB



4TH AVE.

6TH AVE.

LEGEND	
	EXISTING
	PROPOSED
	PROPOSED BITUMINOUS PAVEMENT
	PROPOSED BITUMINOUS OVER PROPOSED DRIVEWAY/SIDEWALK
	PROPOSED DRIVEWAY/SIDEWALK
	PROPOSED VALLEY GUTTER
	WATER SERVICE
	PAVEMENT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Doniel L. Van Schepfen, P.E.
DATE: 12-16-2025 REG. NO. 45596

Project Manager: DLV
Designer: BMH
Project Number: 375212.2
Phone: (712) 422-1111



DGR
ENGINEERING

2026 STREET IMPROVEMENTS
WINDOM, MN

17TH STREET IMPROVEMENTS PRELIMINARY ASSESSMENT PLAT

S H E E T

4

NOTICE OF PUBLIC HEARING

2026 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 December 16, 2025, to consider making improvements to city streets/alleys within the corporate city limits adjacent to properties legally described as follows:

County Auditors Subdivision 4

Block NA, Lot 1, 12

25-164-0011

25-164-0021

25-164-0030

25-164-0050

25-164-0060

25-164-0080

Elness Subdivision

Block 1, Lot 1

25-267-0010

Hunter's Subdivision

Block NA, Lot 1, 2, 3, 4, Part of Vacated 7th Street

25-354-0020

Hutton & Collin Addition

Block 11, Lot NA

25-351-1020

Pamida Subdivision

Block 1, Lot 1, 2, 3

25-622-0010

25-622-0030

25-622-0031

Section 24

Block NA, Lot NA

25-024-0400

Section 25

Block NA, Lot NA

25-025-2500

25-025-2800

25-025-2900

25-025-3000

25-025-3100

25-025-3200

25-025-3400

25-025-3500

25-025-3700

25-025-3800

25-025-3900

25-025-3901

25-025-4000

25-025-4001

25-025-4100

25-025-4300

25-025-4400

25-025-4600

25-025-4700

25-025-4800

Sixteenth Street Subdivision

Block 1, Lot 1, 2, 3, 4

25-718-0010

25-718-0020

25-718-0030

Windom Original Townsite

Block 1, Lot NA

25-820-0010

25-820-0020

25-820-0030

Block 2, Lot NA

25-820-0050

25-820-0060

25-820-0061

Block 3, Lot NA

25-820-0070

25-820-0080

Block 4, Lot NA

25-820-0090

Block 5, Lot NA

25-820-0100

County Auditors Subdivision 4 (17th Street Portion)

Block NA, Lot 1, 12

25-164-0420

25-164-0430

25-164-0440

25-164-0490

25-164-0495

25-164-0500

25-164-0510

25-164-0520

25-164-0530

25-164-0540

25-164-0550

25-164-0560

The proposed improvements specifically consist of pavement removal, road base material removal, curb & gutter replacement (where applicable), sidewalk replacement (where applicable), storm sewer infrastructure, subgrade preparation, granular base, asphalt and/or cement concrete pavement, bituminous rehabilitation (where applicable), water main replacement, sanitary sewer, and related work on the following streets:

1st Avenue (from 6th Street to HWY 60) and 17th Street (from 4th Avenue to 6th Avenue);

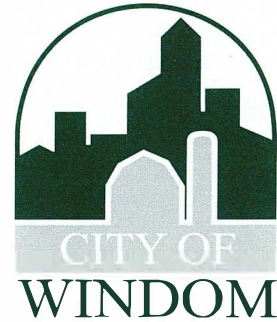
within the corporate city limits, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements is the property abutting the improvements and part of the above-described boundaries. The estimated cost of the improvements may be up to a maximum amount of \$5,877,000. A reasonable estimate of the impact of the assessment will be available at the hearing on December 16, 2025.

Such persons as desire to be heard with reference to the proposed improvements will be heard at the December 16, 2025, meeting.

By Order of the Windom City Council:

Steve Nasby
City Administrator

Published December 3 & December 10, 2025



November 24, 2025

Property ID: Parcel Number:

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 **Tuesday, December 16, 2025**, to consider making improvements to city streets/alleys within the corporate city limits.

The proposed improvements consist of specifically consist of pavement removal, road base material removal, curb & gutter replacement (where applicable), sidewalk replacement (where applicable), storm sewer infrastructure, subgrade preparation, granular base, asphalt and/or cement concrete pavement, bituminous rehabilitation (where applicable), water main replacement, sanitary sewer, and related work on the following alleys, pursuant to Minnesota Statutes Section 429.011 to 429.111.

1st Avenue (from 6th Street to HWY 60) and 17th Street (from 4th Avenue to 6th Avenue)

The area proposed to be assessed for such improvements is the property abutting the improvements. You are further notified that the parcel referenced above is included in these proposed repairs, and this property is subject to assessment for a portion of the improvement costs. The estimated cost of the total improvement project is \$5,877,000.00.

Affected property owners and those persons wishing to be heard on these proposed improvements are requested to be at this meeting. Copies of the list of affected property and anticipated costs for each parcel are on file in the Office of the City Administrator in City Hall and may be reviewed prior to the Public Hearing.

By order of the Windom City Council:

Steve Nasby
City Administrator



RESOLUTION #2025

INTRODUCED:

SECONDED:

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

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS
FOR THE “2026 STREET IMPROVEMENT PROJECT”
(Super majority of 4/5 is necessary to pass resolution)**

WHEREAS, a resolution of the City Council adopted the 4th day of November, 2025, fixed a date for a public hearing on the proposed street improvements to city streets within the corporate city limits; and

WHEREAS, ten days’ mailed notice and two weeks’ published notice of the hearing was given, and the hearing was held thereon on the 16th day of December, 2025, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 4th day of November, 2025.
3. DGR Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

Adopted by the Council this 16th day of December, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Sonya Wilt, EDA Director
DATE: December 16, 2025 (City Council Meeting Date)
RE: Cottonwood County Home Initiative Program – Renewal of Participation
DEPT: EDA
CONTACT: Sonya Wilt at 832-8661 or sonya.wilt@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council:

1. Review the Revised Guidelines for the “Cottonwood County Home Initiative Program”.
2. Adopt a Resolution extending participation in the Program for another 3-year period commencing on January 1, 2026.

Issue Summary/Background

Background: On October 18, 2016, the Windom City Council approved Resolution #2016-72 to participate in the Cottonwood County Home Initiative Program. The purposes of the Cottonwood County Home Initiative Program (“Program”) are to provide incentives in Windom and Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County.

The Program has been in effect for 9 years. The current valuation of the Windom residential properties receiving tax abatement is the sum of \$6,325,200. The estimated valuation for Windom properties approved for abatement, but not yet receiving abatement is \$1,380,000. The current taxable valuation of the remodeled units at the Guardian Inn (hotel units remodeled into apartments) is the sum of \$2,123,000. The Cottonwood County Auditor Treasurer provided information that the property taxes abated in this program (including properties in the County outside of Windom) and also the County’s Commercial Tax Abatement Program for that 9 years totaled \$291,119.63.

The current application period for the Program will end on December 31, 2025. Both the County and the School District have approved the Revised Guidelines for renewing the Program for another 3-year period. Both the County and the School District have renewed their participation in the Program for another 3-year period commencing on January 1, 2026, and have capped the maximum valuation of a single-family home eligible for tax abatement by the County and School District at \$320,000.

The EDA Board reviewed the Guidelines and discussed the Program. Thereafter, the EDA Board approved a recommendation that the City Council approve the Guidelines for the Program, approve renewal of the City’s participation in the program for another 3-year period commencing on January 1, 2026, and adopt a cap of \$320,000 as the maximum valuation of a new single-family home eligible for tax abatement by the City.

Fiscal Impact

At this time, there is no direct fiscal impact to the City. Property taxes are paid by the property owners participating in the Program and those taxes are used by the County to pay the County’s, City’s, and School District’s shares of the abated taxes. The construction of new single-family homes will increase the tax base and, in future years, those homes will be included in the properties paying taxes to fund the budgets of the various taxing entities.

Attachments

1. Cottonwood County Home Initiative Program Revised Guidelines,
2. Resolution Extending Participation in the Cottonwood County Home Initiative Program.

SW:mah

Cottonwood County Home Initiative Program

REVISED Guidelines

(Effective: January 1, 2026)

Intent

The purpose of the Cottonwood County Home Initiative Program is to provide incentives in Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County.

Tax Abatement Availability

Minnesota Statute §469.1813 sets forth abatement authority, procedures, and requirements. Subdivision 8 of §469.1813 places limitations on tax abatement.

On December 16, 2025, the Cottonwood County Board of Commissioners extended the application period for the Cottonwood County Home Initiative Program for an additional three-year period commencing on January 1, 2026, and ending on December 31, 2028. The Board of Commissioners capped the maximum valuation of a single-family home eligible for tax abatement by Cottonwood County at \$320,000. The School Board of the Windom Public School District (ISD 177) and the City Council of the City of Windom, Minnesota, also adopted the valuation cap of \$320,000.

Eligible Participants

Any person who constructs a new single-family home, duplex, multi-family complex, or residential portion of a shouse and who files application material and seeks formal approval from appropriate local jurisdictions between January 1, 2026, and December 31, 2028, may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes (**capped at a valuation of \$320,000 for a new single-family home**), and shares of School District's taxes (if applicable) (**capped at a valuation of \$320,000 for a new single-family home**) and City's taxes (if applicable) (**capped at a valuation of \$320,000 for a new single-family home**), generated by the construction of new housing or a new single-family home, for a period of five (5) years provided all of the following requirements are met:

1. Property is located within Cottonwood County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is constructed pursuant to building codes adopted at the time the building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained from each applicable taxing authority prior to the start of construction of the new housing/home.

Multi-family projects of a minimum of 4 rental units may seek approval for a longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

Abatement Program

The real estate taxes to be abated shall be up to the full amount of the real estate taxes from added tax base of the newly constructed housing/home collected annually by the County and, if applicable, by the City where the property is located. Participating School Districts can abate the percentage which is allowed by state law.

This abatement will not include voter-approved school referendums, local levies, or state aid pursuant to Minnesota Statutes §§ 127A.40 to 127A.51.

Real estate taxes collected for the value of the land or the value of any current additional structures on the property are not eligible for tax abatement, and will not be abated as part of this program.

This abatement also does not apply to, or include, existing and/or new assessments to the property.

This abatement will transfer to the new property owners for the balance of the five-year abatement period upon the sale of the property.

Application

Statute requires the County and each applicable taxing authority to review each abatement application prior to approval of the proposed abatement. All applications will be considered on a “first come - first served” basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete Application for Abatement shall consist of:

- A letter addressed to the Cottonwood County Home Initiative Administrator requesting abatement for an eligible project.
- Legal description, address and property identification number for the subject property.
- An aerial or plat map outlining the lot lines of the property.
- A site plan showing the proposed location and dimensions of the new home/housing project on the property.
- Floor plans for the new home/housing project.
- Estimated market value of the new home/housing project.
- Applications for properties in unincorporated areas of the County also require a Building Setback Permit issued by the Cottonwood County Planning & Zoning Office and SSTS (Septic System) Permit issued by Cottonwood County.

Note: A copy of the building permit, issued after approval of the abatement, should be submitted to the County Assessor’s Office by the property owner(s) or agency issuing the permit.

Applications are to be submitted to Economic Development Authority of Windom (“EDA”), 444 9th Street, P. O. Box 38, Windom, Minnesota 56101. Upon receipt of a completed application, the EDA will submit information to the County and, if applicable, to the appropriate City and School District to schedule date(s) on which each entity will consider the application. The appropriate Board(s)/Commission(s) shall call for the required public hearing(s). Notice of these public hearing dates shall be sent to the applicant within 30 days of the filing of the application. Notices of the public hearings shall be published in the appropriate local newspaper. Upon consideration and approval by the appropriate taxing authority, each taxing authority will adopt a resolution approving the abatement and outlining the details of the abatement program. Copies of these resolutions will be forwarded to the applicant.

The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of the final resolution which is adopted by a taxing entity or if real estate taxes are not paid on or before the respective annual payment deadlines.

Abatement Payments

The abatement period will commence on the first full year of taxes payable for the increased assessed value related to the capital improvement (new housing/home) and shall continue for a total of five (5) years.

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually.

One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

Contact: EDA of Windom - 507-832-8659 or 507-832-8661

E-Mail: wineda@windom-mn.com or Sonya.Wilt@windommn.com

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION EXTENDING PARTICIPATION IN THE COTTONWOOD COUNTY HOME INITIATIVE PROGRAM

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

WHEREAS, in addition to the statutory requirements, on October 18, 2016, the City of Windom adopted Resolution #2016-72 approving the Cottonwood County Home Initiative Guidelines (which must be met before an abatement of taxes will be granted for residential development) and approving participation in the Cottonwood County Home Initiative Program; and

WHEREAS, the purposes of the Cottonwood County Home Initiative Program are to provide incentives to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures within Cottonwood County, and increase future tax revenues in Cottonwood County; and

WHEREAS, the Cottonwood County Home Initiative Program provides for abatement of the real estate taxes (generated by the construction of a new home or new rental residential housing units on property in the County) for a period of five years; and

WHEREAS, an eligible participant in the program would be any person who constructs a new single-family home, duplex, multi-family complex, or residential portion of a shouse and who files application material and seeks formal approval from the appropriate local jurisdictions; and

WHEREAS, on December 3, 2019, the City Council of the City of Windom adopted Resolution #2019-79 to renew its participation in the program and extend the end of the application period to December 31, 2022; and on December 20, 2022, the City Council adopted Resolution #2022-77 to renew its participation in the program and extend the end of the application period to December 31, 2025; and

WHEREAS, on December 16, 2025, the Cottonwood County Commissioners approved an extension of the application period in the Cottonwood County Home Initiative Program for an additional three years commencing on January 1, 2026; and

WHEREAS, the revised Guidelines provide that the application period for the Program would commence on January 1, 2026, and end on December 31, 2028; and

WHEREAS, the Cottonwood County Commissioners and the School Board for the Windom Public School District both adopted caps of \$320,000 as the maximum valuation on which a new single-family home is eligible to receive tax abatement from the County and the School District; and

WHEREAS, it is in the best interests of the City of Windom and its citizens that the City of Windom's participation in the Cottonwood County Home Initiative Program be extended from January 1, 2026, through December 31, 2028, pursuant to the Guidelines adopted by Cottonwood County and approved by the City of Windom; and that the maximum valuation of a new single-family home eligible for tax abatement by the City of Windom is capped at \$320,000.

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

1. The Cottonwood County Home Initiative Program Guidelines (January 1, 2026 – December 31, 2028) are hereby approved.

2. The maximum valuation of a new single-family home eligible for tax abatement by the City of Windom is capped at \$320,000.

3. Renewal of the City of Windom's participation in the Cottonwood County Home Initiative Program for another three-year period to commence on January 1, 2026, is approved.

4. The City Council retains the authority for final approval of individual projects requesting tax abatement by the City of Windom.

5. The Mayor and City Administrator are hereby authorized to sign any required documents authorizing the City of Windom's continued participation in the Cottonwood County Home Initiative Program through December 31, 2028.

Adopted this 16th day of December, 2025.

Hilary Mathis, Mayor

ATTEST: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: December 16, 2025 (City Council Meeting Date)
RE: Planning Commission Recommendation – Conditional Use Permit – Cannabis Retailer
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 Blush Buds, LLC, to allow operation of a cannabis retail store in the former Windom Floor and Sleep Shop located in a B-2 (“Highway Business”) District.

Issue Summary/Background

Conditional Use Permit Application:

Applicant: Blush Buds, LLC (Represented by Paul Perreault)

Property Owner: James H. Rosenkranz

Address of Property: 2320 Highway 60, Windom, MN

Description: Lot 1, Block 4 Except the East 5.6 feet; vacated alley along Lot 1 Except the East 5.6 feet; and vacated Ash Street, all located in Tibodeau’s Center in the City of Windom, Cottonwood County, Minnesota. (*abbreviated legal description*)

Parcel ID#: Parcel No. 25-752-0040

The Applicant filed a Zoning Application requesting a conditional use permit to allow the operation of a cannabis retail store on property at 2320 Highway 60 which he intends to purchase from James H. Rosenkranz. A Consent to the Application for this use was signed by Mr. Rosenkranz.

The Rosenkranz property is zoned as B-2 Highway Business. Pursuant to City Code Section 120.03, a cannabis retailer can be allowed as a conditional use in the B-2 and B-3 Zoning Districts. City Code Sections 120.02 through 120.07 set forth the City Code requirements regarding a cannabis business.

The proposed location is situated in an area that is over 500 feet from any school, daycare, residential treatment facility, and any attraction within a public park that is regularly used by minors including, but not limited to, a playground, swimming pool, or athletic field.

At the Planning Commission Meeting on December 9th, the Applicant outlined his plans for security measures at the store and also procedures for ID checks, etc. to prevent entrance into the store by minors and any sales to minors.

The Planning Commission held a public hearing on this application on December 9, 2025, and approved a motion to recommend City Council approval of the application for a conditional use permit, submitted by Blush Buds, LLC, to allow operation of a cannabis retail store in the main building at 2320 Highway 60 on property described as Parcel No. 25-752-0040. **The recommended conditions for approval of this conditional use permit are as follows:**

- (1) The proposed Cannabis Retailer shall be licensed by the Minnesota Office of Cannabis Management and registered with the Cottonwood County Auditor's Office.**
- (2) The location shall be inspected by the Cottonwood County Sheriff's Department for compliance with Minnesota Statutes and Cottonwood County Ordinance #43.**
- (3) The Cannabis Retailer shall comply with the provisions of Minnesota Statutes Chapter 342, Cottonwood County Ordinance #43, and Windom City Code Sections 120.03, 120.05, 120.06, 120.07, and other applicable sections of City Code.**
- (4) The location shall have a separate outdoor entrance and there shall be no interior accesses between this building and the adjoining business location (the Phat Pheasant Pub).**
- (5) "Cannabis Retailer" is the only cannabis or hemp use approved for this location.**
- (6) The Cannabis Retailer use shall only be permitted in the main building located on Parcel No. 25-752-0040.**
- (7) The Cannabis Retailer shall be limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.**
- (8) No beverages or products containing alcohol shall be sold or distributed on this property.**
- (9) Sales of approved products are limited to between the hours of 10:00 a.m. and 9:00 p.m. Sunday through Saturday.**
- (10) There shall be no use of cannabis or hemp products on this property.**
- (11) The property owner shall contact the Windom Building & Zoning Office concerning required permits for any repairs or remodeling of the building and signage for the property.**

The Minutes from the December 9th 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 should be no known fiscal impact for the City.

Attachments

1. Zoning Application for Conditional Use Permit;
2. Planning Commission's Public Hearing Notice;
3. Aerial of property showing proposed location of cannabis retail store.

MF:mah

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Blush Buds LLC
 Address 200 Briargate Rd
 City Mankato State MN Zip 56001 (Phone: 612-991-1539)

Owner(s): (If other than Applicant)
 Name(s) James H. Rosenkranz
 Address 861 19th Street
 City Windom State MN Zip 56101 (Phone: 605-359-4185)

Property Address: 2320 Hwy 60, Windom MN 56101

Legal Description of Property: Lot(s) 1 Block(s) 5 & 6 Addition TIBODEAU'S CENTER
 Parcel # 25.752.0040 and 25.752.0100

(If metes and bounds, attach description.) Parcel No.

Existing Use of Property: Retail business - Floor and Sleep Present Zoning: B-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) _____
Conditional use permit for cannabis retailer.

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.

X Preston Perreault X
 Date: 11/24/25 [SIGNATURES OF APPLICANT(S)]

Fee: \$200.00 Paid: Ck. X Date: Rec'd.

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 24th day of November, 2025.

WINDOM BUILDING & ZONING OFFICIAL: Matthew Tice

Supplemental Information - To be Submitted with all Conditional Use & Variance Requests

The City's Conditional Use Regulations (Chapter 152 of the City Code) provide standards to evaluate your request. In order to grant a Conditional Use or Variance, the Planning Commission and City Council must make a finding that the request complies with these standards. The Applicant has the burden of proof to show that these standards have been satisfied. Please answer the following questions as they relate to your request. Attach additional sheets if needed.

- 1) Would your proposed use of the property be considered a reasonable use? Yes ☒ No ☐
 Explain: Dispensary is required to be B2 Zoned at this location & we are retail sales only. The dispensary will file a permit to add a new shared space to the street.
- 2) Is your proposed use in conflict with the intent of the zoning district in which it is to be located? Yes ☐ No ☒

Explain: We are by definition adhering to all local & State guidelines

- 3) Is your proposed use of the property compatible with present uses on the property and on adjoining properties? Yes ☒ No ☐

Explain: There is a liquor store in the same parking lot & we are performing retail sales as designed for this strip mall.

- 4) Will your proposed use of the property (a) alter the essential character of the locality or (b) interfere with the creation of a beneficial environment within its own property or on adjoining properties or (c) interfere with the provision of a reasonable economic benefit to the community? Yes ☐ No ☒

Explain: We will provide great community benefit as we will produce large revenue, and in turn pay more taxes than most business uses.

- 5) Can you assure the City that your proposed use of the property will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion to nearby properties? Yes ☒ No ☐

Explain: We will be diligent about keeping the community safe & will require scanned ID's at the door before entry. As well as ID's checked at the register.

- 6) Can you verify that the proposed use/development will not adversely affect pedestrian and vehicular movement on contiguous and non-contiguous adjacent properties and will not adversely affect the buffering of the service facilities and parking areas. Yes ☒ No ☐

Explain: We have a large parking lot & would require unbelievable amount of customers to adversely affect pedestrian/vehicular movement.

- 7) Can you assure the City that the proposed project can be accommodated with existing public utilities and services and will not overburden the City's service capacity? Yes ☒ No ☐

Explain: We are a normal retail store & will not require large amounts of utilities.

- 8) Variance Application Only. The undersigned Landowner (Applicant) has established that there are practical difficulties, unique to this property and not caused by the Landowner, that necessitate the need for a variance. Yes ☐ No ☒

Explain: No conditional use permit only.

ATTACH A SEPARATE SHEET TO PROVIDE ANY ADDITIONAL INFORMATION YOU BELIEVE MAY BE PERTINENT TO YOUR APPLICATION.

Completed By: Preston Perreault Authentisign Date: 11/24/25

Property Address: 2320 Hwy 60, Window, MN 56101

CONSENT
TO
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

JAMES H. ROSENKRANZ is the owner of the real estate described as follows:

Lot 1, Block 4, Except the East 5.6 Feet; the vacated alley along Lot 1 Except the East 5.6 Feet; and vacated Ash Street, all in Tibodeau's Center, in the City of Windom, Cottonwood County, Minnesota.
(abbreviated legal description)

Property Address: 2320 Highway 60, Windom, Minnesota 56101
(Address of "Windom Floor & Sleep".)

Parcel No. of Tract: 25-752-0040

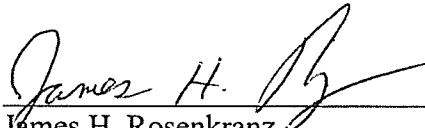
Additional undeveloped tracts in potential transaction: Parcel No. 25-752-0100 – Lot 1, Block 6; vacated street along Lot 1; and vacated alley along Lot 1, all in Tibodeau's Center in the City of Windom, Cottonwood County, Minnesota; and Parcel No. 25-752-0010 – The West 60 feet of Block 2 in Tibodeau's Center, Except D.O.T. Parcel 207F, in the City of Windom, Cottonwood County, Minnesota.

The undersigned, JAMES H. ROSENKRANZ, (hereinafter "Property Owner") acknowledges that he has been advised that Blush Buds L.L.C., a Minnesota limited liability company, (Preston Perreault, CEO & LLC Manager) of 200 Briargate Road, Mankato, MN 56001, (hereinafter "Applicant") is interested in purchasing the above-described property contingent on the decision on a conditional use permit application. The Applicant's intended use of the property is as a cannabis retailer. Windom City Code requires the approval of a conditional use permit for the operation of this type of business.

The Property Owner has been advised that the Applicant is submitting an Application for Consideration of a Zoning Request (requesting a conditional use permit for its proposed use of the property) to the City of Windom Building & Zoning Department.

The undersigned consents to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process this application.

DATED this 11/21/25 day of November, 2025.



James H. Rosenkranz

Address: 861 19th Street, Windom, MN 56101
Phone No: 605-359-4185

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: matthew.fast@windommn.com OR
3. Deliver completed form to City Hall OR mail to: Windom Building & Zoning Office, P. O. Box 38, Windom, MN 56101.

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-832-8660**

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
CONDITIONAL USE PERMIT – CANNABIS RETAILER**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545–152.551, notice is hereby given that the Applicant, BLUSH BUDS, LLC, a Minnesota limited liability company, of 200 Briargate Road, Mankato, Minnesota, has submitted a zoning application requesting approval of a conditional use permit to allow the use of property (former Windom Floor and Sleep location) in a B-2 (“Highway Business”) District (City Code Sections 152.110-152.114) as a Cannabis Retailer (per City Code Sections 120.01 through 120.20). JAMES H. ROSENKRANZ of Windom, Minnesota, (“Owner” of the property), has submitted a Consent to the zoning application for the requested conditional use.

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, MN 56101 on Tuesday, December 9, 2025, at the meeting which begins at 7:00 p.m.**

The application materials may be reviewed in the Building & Zoning Office in City Hall prior to the Public Hearing. Also prior to the public hearing, members of the public may contact the Building & Zoning Office by phone at 507-832-8660 or 507-832-8659 or by e-mail at Matthew.Fast@windommn.com to obtain information concerning the application.

Legally described as follows: Lot 1, Block 4, Except the East 5.6 Feet; the vacated alley along Lot 1 Except the East 5.6 Feet; and vacated Ash Street; and Lot 1, Block 6; vacated street along Lot 1; and vacated alley along Lot 1, all in Tibodeau’s Center, in the City of Windom, Cottonwood County, Minnesota. (*abbreviated legal description*)

Parcel ID #s: 25-752-0040 and 25-752-0100

Address of the Property: 2320 Highway 60, Windom, MN 56101

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

Published: Cottonwood County Citizen (November 26, 2025)

 BeaconTM

Cottonwood County, MN



Parcel ID	257520040	Alternate ID	n/a	Owner Address	ROSENKRANZ/JAMES H
Sec/Twp/Rng	0-0-0	Class	COMM LAND/BLD		PO BOX 16
Property Address	2320 HWY 60 WINDOM	Acreage	n/a		WINDOM MN 56101
District	n/a				
Brief Tax Description	LOT 1 BLK 4 EX E5.6'; VAC ALLEY ALONG LOT 1 EX E5.6'; VAC ASH ST (Note: Not to be used on legal documents)				

Date created: 12/12/2025
Last Data Uploaded: 12/12/2025 7:23:08 AM
Developed by  **SCHNEIDER**
GEOSPATIAL

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2025 TAX LEVY, COLLECTABLE IN 2026

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2026, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$2,789,521.00
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 16th day of December, 2025.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

Account	Account Name	Original Total Budget	FiscalActivity	Adjustment	Adjustment Description
100-34202	Fire Protection Services - Fire Calls	40,000.00	17,790.00	(22,210.00)	Fire Call Revenue
230-34720	Pool Admission	20,000.00	(140.00)	(19,500.00)	Pool Admission Revenue
230-34721	Pool Instruction	17,000.00		(16,500.00)	Pool Instruction Revenue
230-34740	Concessions	6,000.00		(5,500.00)	Pool Concessions Revenue
305-47000-480	Other Miscellaneous	-	3,000.00	3,000.00	Bond Arbitrage
614-49870-480	Other Miscellaneous	3,500.00	7,505.56	6,947.00	Retirement T.G.
100-36230	Contributions and Donations - Private	-	7,800.00	7,800.00	Donation to Fire Dept
651-46520-480	Other Miscellaneous	-	9,164.09	9,500.00	Unemployment Claim
100-35101	Court Fines	5,000.00	19,306.59	15,000.00	Court Fines
100-42220-491	Payments to Other Organizations	48,000.00	84,589.25	36,000.00	Fire Relief
100-33170	Federal Grant - Other	-	65,000.00	65,000.00	USDA Fire Grant
401-49950-509	Capital Outlay - Administration	-	135,716.90	135,716.90	Additional Flood Expenses
604-49550-480	Other Miscellaneous	5,500.00	217,454.36	200,000.00	Revolve Labs
250-33430	Other State Grants and Aids	-	579,739.18	579,739.00	DEED Grant
100-33172	Federal Aid - FEMA	-	786,857.91	786,800.00	Flood Reimbursement

2025 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - Facility Roof Assessments						
Administration - City Website Reconstruction						Contractor hired, site format\design (Oct). Plan for March\April 2026 completion.
Administration - City Facilities Tour						
Airport - Automated Weather Observing System (AWOS)						State project. Location completed and awaiting construction in 2026.
Airport - Pavement Management - Taxiway Widening						
Amulance - Unit 28 Replacement						
Ambulance - Radio Replacement						
Building & Zoning - Research Enforcement for Nuisances						New staff in 2025
Building & Zoning - Expanded Use of Blighted Homes Funds						New staff in 2025
Building & Zoning - Research Areas for New Subdivisions						New staff in 2025
Building & Zoning - Encourage Preservation of Trees						New staff in 2025
City Hall Office - Transition to Elation+ Dynamic Routing						
Community Center - Review and Update Pricing						
EDA - Maintain Commercial & Industrial Property Inventory						
EDA - Marketing East Highway 60 Development						
EDA - New Residential Subdivision - Affordable Starter Homes						
EDA - Grocery Store Project						Letters sent out again to grocery stores.
EDA - Increase Supply of Child Care						Working with School and Comm Vision group on project at Highland. First Children's Finance agreement for TA signed.
EDA - Recapitalize EDA's Financial Assistance Programs						
Electric - Redundant Feed to South Windom						
Electric - Improve Response Time						
Electric - Continuing Education for Staff						
Electric - Convert to AMI Metering						Meters purchased and system being set up. Deployment started in November.
Electric - Upsize & Underground Lines (1st Ave to Island Park)						2025 Alley project took priority to get electric work completed.
Fire - USDA Grant Close-out						
Fire - Replace Tanker Truck						
Library - Decrease Number of Overdue Items						
Library - Review and Update Policies						
Library - Increase Email Enrollment by Patrons						
Liquor - Increase Number of In-store Tastings						
Liquor - Improve Inventory Management System						
Liquor - Upgrade Landscaping						
Liquor - Beverage Alcohol Server Training						
Parks - Installation of Cameras at Tegel's Park						
Police - Upgrade to Taser 10 Model						
Police - Drug Recognition Expert Training						
Pool - Feasibility Study						Study on hold as FEMA appeal is pending.
Recreation - Maintenance & Safety Improvements to Rec Fields						
Streets - Pothole Filling & Crack Filling Maintenance						
Streets - Adjustment of Manholes						
Telecom - Continuing Education						
Telecom - Improve Voice Services						
Telecom - Maintain Building & Grounds						
Telecom - Website 2025						
Telecom - Video Service 2025						
Water - Lead & Copper Rule Revision Compliance						
Water - Improve Wellhouse Appearance						
Wastewater - PFAS Identification						

SMART Goal Planning Form – Administration
Compensation Study
Goal is to have City Pay Scales within the Market vs Comparable Cities

Specific – The City Administrator and Personnel Committee will work with a consultant to complete a Compensation Study. Staff will identify a 3rd party consultant to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be completion of the study and presentation to the City Council for action.

Attainable/Achieve – Time and effort on behalf of the Personnel Committee, Department Heads and other City staff to review and propose adjustments for market conditions.

Relevant – The expected result is an updated compensation plan that takes into market conditions of all employees. This compensation study was agreed to by the City Council within the IBEW labor agreement. The City's labor agreements end in December 2026 so this data will be used for labor negotiations.

Timed – Goal will be to have the compensation study completed by August 2026 for use with labor negotiations.

SMART Goal Planning Form – Administration
City Website – Renovation and Update

Specific – The City Administrator and an inter-departmental team will work with Revize to complete the new City of Windom Website.

Measurement/Assessment – Measurement will be new website up.

Attainable/Achieve – Time and effort on behalf of many departments is needed to update and revise information on the City website and to make improvements.

Relevant – The expected result is an updated, more user-friendly website that keeps the City's information fresh and incorporates on-line utility bill viewing\payments and "push" notifications for emergencies, community information and events. The City must have an ADA compliant website by 2027.

Timed – Goal will be to have the new website operational by the 2nd Quarter of 2026.

AIRPORT 2026 – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Prioritized Plan – Automated Weather Observing System (AWOS) -
Carryover from 2025

Specific – MN DOT and FAA inspections recommend updating the AWOS tower as the construction of new hangers has encroached on the line of site.

Measurement/Assessment – FAA and/or MN DOT approval of AWOS tower relocation and construction of a new tower.

Attainable/Achieve – Access State funding (100% project cost) to relocate AWOS.

Relevant – Improving the AWOS will keep the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2025-2026 so the project will be timed for using these funds. Awaiting FAA approval (Dec 2025).

AIRPORT 2026 – Maintain and Upgrade Public Infrastructure – Taxiway and Apron Reconstruction

Specific – MN DOT and FAA inspections strongly recommended that the City re-prioritize its capital projects to put a reconstruction of the taxiway and aprons ahead of the crosswind runway project.

Measurement/Assessment – FAA and/or MN DOT approval of plans and specifications, designing the project, bidding and bid award.

Attainable/Achieve – Awaiting grants to access FAA funding (95%), State funding (2.5%) and committed 2.5% of City local match completed.

Relevant – Improving the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2026 so the project will be timed for using these funds with the timeline to be 2026 or 2027 project completion.

SMART Goal Planning Form – Ambulance

Specific – WHO? WHAT?

Windom Ambulance -Defib upgrades for 4 rigs and two cot replacements upgrades. Cot upgrades is solely a Stryker product and will only work with the Power loads currently installed in our rigs.

Telemedicine (Avel e-Care) for EMS – SW MN EMS Grant Project

Measurement/Assessment – HOW?

Have demonstrations on updated defib models with EMT's to determine what options are best suited for our response area and EMT's. Obtain competitive quotes from vendors. Cots can secure 2025 pricing and end of year incentives, without a 2026 commitment to purchase.

Telemedicine – will work with SW EMS according to their timeline for installation in rigs and connectivity.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Receive information from vendors and feedback area EMS Agencies that utilize the new upgraded technology.

SW EMS Grant – outfit 2 rigs, will work with them to do other two rigs and try utilize funding from the grant that is not being used by other agencies.

Relevant – EXPECTED RESULT?

Upgrading our 4 defibs with a reliable product that is suitable for our area and is compatible with connection technology to our local ER.

Access to real-time Doctors/Nurse Practitioners in the rigs while on-scene/travelling to ER for emergent calls. They can document, advise, and relay information to the hospital on our behalf.

Timed – WHEN?

Early 2026 – connect with vendors for demonstrations and finalize quotes.

SMART Goal Planning Form – Arena

Specific – WHO? WHAT?

The Arena bathrooms need updating and ADA compliant fixtures. The Arena is looking at using budgeted repair and maintenance funds as well as seeking funding from booster clubs and user groups. The costs to complete these updates will be around \$10,000 with a majority of that cost to buy new bathroom partitions.

Measurement/Assessment – HOW?

The Arena does have some budgeted dollars to help with maintenance but we will be talking with boosters and user groups to seek additional funds. I will be going to those meeting to share plans and costs to help get the repair and updates completed.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Select booster clubs and user groups have expressed that they would like to help donate funds for improvements. We will be getting a list of costs put together and a detailed breakdown so groups can see what it will cost and what are goal for funding will be.

Relevant – EXPECTED RESULT?

Our expected result will be to have updated bathrooms that will be ADA compliant and have a nice look and feel to them as the public utilizes our facilities.

Timed – WHEN?

Our goal is to secure funding during the ice season (2025-2026) and get materials purchased so we can begin work after the ice season and hope to have the work completed before horse shows begin in the summer of 2026.

For 2026

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 1
Community Mapping and GIS Using “Empower” Software

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Continue creating electronic files and visual maps layers such as Rental Housing, Public Nuisance, Blighted Properties, non-conforming uses, etc. on City’s Empower mapping software.

(Background: The City purchased Empower mapping software in 2020. This software will be utilized by many departments to consolidate Windom’s infrastructure and utility maps. The software will create electronic files and visual maps that are easier to share and will assist Staff in tracking progress and creating reports.)

Methods/Plan/Steps:

As rental properties are licensed and inspected, nuisance complaints are received, and blighted or non-conforming properties are identified, the information will be entered into the mapping software creating map layers and electronic files. City Zoning Map, Future Land Use Map and Floodplain Map will be uploaded as map layers.

Attainable/Resources Available:

Training videos from Empower are available to view at any time. Additional trainings can be scheduled in the future. Other City Departments have already started using the software and can help create the initial forms and layers.

Result(s) Expected/Measurement:

All licensed rental properties, properties that have active or pending nuisance complaints, and all blighted or non-conforming properties will be mapped on Empower. Zoning, Future Land Use and Floodplain maps will be uploaded.

Timeframe:

Anticipated: 1-5 years. This work will occur continuously over the next few years as Rental Inspections, Nuisance Complaints, Blighted Properties, etc. are processed.

Goal resubmitted and approved by the Planning Commission on November 12, 2025.

For 2026

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 2
Research Enforcement Options Concerning Public Nuisance Violations

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research new ideas and methods for enforcement of the City's nuisance ordinance and ways to foster community pride among residents and property owners to encourage them to maintain their properties.

Methods/Plan/Steps:

Research enforcement plans and methods utilized by other cities and suggested by city organizations, such as LMC. Research the potential for utilization of a portion of the funds in the Blighted Homes Program for additional enforcement actions and/or part-time personnel/independent contractors for assistance.

Attainable/Resources Available:

Staff can access information from other cities and sources, such as LMC, etc. In the budgeting process, the City Council designated a portion of the funds in the Blighted Homes Program for potential use in the abatement of public nuisance violations.

Result(s) Expected/Measurement:

(1) Increased community pride in maintaining appearance of properties; and (2) sufficient manpower to continue processing nuisance complaints and follow-up on additional required procedures for abatement, including court proceedings.

Timeframe:

Anticipated: One year to complete research and begin implementation of plan. Nuisance abatement procedures are an ongoing process.

Goal resubmitted and approved by the Planning Commission on November 12, 2025.

For 2026

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1

Potential Expansion of Blighted Homes Program to Include Rehab of Blighted Homes

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research possible parameters and prepare program guidelines to expand the current Blighted Homes Program to include rehabilitation (“rehab”) of eligible blighted homes.

[Background: There is a need for additional housing in Windom. The City Council previously approved two demolition programs for blighted homes in Windom. The current ongoing program is the “Blighted Homes Incentive Program” which encourages developers (or adjacent landowners) to purchase properties, demolish the existing structures, and construct a new structure. The program has been successful in the past. However, the number of available lots has increased and building costs have risen since the program was initiated. There may be some blighted homes that could be rehabbed, instead of demolished, to lower costs and provide additional housing stock.]

Methods/Plan/Steps:

Contact other cities concerning programs they may have utilized to rehab blighted homes. Research applicable codes/criteria to establish guidelines for determining whether a blighted home is eligible for rehab. Develop proposed program guidelines for rehab of blighted homes. Research additional funding options to supplement a blighted homes rehab program.

Attainable/Resources Available:

The Building & Zoning Department has compiled a list of blighted properties. The sum of \$20,000 was budgeted by the City Council for 2025 for the demolition of blighted properties. There was a balance remaining of approximately \$17,500 in this account from 2024. There may be additional sources of funds to supplement this budget if a rehab component is added to the program.

Result(s) Expected/Measurement:

Initial Result: Present program guidelines to the Planning Commission for review; and if approved, to the City Council for review. Long Term Result: If a rehab component is added to the blighted homes program, the anticipated result is the rehab of one or two blighted residential properties each year.

Timeframe:

Research and presentation of guidelines: One year. Thereafter, it is anticipated that one to two blighted properties can be addressed each year either through demolition or rehabilitation.

Goal resubmitted and approved by the Planning Commission on November 12, 2025.

For 2026

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 2

Research Areas for Housing & New Residential Subdivisions

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review additional areas within and outside of City limits for potential locations for new housing infill projects, redevelopment of blighted residential areas, and new residential subdivisions.

(Background: A housing study outlined the need for additional residential housing. Through the last three years, the City has been experiencing an increased need for residential housing of all types.)

Methods/Plan/Steps:

Program Steps: Review the current and future land use maps to determine potential areas for new housing including infill locations, blighted residential areas for redevelopment, and areas for new residential subdivisions both within and outside of the City of Windom. Analyze specific areas concerning proximity to utility and transportation infrastructure. Recommend areas deemed to be the most desirable for infill housing, redevelopment, and new residential subdivisions.

Attainable/Resources Available:

The City's existing land use map and future land use map have been previously approved and prior research has been done in some of the potential areas.

Result(s) Expected/Measurement:

Identification of potential locations for new housing in Windom.

Timeframe:

It is hoped that locations for redevelopment, infill housing, and new residential subdivisions can be identified within the next 2 to 3 years.

Goal resubmitted and approved by the Planning Commission on November 12, 2025.

For 2026

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 3

Consider Development of a Policy To Encourage Preservation of Trees in City Limits

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Research and review development of a policy to encourage the preservation of trees, and particularly mature trees, within City limits.

(Background: Often when new construction occurs on property within City limits, all of the existing trees—and particularly mature trees—are removed. Trees provide numerous valuable contributions to the City, such as enhancing air quality, helping reduce energy costs for cooling homes and businesses through the shade they provide, helping to reduce runoff, and helping to preserve aesthetics and the natural environment within the City limits.)

Methods/Plan/Steps:

Program Steps: Research any policies that other Cities may have adopted concerning preservation of trees on properties planned for new construction. Develop a City policy encouraging property owners and developers to retain as many trees, and particularly healthy mature trees, on their properties and construction sites where and when it is possible.

Attainable/Resources Available:

The City currently has an appointed Tree Commission that works with the Street Department and representative(s) from Cottonwood Soil and Water Conservation District concerning planting of boulevard trees. Other cities may have policies currently in effect. Cottonwood Soil and Water Conservation District may have guidelines concerning preservation of trees within City limits.

Result(s) Expected/Measurement:

Initial Result: Development of a potential policy for review by the Planning Commission and City Council. Ultimate Results: Retention of healthy mature trees on public and private properties. Encouragement of property owners and developers to include retention of as many healthy mature trees on their existing properties and properties planned for development as possible.

Timeframe:

Anticipated review and potential development of a policy: 1-2 years. Thereafter, implementation of the policy would be an ongoing effort.

Goal resubmitted and approved by the Planning Commission on November 12, 2025.

Windom Community Center 2026

SMART Goal Planning Form – Department Name Here

Specific – WHO? WHAT?

Create packages for Community Center to increase revenue and bookings for the Comm. Center. New revenue stream.

- A. Celebration of Life – 3 different options for family/business;
- B. Rec packages geared for churches/4H/other youth groups; including schools.
- C. Prom Packages; local schools.

Measurement/Assessment – HOW?

Currently COL's are limited to LaCrosse's and individual preferences. By creating a package that is currently less than funeral home costs. Rec packages; we currently serve 1/2 per year. Market this option to other youth group meetings included inflatables, ping pong, corn hole boards.

Attainable – REASONABLE/RESOURCES AVAILABLE?

We currently have all needed equipment available to meet these package needs. An annual increase of COL's from 5 to 10. Rec packages from 0-10? for 2026.

Relevant – EXPECTED RESULT?

Rising funeral home prices have created a need for a cheaper alternative. Advertising these packages will help create another alternative for youth groups in the area.

Timed – WHEN?

Starting January thru June for Rec package; COL's are 12 months – Jan – Dec. 2026. ^{Prom}
COL's are subject to availability.

2026 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL

Maintain Commercial & Industrial Property Inventories, Encourage Infill Development, & Assist in Marketing Available Properties

Specific:

Maintain inventories of available commercial and industrial properties, work with property owners to encourage infill development within the City, and assist with marketing properties including available tenant spaces in TJBm Properties' building (former Shopko location) at 2155 First Avenue.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with the property owners to improve marketing of those available properties. Add and update properties on the EDA's websites, LOIS, CoStar, and other searchable websites and forward contact information for potential tenants to the property owners. (Infill will help to grow the tax base without incurring large expenditures for infrastructure.)

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will maintain communications with property owners concerning potential development/redevelopment of their properties and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available commercial and industrial properties in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous.

Goal submitted and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – SHORT-TERM (1-2 Years) GOAL
Recapitalize EDA's Financial Assistance Programs

Specific:

Research available funding sources to recapitalize the EDA's financial assistance programs and specifically the commercial rehab program and the façade improvement program.

Background: These programs were originally funded by other EDA funds. However, those sources have now been depleted. Loan repayments were also used to re-fund the commercial rehab program. The repaid funds have also been loaned and there are not sufficient balances in either of these programs to provide many more additional loans.

Methods/Plan/Steps:

Investigate grant opportunities and other methods of recapitalizing these financial assistance programs.

Attainable/Resources Available:

Commercial Rehab Program: The EDA loans two-thirds of the project costs up to \$10,000 in the form of a forgivable loan (up to \$5,000) and a repayable loan (up to \$5,000). The repayable portion of the loan accrues interest at the rate of 1 percent per annum and is repayable over a period of five years. Façade Improvement Program provides forgivable loans up to \$3,000. All forgivable loans are forgiven over five years. If the property is transferred within five years of either loan, the unforgiven balance of the forgivable loan(s) is also repayable to the EDA.

There may be funds available through programs provided by the Southwest Initiative Foundation or governmental sources.

Also, a budget request was submitted in the 2026 budgeting process, but additional funds will be need to continue the programs.

Result(s) Expected/Measurement:

Funds will be available to loan to commercial property owners for repairs and updating their properties for life, health and safety items (commercial rehab program) and for front and traffic-visible facades of a building (including, but not limited to, painting, lighting, signage, awnings, etc.)

Timeframe:

Recapitalization of the programs within the next 1-2 years and as the need arises in the future.

Goal updated and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – LONG-TERM (1-5 Years) GOAL
Grocery Store Project

Specific:

Attract a second grocery store to Windom.

(Background: Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and that property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. Opportunity: Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the updated market study with grocery store developers. The EDA will continue to investigate potential site(s) and share this information with grocery store developers. EDA will review other options such as a coop and smaller grocery outlet options.

Attainable/Resources Available:

A "Grocery Market Analysis Report" was completed by SD Research in April 2023.

There are several potential locations for development of a second grocery store.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction/remodeling of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2026 with anticipated construction of a new grocery store within the next 5 years.

Goal resubmitted and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – LONG-TERM (1-5 Years) GOAL
North Windom Industrial Park – Infill Development

Specific:

Attract new industries to the North Windom Industrial Park (“NWIP”) with an emphasis on new businesses such as a small to medium-sized data center (“cloud storage center”) and an industry that processes materials for use in the recyclable plastics industry and/or produces new products that incorporate recyclable plastics.

Background: The EDA previously obtained Preferred Site Designation for a data center (cloud storage center) in NWIP. The EDA also received shovel-ready certification for the NWIP lots through the Minnesota Department of Employment and Economic Development.

Methods/Plan/Steps:

Research potential new industries, attend Community Venture Network Meetings for exposure to potential businesses and to make valuable contacts, continue marketing available lots in the NWIP and promoting preferred site designations through existing marketing media, and direct contact with companies interested in expansion, and also contact site selectors for specific industries.

Attainable/Resources Available:

The infrastructure is in place in Phase I of NWIP. Regarding the recyclable plastics industries: There is an ample supply of raw materials (recyclable plastics) and a collection system for these plastics. There is also a growing market for products made from recycled plastics (such as milk jugs, pop/water bottles, etc.) which include, among other things, children’s toys, outdoor furniture, etc.

Result(s) Expected/Measurement:

To present to the Board proposals from companies interested in purchasing property and constructing new facilities in the North Windom Industrial Park.

Timeframe:

2026 - 2029

Goal submitted and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – LONG-TERM (1-5 Years) GOAL
East Highway 60 Development - Marketing

Specific:

Market the available property along Highway 60 in Windom NE of Runnings. Construction of a new cul-de-sac street between Dollar General and Crystal Clean Car Wash is a potential project for 2026 depending upon the timing of MnDOT's turn lane project.

Background: There are multiple possible options for land use in a highway business zoning district. Permitted uses in this district typically include a mixture of commercial uses and highway-oriented businesses, such as Dollar General, Runnings, gas stations, convenience stores, vehicle washes, etc.

Methods/Plan/Steps:

Work with property owners to market the project and develop possible projects.

Attainable/Resources Available:

The EDA will work with property owners to market lots. The City will research and consider infrastructure grants like TED (DEED), TEDI (MnDOT), and BDPI (DEED) for potential projects. TIF is also an option for larger projects.

Result(s) Expected/Measurement:

New tax base in the East Highway 60 Development.

Timeframe:

2026 - 2027

Goal resubmitted and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – LONG-TERM (1-5 Years) GOAL
Increase the Supply of Child Care in Windom

Specific:

Increase the supply of child care to meet the needs of families and employers in the Windom Area.

Background from Child Care Gap Analysis: Within the 25-mile market area for Windom, there is a need for an additional 269 child care slots. There are approximately 1,959 people who commute to Windom for work. As our workforce grows, our child care supply also needs to grow. The child care market in Windom is tight and is growing tighter as businesses hire more employees, existing child care providers retire, and existing child care providers leave the profession for other employment opportunities (fewer people are making child care a career).

Methods/Plan/Steps:

The EDA will continue to work with the Chamber, School, and employers to address the child care need.

Attainable/Resources Available:

There are additional programs for grant funds and other assistance for child care that have become available. The EDA will work with interested parties to provide information concerning potential assistance programs for development of child care options.

Child care is a workforce issue that requires partnerships. These partnerships will be a critical component in developing a project.

Result(s) Expected/Measurement:

Market available spaces in Windom for child care to help attract new community members to the child care field.

Goal: Support our businesses and their employees by increasing the availability of child care in our community. Support younger workers to attract new talent and help grow our community.

Timeframe:

2026 - 2028

Goal resubmitted and approved by EDA Board of Commissioners on November 10, 2025.

For 2026

EDA – LONG-TERM (1-5 Years) GOAL
New Residential Subdivision – Affordable Starter Homes

Specific:

Partner with a private developer(s) to help develop a new affordable starter home development in Windom.

Background: Premium Iowa Pork reopened a pork processing plant in Windom in 2025. Toro and numerous other businesses are also hiring.

A mixture of housing options should be pursued with private developers. The new South Cottonwood Lake Subdivision fills a gap for higher-priced homes. There is also a shortage of affordable starter homes.

Methods/Plan/Steps:

The EDA will continue to work with private developers on preferred locations in Windom.

Attainable/Resources Available:

Infrastructure is expensive, so it is difficult to cash flow a single-family subdivision. The EDA will work with other City Departments and Developers concerning possible locations and development options for a new starter home development.

A Redevelopment or Housing TIF District is another option for properties that qualify.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new affordable starter home development in Windom.

Timeframe:

2026 – 2028

Goal updated and approved by EDA Board of Commissioners on November 10, 2025.

SMART Goal – Apprenticeship Training
Department - Electric

Specific – Enroll Cody Mischke in the MMUA/Northwest Line School Apprenticeship Program

Measurement/Assessment – Cody will attend in person along with online classes and testing. He will also track 8,000 hours of on the job experience.

Attainable/Achieve – The program is offered through MMUA who is our safety program provider. The cost for the training is in the Electric budget.

Relevant – In four years Cody will complete the training and receive his Journeyman card.

Timed – Cody will start January 1st 2026 and complete his training December 31st 2030.

SMART Goal –Weather Proofing
Department – Electric

Specific – Weather proofing of Feeders 2 and 5 double circuit along 1st Ave

Measurement/Assessment – Electric Department staff will underground the double circuit along 1st Ave in 2026 during the reconstruction of 1st Ave.

Attainable/Achieve – Electric Department staff has the knowledge, and equipment to preform the work. The cost will be covered from the Electric Reserve and is in the 2026 Electric Budget.

Relevant – Feeders 2 and 5 will has less weather and animal related outages. An added benefit will be the beautification of burying the overheard lines.

Timed – Construction will start in the spring of 2026 with completion before December 31st 2026.

Roll over 2026

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Convert AMR metering system to an AMI metering system

Measurement/Assessment – Windom Electric staff will collect information on different AMI technology.

Attainable/Achieve – Funds for the purchasing the equipment will come from the electric reserve fund. Electric Utility staff will install the equipment. Training for office staff will be provided through the equipment contract.

Relevant – In 2016 the Electric and Water department installed an AMR meter reading system. This system allowed meters to be read from a moving vehicle which drastically reduced labor costs and was much safer for employees. This system though is limited to just one-way communication (meter to reader).

AMI meter system will allow two-way communication flow. This will allow for remote disconnects and reconnects which is much safer for staff. It will also allow for meter readings to be done almost instantly and whenever they are needed with a push of a button.

The system selected will be able to read the AMR water meters so Water Department staff will not have to continue driving to read water meters. It will cut down even further the amount of staff time for meter reading.

Most AMI metering systems allow customers to see real time what their energy consumptions are. This can allow customers to make changes in their electric usage to save money.

Timed – Research and demonstrations to happen fall of 2024

Bidding and equipment purchase January 2025.

AMI metering system operational by December 31st 2025

2026

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Continued education for staff making for a more efficient and safer work place.

Measurement/Assessment – Staff will attend training in person or VIA the web. They will share what the learned with the entire department.

Attainable/Achieve – MMUA and Northwest Line College offer a variety of classes relevant to the Powerline industry. Funds are available in the Electric budget for class payments, lodging, and meals.

Relevant – Staff will develop new skills relevant to todays best industry practices.

Timed – Each Employee will attend a training before December 31, 2026

Budget \$

2025

Completed - 2025

SMART Goal Planning Form – Electric Department

Specific –

Redundant feed under river to feed homes and businesses in South Windom.

Measurement/Assessment –

This upgrade is to mitigate outages during a major flooding event, which we experienced in 2024.

Attainable –

Contractor will be hired to drill duct under the river on the east side of the Hwy 60-71 bridge. Electric crew will preform all other installations. Materials will be purchased with funds from the budgeted capital improvements fund

Relevant –

The redundant feed will provide backup power in the event the west river crossing is lost as it was during the flooding in 2024. It will also allow for the maintaining of the west feed without having to take planned outages.

Timed –

Project would start in late summer when river levels are low. Project completion before the end of 2025.

2025

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Safety and Response Time

Measurement/Assessment – Implement an Electric Infrastructure ID system where labeling will be placed on outside of equipment to include circuit name, where it is fed from and where it feeds too. Pictures will also be taken and attached to the asset in our GIS mapping system.

Attainable/Achieve – Goal is to complete this in-house with staff working on placing identification on equipment during the non-construction season.

Relevant – Allows workers to have a better system for tracing out the distribution system. Which also helps with identifying where a piece of equipment is located. In going out to each asset it also provides insight into the condition of the distribution system.

Timed – The Windom electric system consists of 8 distribution circuits. Goal is to complete one circuit a year through 2026.

2025

SMART Goal Planning Form – Electric Department

Specific –

Up size wire and bury lines from McDonald's to Island Park.

Measurement/Assessment –

This area has been identified by staff as a weak point in the electrical system. The small wire size under Hwy 60 limits the capacity of the circuit.

Attainable –

Electric Department staff will perform the work. Material will come from Electric Department inventory and purchased using money from the budgeted capital improvement funds.

Relevant –

Less blinks and outages caused by animals. Ability to loop more circuits together when operating in emergencies. This is the back feed for River Road back to the power plant.

Timed –

Work will commence in the spring of 2024. Work will be completed and line will be energized by October 31st 2024.

SMART Goal Planning Form – Donna Torkelson – Finance, City Hall Office

Specific – WHO? WHAT?

Planning for a more secure office

During FY2026, I would like to look at options that would make the work spaces in City Hall more secure by restricting access of the public into the individual work spaces.

Measurement/Assessment – HOW?

Measurement / Assessment of goals will be made by determining if there are options available.

Attainable – REASONABLE/RESOURCES AVAILABLE?

We can use MMUA Safety Instructor as a resource to help with options. If we are able to find an option, or alternative to our work space, the funds will be asked for in the 2027 budget.

Relevant – EXPECTED RESULT?

This will provide the city with a more secure office for staff. Too many times, customers come to the office upset with their utility billing or assessment invoice and making adjustments to the office layout will result in a more non-confrontational setting.

Timed – WHEN?

Target Implementation date will be July 1, 2027. This goal will be evaluated and adjusted if necessary at the end of Q2, 2026. Any adjustments (if needed) will be completed by the end of 2026.

SMART Goal Planning Form – Donna Torkelson – Finance, City Hall Office

Specific – WHO? WHAT?

Implementation of A/P Automation

The 2026 budget includes funds to add the A/P Automation Module to Tyler InCode. I have had several online meetings with Tyler to review the module.

Measurement/Assessment – HOW?

Measurement / Assessment of goals will be made by having meetings with the A/P CSR and backup CSR to make sure they understand how the module will work. We will also have meetings with the Department Heads to make sure they understand how the module will work.

Attainable – REASONABLE/RESOURCES AVAILABLE?

We should be able to attain this goal within normal working hours. Zoom meetings can be held in the Council Chambers.

Relevant – EXPECTED RESULT?

This will provide the city with a more efficient system of paying invoices. All invoices will be scanned and saved within the InCode system. We will no longer need a staff member to review the invoice packet, and the CSR's will no longer need to scan the invoices after each check run.

Timed – WHEN?

Target implementation date is July 1, 2026. This goal will be evaluated and adjusted if necessary at the end of Q1, 2026. Any adjustments (if needed) will be completed by the end of Q2, 2026.

SMART Goal Planning Form – Donna Torkelson – Finance, City Hall Office

Specific – WHO? WHAT?

Implementation of Cashiering (and possibly billing) Module

The 2026 budget includes funds to add the Cashiering Module to Tyler InCode. I have had several online meetings with Tyler to review the module. The Cashiering Module is a way to enter non-utility payments without going through the utility billing program.

Measurement/Assessment – HOW?

Measurement / Assessment of goals will be made by having meetings with the CSR's to make sure they understand how the module will work.

Attainable – REASONABLE/RESOURCES AVAILABLE?

We should be able to attain this goal within normal working hours. Zoom meetings can be held in the Council Chambers.

Relevant – EXPECTED RESULT?

This will provide the city with a more efficient system of receiving payments. Currently, non-utility payments are routed through the utility billing program. This is a confusing and cumbersome process. Receipts entered this way are not posted to the accounting software sometimes for days so it can be complicated when searching for a receipt. After implementation, all non-utility receipts will be posted directly in the accounting software.

Timed – WHEN?

Target Implementation date will be July 1, 2026. This goal will be evaluated and adjusted if necessary at the end of Q1, 2026. Any adjustments (if needed) will be completed by the end of Q2, 2026.

SMART Goal Planning Form – FIRE Department – Unit #24

Specific – Quick Response Truck Unit #24. The existing truck is from 2005 and is at the end of its life. This is the first truck out on calls and carries the jaws of life, 300 gallons of water along with other needed tools.

Measurement/Assessment – Ordering and purchase of a replacement truck with a heavier duty model.

Attainable – Requires City to budget funds for the replacement.

Relevant – Overdue to replace a key piece of emergency safety response and having a good, reliable vehicle will help ensure timely responses to emergencies and safely transport tools and firefighters to the scene.

Timed – Funds requested for 2026, but not funded in City budget. This is needed ASAP as there is lead time to spec, order and get delivery of a vehicle.

SMART Goal Planning Form – FIRE Department – Unit #23

Specific – Unit #23 is a 1998 Fire Engine that is due for replacement, which is typically 20 years. The Department is proposing to replace Unit #23 with a used platform truck which is needed to get to large structures.

Measurement/Assessment – Researching fire vehicle re-seller sites for a good used unit and then purchase a platform truck.

Attainable – Requires City to budget funds for the replacement.

Relevant – Overdue to replace and upgrade an engine for the needs of the community and surrounding area. With the size of buildings (Windom Area Health office building, Riverview Apartments, Lakeview Apartments, grain elevators, and large pole-type buildings this larger unit is needed. It will also allow firefighters to more efficiently fight the fire and provide additional safety.

Timed – Funds requested for 2026, but not funded in City budget.

SMART Goal Planning Form – FIRE Department – Contracted Services

Specific – Renew the contracted service agreements with the surrounding townships, Wilder and Bingham Lake through their joint powers' agreement.

Measurement/Assessment – Completion of a new 5-year agreement that is approved by the Windom City Council and joint powers group.

Attainable – The City and joint powers group have an existing agreement and this update should be able to be completed with adjustments to costs and services.

Relevant – Both the City and joint powers participants depend on fire service protection and cooperation with one-another for reasonable pricing for these services.

Timed – Current agreement ends soon and goal to have new agreement done by April 2026.

SMART Goal Library #1 – Kari Hanson

Specific – Decrease the number of overdue items.

Measurement/Assessment –

Patrons are responsible for all materials checked out on their cards. The library will decrease the number of overdue items by 10 percent. The library will run monthly reports from our Plum Creek Library System software program to determine the number of overdue items and will contact patrons with an email or a mailed letter. We will contact a patron at least 2 times. If items are not returned, the account will be restricted, and a bill for items will be sent.

Attainable –

Statistics will be kept each month, showing the number of overdue items and the number of items returned to the library after we made contact. We will also keep track of items that were lost and then paid for by a patron. By signing their name on the card application, they are accepting responsibility for the items they check out.

Relevant –

The goal recognizes the importance of communication between library staff and our patrons and utilizing the reports that are available to us through Plum Creek Library System.

Timed – This goal is attainable within the 2026 calendar year.

SMART Goal Library #2 –

Specific – Increase the number of patrons who subscribe for SMS Messaging for current/new patrons.

Measurement/Assessment –

The library will increase the number of patrons who sign up for SMS messaging by 10 percent. Plum Creek started offering this service at the end of October 2025. The service will notify a patron when an item they have requested has arrived at the library and is now available to them. The library will run quarterly reports from our Plum Creek Library System software program to determine the number of patrons who have a cellphone number registered with their account, and opt-in for the SMS notification.

Attainable –

To achieve this goal, we will ask each new patron if they would like to receive a SMS text message for these notifications. We will also encourage any patron who does not have their cell phone on file to add one, and offer them the opportunity to receive a text notification.

Relevant –

The goal recognizes the continually changing way in which people communicate. On Plum Creek delivery days, cell phone notifications will allow for instant communication with the patron that their item is at the library. This will allow the delivery process to move quicker and use staff time more efficiently.

Timed – This goal is attainable within the 2026 calendar year.

SMART Goal Planning Form – #3

Specific – Expand the Library’s Outreach Capabilities

Measurement/Assessment –

To reach more community members, the library staff will develop an outreach plan that includes increased visits to daycare settings, area businesses, and schools. Additionally, we will continue to improve our social media presence. We can determine the success by tracking visits to schools and businesses, and by looking at our social media traffic.

Attainable –

Statistics will be kept to show the increase. The goal is realistic to increase the outreach capabilities over a year.

Relevant –

This is essential for increasing the library’s visibility and accessibility to the community.

Timed – This goal is attainable within the 2026 calendar year.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to keep the store clean and dust-free to make the store continue to look appealing to all customers

Measurement/Assessment – HOW?

We have developed a cleaning schedule that lays out the dusting of all shelves and the cleaning of the cooler glass doors. Keeping these things looking fresh and free of dust will be done by staff during slow times of work.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no additional costs except for some cleaning products as all this will be done during normal work shifts

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store when customers are entering the store and browsing products.

Timed – WHEN?

This item will be completed continuously throughout the year, with the goal of everything getting cleaned once a month.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store has identified a goal to improve its average transaction statistics. The goal would be to increase the average item count per customer and the average transaction total by 3.5%

Measurement/Assessment – HOW?

Management will train staff on product knowledge, which will help staff interact with customers and talk about the products they are looking for or products we carry. Communicating with the customer could convince them to step up from a \$20.00 item to a \$21.00 item or higher, etc. Also, getting customers to maybe try something new, by adding on a mixer to go with their bottle purchase, or finding other items they can add on to the standard transaction.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this goal, as it will all be done during normal work shifts. Product knowledge can be learned through the internet or through free magazines with trending product knowledge that we already receive. Encouraging staff to take time to read it is important for this.

Relevant – EXPECTED RESULT?

This goal will help increase our current items per transaction from 1.863 items per transaction to 1.928 items per transaction. Also, increasing our average sale from \$29.51 to \$30.54. These will also help lead to increased sales for 2026.

Timed – WHEN?

This will occur continuously throughout the year. With reminders to staff often, providing ideas on how to get customers to increase their sales.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to increase the number of in-store tastings of new and trending products. The goal would be to have a minimum of 8 in-store tastings a year, plus the continuation of our Annual Holiday Wine Tasting Event at the community center.

Measurement/Assessment – HOW?

Throughout the year, we will have vendors or vendor-supplied tasters come to the store and taste their products in-store. If none are available, we will have a staff member taste products for our customers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Vendors themselves can come in and taste products in-store while supplying their own products. Our vendors will supply their products to the store and have them taste out to the staff. There would be no cost to these tastings as product would be given to the store or paid for by the vendors, or employee costs to do the tastings would be covered through suppliers' tasting promotion companies.

Relevant – EXPECTED RESULT?

In-store tastings would result in increased sales as customers are likely to purchase the product they tasted if they enjoyed it. Sales would be considered an Add-on sale because the customer is likely to purchase what they originally came in for, along with the tasted items.

Timed – WHEN?

Monthly in-store tastings would occur on a convenient night available for all and advertised using our Facebook page. These items would run concurrently with new products or products that are placed on sale.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store has identified a goal to improve its inventory management system, but there are continuous changes being made to make it simpler in the future.

Measurement/Assessment – HOW?

Management and staff will be responsible for performing periodic inventory counts throughout the store quarterly. Counts will be done based on sub-departments set up in the POS system. We will also match inventory levels with the POS system to see where discrepancies are and how we can fix them.

Products will continue to be re-categorized as sub-departments, making larger sub-departments easier to count.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update unless extra hours are needed by employees to complete. This would also help eliminate the need for a year-end count before the inventory audit.

Relevant – EXPECTED RESULT?

This update should allow for frequent checks of store inventory levels, verifying correct inventory levels throughout the year. This will also help prevent a complete inventory count at year-end to verify current inventory levels for Auditors.

Timed – WHEN?

This will occur quarterly throughout the year as time allows, and will continue regularly. Our goal this year is to complete an inventory check quarterly, which would amount to four complete periodic inventory counts.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store has identified a goal to improve its staff efficiency. Staff have had issues not taking the time to scan individual items or manually looking up products.

Measurement/Assessment – HOW?

Management will train staff on the need to take their time and make sure we are scanning every item brought to the register. Sometimes items can look very similar, which can result in the sale of items for an incorrect price. The need for accuracy will also help improve inventory discrepancies between similar products (i.e., Busch Beer and Busch Light Beer).

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this goal, as it will all be done during normal work shifts. Potentially, some extra time for management to help during extra shifts to meet with all staff members

Relevant – EXPECTED RESULT?

This update should help with more accurate inventory, as we have seen many times where a similar product has been sold as something else. Sometimes a product has been sold for less money than the intended sticker price due to being rung up for the wrong product.

Timed – WHEN?

This will occur continuously throughout the year. With reminders to staff often. Especially after discrepancies are noticed during periodic inventory counts.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The Liquor store has identified a goal to continue to provide Beverage Alcohol Server training to staff and other city departments that serve alcohol.

Measurement/Assessment – HOW?

Using our membership benefits of the MMBA and MLBA, we have access to a few different forms of server training, either in person or online.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Included in our MLBA membership is online training that is free. By having all employees complete this training, money is saved on our Dram Shop Insurance Policy through the League of Minnesota Cities Insurance Trust.

In the past few years, we have used MLBA online training to allow staff to complete the training on their own time or during a standard work shift, and it worked great! Staff could be trained at any time, rather than finding a time that works for all employees. Also works for when new staff are hired.

Relevant – EXPECTED RESULT?

In the past, we have had great luck with these trainings as we have had 100% attendance by Liquor Store staff at this training. By changing to online training, we do not need to try to get everybody's schedules to work out in order to schedule a training.

Timed – WHEN?

Training will be completed in either January or February of 2026, and as part of the new employee training.

SMART Goal Planning Form – Parks

Specific – WHO? WHAT?

Public Facilities- Maintain and upgrade public infrastructure.
Construction of new shelter in Island Park.

Measurement/Assessment – HOW?

Visual, completion of the Shelter.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Funds have been budgeted. Ag Builders has started pouring footings and preparing the site.

Relevant – EXPECTED RESULT?

Increase the available options for the citizens to rent multiple shelters in different parks.

Timed – WHEN? Completion of identified work by August 1st 2026.

SMART Goal Planning Form – Windom Police Department

Specific – Final Draft Implementation

In 2025, funds were appropriated for the purchase of Final Draft. It is an AI driven report writing system from Axon. The system gathers information from a body camera recording and puts it into report form by using AI software.

Measurement/Assessment – We hope to have fully implemented the system by mid-2026.

Attainable – It is a very attainable goal, as we have the software to begin using it.

Relevant – The topic is relevant as it allows officers to use technology to speed up report writing. This allows for more time spent patrolling by officers.

Timed – 2026

SMART Goal Planning Form – Windom Police Department

Specific – Active Shooter Training for the public

Measurement/Assessment – We hope to achieve completion by December 31, 2026.

Attainable – Our agency has sent Officer Andrew Kinnetz to training on how to respond to an active shooter situation. He will teach the concept of “Run, Hide, Fight,” to the public in a presentation.

Relevant – This is a very relevant topic in society today. In the past, we have provided training for schools and businesses. We hope to have a presentation made to the public

Timed – 2026

SMART Goal Planning Form – Recreation Department

Specific – WHO? WHAT?

Recreation Department would like to focus on maintenance and improvements to the Rec Area fields. Field maintenance and improvements as well as safety upgrades to the fencing.

Measurement/Assessment – HOW?

Specific detail will be assessed to field conditions and will be improved by leveling the playing field areas. Edging as well as grooming infield areas that have overgrown. Additional backstop protection on the varsity fields and fencing repairs as needed.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Staff will have ongoing duties throughout the summer with a list of projects that will need to be completed while complying with the city budget. Grants will be looked into and applied for additional funding for upgrades and safety improvements.

Relevant – EXPECTED RESULT?

The Rec Area ball fields are used by many user groups and additional safety measures will not only improve the appearance of the ball fields but allow everyone to enjoy the area with better safety measures in place.

Timed – WHEN?

The plan would be to start working on grants and funding at the start of 2025 and continue to work with groups and volunteers through the summer of 2026. Depending on what projects are completed we will continue to work towards completing all projects as time and funds allow.

SMART Goal Planning Form – Streets

Specific – WHO? WHAT?

Public Infrastructure- Remove Ash trees from the boulevards and the City Parks, due to the Emerald ash borer.

Measurement/Assessment – HOW?

The Street department crew will remove 50 trees this winter/summer with your equipment.

Attainable – REASONABLE/RESOURCES AVAILABLE?

Funds will be used out of the budget. A grant has been applied for, waiting to hear back.

Relevant – EXPECTED RESULT?

To slow the spread of the ash borer and to remove infected tree's that could damage property.

Timed – WHEN? Completion of identified work by Dec 2026.

SMART Goal Planning Form – Street Department

Specific – WHO? WHAT?

Public Facilities- Maintain and upgrade public infrastructure.

Pothole filling and crack-filling work to improve the quality and lifespan of City streets. Seal-coating program to preserve surfaces and extend lifespans.

Measurement/Assessment – HOW?

Street department crew will identify work areas in Spring/Summer and report on the number of blocks repaired and/or seal-coated.

Attainable – REASONABLE/RESOURCES AVAILABLE?

City crew will use mastic machine and other equipment for repairs. Funds from the annual maintenance budgeted will be used for materials.

Relevant – EXPECTED RESULT?

Provide a smoother travel surface for traffic and extend the life of the streets.

Timed – WHEN? Completion of identified work by October 15, 2026. In 2025 street department staff put down 50 thousand pounds of mastic on the city streets & airport. With the help of County 18th Ave was seal-coated.

SMART Goal Planning Form – Telecommunications Department –

Website 2026

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – Any changes to service offerings or rate changes will be updated at least quarterly.

SMART Goal Planning Form – Telecommunications Department –

Video Service 2026

Specific – The Telecom Department has identified a goal to remove decommissioned CATV Headend equipment and related cable TV after cessation of traditional CATV operations.

Measurement/Assessment – The Telecom Department will audit video equipment and set top boxes. Submit list to cable TV reseller vendors to value the equipment inventory.

Attainable/Achieve – Department staff will collect pulled from working service equipment. Defective equipment/scrap value equipment will be recycled/salvaged.

Relevant – Ending the cable TV service will impact the Department's budget by eliminating the fixed costs of maintaining the head-end equipment. Some value may be realized from cable TV equipment resellers.

Timed – The goal is to complete the removal of CATV equipment by the end of the second quarter 2026, allowing the cable TV system to be decommissioned.

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2026

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance, MMUA and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee have attend one training event or class every other year.

SMART Goal Planning Form – Telecommunications Department 2026
Maintain Building and Grounds

Specific – The Telecommunications Manager has identified the importance of maintaining the Network Operations Center building and the appearance of the building as an important asset to the City of Windom.

Measurement/Assessment – Landscape around the building to address drainage issues, painting of walk in doors, place plantings around building. Placement of a building address sign.

Attainable/Achieve - Utilize buildings budget for landscaping. Telecom staff/contractor will work on the project and building address sign can be made by a contractor.

Relevant – The overall appearance of the building will be improved and drainage issues resolved.

Timed – By September 2026.

SMART Goal Planning Form – Water Utility

Specific –The Water Utility has identified a goal to improve the physical appearance and structural condition of the existing well houses. Since all well houses are in parks and other open public areas, it is important to keep them structurally secure and aesthetically pleasing.

Measurement/Assessment –The Water Utility will assess the condition of each individual building and give priority to the building needing repairs the most.

Attainable –Some of the work can be done by staff, and materials and extra labor can be paid with money that is already in the CIP Well and Well Structure budget.

Relevant –We will be confident in the security of the buildings both from weather exposure and human tampering, ensuring the safety of our water supply. We will also be doing our part to keep our city looking it's best.

Timed – The goal will be to update 2 well house each year. With a total of 7 buildings, we plan to have them all updated by 2026. In 2024, Well 8 roof improvements were completed, and the ground around Well 6 was graded away from the building keeping runoff from entering. This past year well repair took precedence over well appearance. We will reevaluate conditions in 2026 and give priority where most needed.

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SMART GOALS

Water Department- Lead and Copper Rule Revision Compliance

Specific – The EPA Lead and Copper Rule Revision mandates that a complete inventory of all service lines be completed and submitted to EPA. After initial submission, follow up to further identify unknown or unidentified service lines must be made.

Measurement/Assessment – The initial service line inventory was due October 14, 2024. In 2025 the MDH allocated additional funds to expand on the initial inventory work that was done the first year. Going forward there will be additional inventory done and must be updated yearly to stay in compliance.

Attainable/Achieve – Inventory is considered complete when all service lines are identified as either Copper, Plastic, Galvanized requiring replacement, or Lead.

Relevant – This inventory be used to prioritize replacements going forward as directed by the Lead and Copper Rule. Eventually all service lines identified as lead or galvanized requiring replacement must be replaced.

Timed – All residences with unidentified, galvanized, or lead service lines are required to be notified yearly until the problem lines are replaced and inventoried.

SMART Goal Planning Form

Specific – Upgrade communication to the water plant from the wellfield in Tegels Park

Measurement/Assessment – The Water Department will solicit pricing and work with a vendor to upgrade communication feeds and PLC's in wells 3,4 and 11

Attainable – Funding will come from the well and well building CIP as well as the regular budget.

Relevant – The result will be better reliability and less alarm call outs due to non - communication issues caused by outdated equipment.

Timed – The water department has contacted a vendor about pricing, and will progress as time allows with intention of being complete by fall of 2026.

SMART Goal Planning Form – Wastewater

Specific – Minimizing PFAS concentrations in Biosolids to stay within the Tier 1 classification.

Measurement/Assessment – We will be targeting specific industrial users and zones of the City trying to pinpoint where the sources of PFAS are.

Attainable – By zone testing around town, we should be able to narrow down any high concentrations of PFAS, and educate users on alternative product usage.

Relevant – The goal in wastewater treatment is clean safe effluent water. We are tasked with removing contaminants and the MPCA is very forward looking. MPCA biosolids discharge limits were set in 2025. Our concentrations are low enough to keep us in the lowest Tier 1 action classification.

Timed –In 2026 we will expand testing to zones around town and try to track down any seemingly high concentrations.