



CITY COUNCIL MEETING
March 4, 2025
City Council Chamber
6:30 p.m.

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

AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – February 18, 2025
 - Planning Commission – February 11, 2025
 - Exempt Gambling Permit – BARC (April 15, 2025 – Rescheduled from February 18, 2025)
 - Regular Bills
2. Department Heads
3. Public Comment
 - Mike Lohre – Vaccine Injuries and Treatments
4. Resolution of Appreciation – Mary Holmen
5. City Wide Cleanup Event
6. Engineering Services Agreements
 - SEH Engineering – Airport Taxiway Project
 - DGR Engineering – 2025 Street Project
7. MN DOT – Radar Sign Agreement
8. Contractor Payment
 - Generation Plant Construction – Wilcon Construction – Proposal Request No. 13
9. Mayor Appointments
 - Windom HRA Board
 - Park & Recreation Commission
10. New Business
11. Old Business
12. Council Comments
13. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
February 18, 2025
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Dennis Esplan

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Ben Derickson, Fire Chief; Tiffany Lamb, EDA Director; Jon Ketzenberg, Streets & Parks Superintendent and Kristen Porath, Ambulance Director

3. Pledge of Allegiance

4. Agenda:

- Minutes
 - Council Minutes – February 4, 2025
 - Community Center Commission – February 10, 2025
 - Economic Development Authority – February 10, 2025
 - Parks and Recreation Commission – February 12, 2025
- Exempt Gambling Permit – Windom Area Chamber of Commerce (March 21, 2025)
- Regular Bills

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

5. Department Heads:

Jon Ketzenberg, Streets & Parks Superintendent, said that the City had just received notice from MN DOT that the Federal Highway Safety Improvement grant has been awarded for \$500,000 towards the Highway 60/71 roundabout on the south side of town. This grant will move up the construction timeline for the project. The City has also worked with MN DOT on the placement of the four radar speed signs within the Highway 60/71 corridor. The City has budgeted for the signs and MN DOT will install them. MN DOT asked for larger signs and that increases cost. MN DOT would be willing to buy one sign, but they reserve the right to relocate it outside the community at their discretion. Staff will continue to work with MN DOT on both projects.

Benson asked about the timeline for the roundabout. Ketzenberg said that no timelines were provided yet. When the roundabout comes that will eliminate the need for one of the radar signs in the future.

Nelson asked where MN DOT would re-route traffic for the roundabout construction and who pays for use of City streets. Also, would the roundabout return South Highway 60/71 to a four-lane configuration? Ketzenberg said that the City does not have this information from MN DOT yet, but would be discussed and Council involved.

6. National School Resource Officer Proclamation:

Council Member Sherman introduced the Resolution No. 2025-08, entitled “CITY OF WINDOM 2025 NATIONAL SCHOOL RESOURCE OFFICER DAY PROCLAMATION” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Sherman, Benson, Quade, Esplan and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Resolution of Appreciation – Dean Smestad:

Council Member Benson introduced the Resolution No. 2025-09, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO DEAN SMESTAD FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Quade, Benson, Sherman and Esplan. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Benson and Quade thanked Smestad for his years of service to the citizens of Windom.

Nasby said that Smestad intended on attending tonight but is ill. Mr. Smestad submitted a written statement which thanked the community for their support and his co-workers, past and present.

8. Ratification of Fire Department Elections:

Ben Derickson, Fire Chief, said that the Department had conducted their annual elections per their by-laws and is recommending that Ben Derickson be Fire Chief, Darren Tietz, First Assistant Chief; Jason Krumwiede, Second Assistant Chief and Kristen Porath, Third Assistant Chief.

Motion by Quade second by Sherman to ratify the Fire Dept elections. Motion carried 5 – 0.

9. Engineering Services Agreement with DGR – Island Park Levee:

Nasby said that the Council had previously moved ahead with the planning for a proposed levee in Island Park. The preliminary concept has been done along with the floodplain study. These items are with the Planning Commission for review.

Esplan said that some of the costs appear high as compared to the cost of the levee and he has some ideas for lowering the costs.

Motion by Nelson second by Benson to approve the DGR Engineering task order for the proposed Island Park levee. Motion carried 5 – 0.

10. Resolution Ordering Preparation of a Feasibility Study for the 2025 Street Improvement Project:

Council Member Benson introduced the Resolution No. 2025-10, entitled “RESOLUTION ORDERING PREPARATION OF A FEASIBILITY STUDY ON THE 2025 STREET IMPROVEMENT PROJECT” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Sherman, Benson, Quade and Esplan. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Ketzenberg said this proposed project would be to reconstruct some alleys downtown.

Nasby said this is the first step in the process as the project will include assessments. This feasibility study will identify work, costs and whether if they are necessary. It will also identify benefitting properties and the preliminary assessment costs. The second step would be to approve the feasibility study and notify property owners including a public hearing.

Preliminary

Nelson asked if the City parking lot is included in the proposed work? Ketzenberg said that the Westcor lot is included as it is in bad condition.

11. Mayor Appointment – Community Center:

Nasby said that the Mayor is recommending Bill Hanson to fill the unexpired term of Lenny Thiner as he is moving out of state. The term runs until December 31, 2026.

Motion by Benson second by Nelson to approve the Mayor's appointment of Bill Hanson to the unexpired term on the Community Center Commission. Motion carried 5 – 0.

12. New Business:

None.

13. Old Business:

Nasby said the BARC had a gaming permit that they needed to change the date on due to extreme cold weather. They asked to change the date of the permit and both the City and State will need to sign off.

14. Council Comments:

Benson noted the extreme cold weather and encouraged people to check on their neighbors and the elderly. He is happy about the MN DOT news on the roundabout grant.

Quade thanked Dana Wallace our SRO for all her work. She thanked Smestad for his service. She is glad to see some street improvements moving forward and the funding for the roundabout is huge for the community. There are 30 days until Spring, so hang in there.

Sherman expressed his appreciation for Wallace and Smestad for excellence in service to the community.

Nelson thanked Wallace, Smestad and the Fire Department for their service.

Esplan recognized Wallace and Smestad for their service and thanked the Fire Department for all they do for the community.

15. Adjournment:

Mayor Pro Tem Esplan adjourned the meeting by unanimous consent at 6:56 p.m.

Dennis Esplan, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
FEBRUARY 11, 2025**

1. Call to Order: The meeting was called to order by Chairman Mattson at 7:00 p.m.
2. Roll Call & Guest Introductions:

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

Also Present: B&Z Staff: Zoning Admin. Matt Fast and Admin. Asst. Mary Hensen;
City Council Liaison Jayesun Sherman; and Mayor Hilary Mathis.
3. Introduction of New Building & Zoning Official - Matthew Fast: Chairman Mattson welcomed Matt Fast and turned the meeting over to him. Zoning Admin. Fast said that he is from the Butterfield area and was born and raised there. He has been doing construction work and traveling a lot during the last five years. In addition to his job with the City, he farms with his Dad.
4. Oath of Office: Reappointed Commissioner Jared Baloun took the oath of office. Reappointed Commissioner Brandon Pletcher took the oath of office.
5. Election of Officers: Current Chairman is Brett Mattson and current Vice Chairman is Jared Baloun.
 - A. Chairperson: Current Chairman Brett Mattson called for nominations for the Office of Chairman.

Motion by Commissioner Hartman, seconded by Commissioner Cole, nominating Brett Mattson as Chairman for 2025 and until his successor is duly elected and qualified. Chairman Mattson called twice for any other nominations and none were received. Motion carried 5-0. Commissioner Mattson abstained.
 - B. Vice Chairperson: Chairman Mattson called for nominations for the Office of Vice Chairperson.

Motion by Commissioner Cole, seconded by Commissioner Baloun, nominating Carol Hartman as Vice Chairperson for 2025 and until her successor is duly elected and qualified. Chairman Mattson called twice for any other nominations and none were received. Motion carried 5-0. Commissioner Hartman abstained.
6. Approval of Minutes: December 10, 2024:

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meeting held on December 10, 2024, as sent. Motion carried 6-0.
7. Island Park Berm – Review of Preliminary Design/Specs: Zoning Admin. Fast advised that the City Council has discussed the possibility of constructing a permanent berm in Island Park running behind the houses on the south side of 6th Street. The berm would begin near the right-of-way for 6th Street (Highway 62) west of the Island Park Road and continue to the Park Road, then begin again on the east side of the Park Road and proceed through the dog park area and behind the homes on the south side of Highway 62. The berm would continue easterly towards the highway right-of-way. The purpose of the berm is to avert the extent of future flooding in the area outside Island Park and on Highway 62 and Highways 60/71 in the areas of these highways which border Island Park. This agenda item concerns a potential project in the aftermath of the flooding of the Summer of 2024. During the flooding, a clay berm had been constructed which paralleled Sixth Street in the Island Park area. After the floodwaters had receded, the clay was stockpiled in Island Park for future use. The location of the proposed permanent berm is not in the floodway, but it would be in the flood fringe. Because more than 1,000 cubic yards of material would be required to construct the berm, the City's Floodplain Ordinance (Chapter 153) requires a conditional use permit. The Commissioners received a

copy of the “Levee Concept Site Plan for Island Park Improvements” prepared by DGR Engineering. The black lines shown on the plan aerial are parcel lines and the red line is the park boundary. The project under consideration is the Concept 1 Levee shown on the plan. Zoning Admin. Fast stated that even though the Concept 2 Levee is shown on the plan, the City has no current plans to pursue that levee. He further stated that he and Consulting Building & Zoning Official Andy Spielman had questions concerning the proposed plan and asked for clarification regarding the size and a cross section showing the slope and elevation of the four culverts in the berm, a cross-section of a berm showing slope and the elevation, the potential impact of this berm on the drainage around the houses on Sixth Street, and information concerning a proposed rip rap weir, etc. DGR’s Office will be working on finalizing the design to provide this information. All of the houses adjacent to the proposed berm drain southerly towards the river. The proposed height of the berm is approximately 4’ 6”. There was a discussion concerning the proposal. Questions were raised concerning the need to relocate the dog park. In response to a question, Zoning Admin. Fast advised that the rip rap weir, if that option is pursued, is to stabilize the berm and help prevent erosion. However, that option is expensive. There was a brief discussion concerning the causes of the flooding in homes that weren’t close to the river (such as large amounts of rain and a high water table). A question was raised as to whether installation of the berm would back up the water from the river more in other locations. In response to a question, Zoning Admin. Fast replied that at times of future flooding, sandbags would also be placed at the entrance into Island Park to connect the two sides of the berm. Admin. Asst. Hensen advised that the proposed time schedule includes holding a public hearing on the conditional use permit hopefully at the Planning Commission’s March 11th Meeting.

8. Proposed Zoning District Designations – Review of Revisions

A. Cannabis/Hemp Businesses: The Minnesota Office of Cannabis Management will begin issuing licenses to various types of cannabis businesses in 2025. Cottonwood County is in the process of finalizing and adopting a new County Ordinance to act as the local unit of government to handle the registration of cannabis businesses, compliance inspections, and enforcement within the County. However, it is necessary that the City of Windom adopt a new ordinance designating zoning districts within Windom for various types of cannabis businesses, hours of operation for retail sales of products, and other restrictions permitted by Minnesota Statutes. The Planning Commission conducted a preliminary review of a draft ordinance in December. In the course of discussion at the December Meeting, several additional questions were raised by the Commissioners. Since that time, B&Z Staff have contacted the City Attorney; communicated with an attorney from the League of Minnesota Cities; reviewed the Office of Cannabis Management’s Guide for Local Governments and information from the League of Minnesota Cities, the Association of Minnesota Counties, the Minnesota Public Health Law Center, several Minnesota cities, a city in Colorado and portions of an ordinance from a city in California. Proposed revisions to the initial draft have been prepared for review by the Planning Commission.

During the discussion, questions were raised concerning hours for retail sales proposed by the County and other cities, hours for the Liquor Store if those products are sold there, and approval by the Park & Rec Commission of the proposed location, hours and other requirements for temporary cannabis events, etc. In response to a question, Admin. Asst. Hensen advised that the proposed final draft of the ordinance will be posted on the City’s website and on the bulletin board. (Copies for review will also be provided at the City’s Building & Zoning Office in City Hall and at the Library.) Council Liaison Sherman asked if it’s possible to prepare mapping to show buffer zones, etc.

9. Other Business/Reports: None.

10. Unfinished Business: Admin. Asst. Hensen advised that the Building & Zoning Office is still waiting for additional requested information from the Applicant concerning proposed billboards. After all of the requested information has been received, public hearings can be set on these applications.

11. New Business: Admin. Asst. Hensen reported that the Building & Zoning Office had received an Application for a conditional use permit for a short-term rental property (Airbnb). The proposed date for the public hearing on this application is the Planning Commission’s Meeting on March 11th.

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

13. Adjourn: The meeting was adjourned by unanimous consent at 8:07 p.m.

Attest: _____

Matthew Fast, Zoning Administrator

Brett Mattson, Chairman

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Business, Arts and Recreation Center

Previous Gambling Permit Number: X-94904-25-017

Minnesota Tax ID Number, if any: 622046

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

Mailing Address: PO BOX 123

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

Name of Chief Executive Officer (CEO): ASHLEY JOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Request to transfer license from Feb. 18 to April 15

due to weather cancellations

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

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

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

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Ashley Johnson* Date: 2-26-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Ashley Johnson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 2/14/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
FERNANDO ARAUJO IBARRA	00029997-4	02/13/2025	CREDIT REFUND	100-20191	159.37
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	100-20202	55.78
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	100-20202	23,604.73
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	100-20202	11.08
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	100-20202	5,344.00
					29,174.96
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41110-326	27.39
STEVE NASBY	FEB 12-13	02/20/2025	MAYOR/COUNCIL/TRAVEL EX...	100-41110-331	210.17
STEVE NASBY	FEB 12-13	02/20/2025	MAYOR/COUNCIL/TRAVEL EX...	100-41110-334	177.44
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	100-41110-350	249.75
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	100-41110-350	133.20
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	PROPERTY CASUALTY/WORK ...	100-41110-365	70.71
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Bonds	100-41110-365	759.00
CONVENT. & VISITOR BUREAU	FEB 25	02/24/2025	LODGING TAX	100-41110-491	4,012.44
Activity 41110 - Mayor & Council Total:					5,640.10
Activity: 41310 - Administration					
MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	100-41310-200	45.00
WEX Health Inc	0002104727-IN	02/18/2025	CITY HALL/OPERATING SUPPLI...	100-41310-217	154.50
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	100-41310-217	685.27
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41310-321	66.35
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41310-326	314.15
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	100-41310-350	465.45
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-41310-361	422.98
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	PROPERTY CASUALTY/WORK ...	100-41310-364	1,397.20
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-41310-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	PROPERTY CASUALTY/WORK ...	100-41310-365	55.03
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	100-41310-365	750.00
Activity 41310 - Administration Total:					4,623.86
Activity: 41910 - Building & Zoning					
INDOFF, INC	3779312	02/24/2025	EDA/P&Z/SUPPLIES	100-41910-200	58.37
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41910-321	55.83
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	100-41910-364	381.06
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	100-41910-365	291.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-41910-365	267.93
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	100-41910-480	228.42
Activity 41910 - Building & Zoning Total:					1,282.61
Activity: 41940 - City Hall					
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	100-41940-362	5,107.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41940-381	654.63
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41940-382	65.24
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-41940-385	146.62
CRISTINA MAZARIEGOS	FEB 3 - FEB 14	02/24/2025	CITY HALL/LIBRARY/MAINTEN...	100-41940-406	450.00
ECHO GROUP INC.	S011051439.001	02/18/2025	CITY HALL/ELECTRIC REPAIRS	100-41940-409	235.39
Activity 41940 - City Hall Total:					6,658.88
Activity: 42120 - Crime Control					
INDOFF, INC	3778070	02/13/2025	POLICE/SUPPLIES	100-42120-200	50.37
INDOFF, INC	3779588	02/24/2025	POLICE/SUPPLIES (SUPPLIES)	100-42120-200	32.99
WINDOM AREA HEALTH	323874407	02/13/2025	POLICE/MEDICAL FEES	100-42120-305	65.00
WINDOM AREA HEALTH	323987538	02/24/2025	POLICE/MEDICAL FEES	100-42120-305	498.50
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	100-42120-308	152.28
AT & T MOBILITY	287293102788X02032025	02/13/2025	POLICE/TELEPHONE	100-42120-321	695.23

Expense Approval Report

Payment Dates: 2/14/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42120-321	30.48
ALPHA WIRELESS - MANKATO...	28783	02/13/2025	POLICE/RADIO UNITS	100-42120-323	120.00
COTTONWOOD CO AUD/TREAS	1936-QVHG-XNQ6	02/24/2025	POLICE/DATA PROCESSING	100-42120-326	24.98
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-42120-361	4,364.19
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	100-42120-363	5,462.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	100-42120-363	4,074.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	100-42120-364	55,767.98
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	100-42120-365	100.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-42120-365	267.93
PAUL MARSH	33599	02/24/2025	POLICE/MAINTENANCE - VEHI...	100-42120-405	248.66
COTTONWOOD CO AUD/TREAS	MARCH 2025	02/18/2025	POLICE/BUILDING RENTALS	100-42120-412	2,152.50
FLEET SERVICES DIVISION	2025070001	02/24/2025	POLICE/VEHICLE LEASE	100-42120-419	2,933.59
ENTERPRISE FM TRUST	613153-020625	02/26/2025	POLICE/TELECOM/VEHICLE LE...	100-42120-419	837.78
Activity 42120 - Crime Control Total:					77,878.46

Activity: 42220 - Fire Fighting

RITA HACKER -CREATIVE DESI...	869	02/26/2025	FIRE DEPT/UNIFORMS	100-42220-218	63.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42220-321	42.89
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-42220-361	616.49
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property 60% ESF	100-42220-362	4,392.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	100-42220-363	1,796.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	100-42220-363	440.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	100-42220-364	8,981.99
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	100-42220-365	1,068.25
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-42220-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42220-381	416.68
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42220-382	15.56
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42220-385	37.64
MUNICIPAL EMERGENCY SERV...	IN2201168	02/24/2025	FIRE DEPT/MAINTENANCE - O...	100-42220-404	3,761.02
CARQUEST - SMITH AUTO SUP...	15495-61329	02/18/2025	FIRE DEPT/MAINT. VEHICLE	100-42220-405	15.06
PAUL MARSH	33634	02/24/2025	FIRE DEPT/VEHICLE MAINT.	100-42220-405	321.94
O'REILLY AUTOMOTIVE, INC	4425-427037	02/18/2025	FIRE DEPT/VEHICLE MAINT.	100-42220-405	14.99
MN STATE FIRE DEPT ASSOC	2025	02/18/2025	FIRE DEPT/MSFDA MEMBERSH..	100-42220-433	290.00
SOUTHWEST REGIONAL FIRE ...	49-2/6/25	02/18/2025	FIRE DEPT/ANNUAL ASSOCIAT...	100-42220-433	100.00
Activity 42220 - Fire Fighting Total:					22,641.44

Activity: 42500 - Civil Defense

ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-42500-381	35.94
Activity 42500 - Civil Defense Total:					35.94

Activity: 43100 - Streets

MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	100-43100-217	761.41
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-217	70.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-321	20.55
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	100-43100-350	55.50
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-43100-361	1,702.16
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	100-43100-362	2,103.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	100-43100-363	1,479.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	100-43100-363	1,980.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	100-43100-364	8,984.11
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Sched. Over 25,000	100-43100-365	97.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-43100-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	100-43100-365	1,068.25
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-381	351.21
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-381	2,454.77
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-382	21.04
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-43100-385	46.53
WINDOM FIRE & SAFETY, LLC	0008756	12/31/2024	STREET/SERVICES	100-43100-401	420.00
SCHILLING SUPPLY COMPANY	995932-00	02/26/2025	STREET/SERVICES	100-43100-401	112.16
Activity 43100 - Streets Total:					21,994.62

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 45120 - Recreation					
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-45120-361	146.22
Activity 45120 - Recreation Total:					146.22
Activity: 45202 - Park Areas					
SCHILLING SUPPLY COMPANY	994738-00	02/13/2025	STREET/SUPPLIES	100-45202-211	888.92
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-45202-326	266.67
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	100-45202-361	621.79
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	100-45202-362	10,752.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	100-45202-363	276.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	100-45202-363	147.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	100-45202-364	5,239.14
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	100-45202-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	100-45202-365	1,068.25
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	100-45202-381	576.68
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	100-45202-480	152.28
Activity 45202 - Park Areas Total:					20,256.66
Fund 100 - GENERAL Total:					190,333.75
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
DEMCO INC	7603815	02/24/2025	LIBRARY/SUPPLIES	211-45501-200	196.34
PLUM CREEK LIBRARY	IN26412	02/18/2025	LIBRARY/SUPPLIES	211-45501-200	9.00
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	211-45501-217	152.28
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	211-45501-321	166.61
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	211-45501-326	70.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	211-45501-361	612.50
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	211-45501-362	5,516.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	211-45501-364	762.11
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	211-45501-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	211-45501-381	211.63
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	211-45501-382	20.72
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	211-45501-385	45.49
VESTIS GROUP, INC	2560351222	02/18/2025	LIBRARY/MAINT. STRUCTURE	211-45501-402	44.65
CRISTINA MAZARIEGOS	FEB 3 - FEB 14	02/24/2025	CITY HALL/LIBRARY/MAINTEN...	211-45501-402	450.00
Activity 45501 - Library Total:					8,525.26
Fund 211 - LIBRARY Total:					8,525.26
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAND..	2/15/2025	02/26/2025	AIRPORT/TELEPHONE	225-45127-321	30.98
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	225-45127-361	414.94
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	225-45127-362	10,002.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	225-45127-365	306.90
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	225-45127-365	714.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	225-45127-365	582.00
Activity 45127 - Airport Total:					12,050.82
Fund 225 - AIRPORT Total:					12,050.82
Fund: 230 - POOL					
Activity: 45124 - Pool					
HAWKINS, INC	6915566	12/31/2024	SWIMMING POOL/CHEMICALS	230-45124-216	20.00
HAWKINS, INC	6938193	12/31/2024	POOL/CHEMICALS	230-45124-216	20.00
HAWKINS, INC	6985662	02/19/2025	POOL/CHEMICALS	230-45124-216	20.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	230-45124-217	133.33
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	230-45124-361	403.12
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	230-45124-364	1,830.06
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	230-45124-365	3,579.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	230-45124-381	35.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	230-45124-385	54.16
Activity 45124 - Pool Total:					6,094.67
Fund 230 - POOL Total:					6,094.67

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	235-42153-200	45.00
BOUND TREE MEDICAL, LLC	85659757	02/24/2025	AMBO/OPERATING SUPPLIES	235-42153-217	105.87
LANDON JOHNSON	2-10-2025	02/18/2025	AMBO/TRAINING/REGISTRAT...	235-42153-308	25.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	235-42153-321	28.59
DAN MESNER	2/11/2025	02/18/2025	AMBO/MEALS	235-42153-334	20.28
KRISTEN PORATH	2/4-2/11	02/18/2025	AMBO/MEALS	235-42153-334	101.55
APRIL HARRINGTON	2-13-2025	02/18/2025	AMBO/MEALS	235-42153-334	10.98
ROB VISKER	2-14-2025	02/18/2025	AMBO/MEALS	235-42153-334	16.09
JENNA VACHUSKA	2-17-2025	02/18/2025	AMBO/MEALS	235-42153-334	16.11
MEGAN BRAMSTEDT	2-5-2025	02/18/2025	AMBO/MEALS	235-42153-334	34.18
APRIL PETERSON	2-6-2025	02/18/2025	AMBO/MEALS	235-42153-334	8.68
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	235-42153-340	200.50
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	235-42153-361	1,949.57
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property 40% ESF	235-42153-362	2,928.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	235-42153-363	1,182.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	235-42153-363	608.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	235-42153-364	12,017.71
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	235-42153-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	235-42153-381	277.78
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	235-42153-382	10.38
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	235-42153-385	25.10
Activity 42153 - Ambulance Total:					19,879.30

Activity: 49950 - Capital Outlay

SEH	482382	02/18/2025	AIRPORT/CAPITAL	235-49950-500	7,260.00
Activity 49950 - Capital Outlay Total:					7,260.00
Fund 235 - AMBULANCE Total:					27,139.30

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3779312	02/24/2025	EDA/P&Z/SUPPLIES	250-46520-200	58.36
MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	250-46520-200	45.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	250-46520-321	55.83
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	250-46520-362	724.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	250-46520-364	381.06
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	250-46520-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	250-46520-365	688.50
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	250-46520-365	12.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	250-46520-381	63.79
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFETY COMP/JOB TRAINING ...	250-46520-480	228.42
Activity 46520 - EDA Total:					2,524.89
Fund 250 - EDA GENERAL Total:					2,524.89

Fund: 309 - 2025 STREET PROJECT

Activity: 41000 - General Government

DGR ENGINEERING	00273639	02/18/2025	STREET DEPT/ENG/SURVEYING..	309-41000-303	1,160.50
Activity 41000 - General Government Total:					1,160.50
Fund 309 - 2025 STREET PROJECT Total:					1,160.50

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

INDOFF, INC	3779248	02/18/2025	CITY HALL/CAPITAL OUTLAY	401-49950-500	1,013.00
SHI INTERNATIONAL CORP	B19311052-1	02/13/2025	TELECOM/OTHER OPERATING...	401-49950-500	369.21
SEH	483075	02/18/2025	AIRPORT/CAPITAL	401-49950-504	10,703.00
Activity 49950 - Capital Outlay Total:					12,085.21
Fund 401 - GENERAL CAPITAL PROJECTS Total:					12,085.21

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 601 - WATER					
Activity: 49400 - Water					
MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	601-49400-200	45.00
HAWKINS, INC	6982642	02/18/2025	WATER/CHEMICALS	601-49400-216	939.08
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	601-49400-217	456.85
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-321	51.44
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-326	70.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	601-49400-361	3,468.28
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	601-49400-362	14,934.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	601-49400-363	276.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	601-49400-363	300.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	601-49400-364	3,978.33
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	601-49400-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	601-49400-365	1,068.25
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-381	4,923.62
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-382	20.62
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-385	45.16
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	601-49400-386	35.00
Activity 49400 - Water Total:					30,879.56
Fund 601 - WATER Total:					30,879.56

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

MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	602-49450-200	45.00
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	602-49450-217	304.57
MN VALLEY TESTING	1292548	02/18/2025	SEWER/LAB TESTING	602-49450-310	110.40
MN VALLEY TESTING	1292810	02/18/2025	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1293220	02/20/2025	SEWER/LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1293225	02/20/2025	SEWER/LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1293772	02/20/2025	SEWER/LAB TESTING	602-49450-310	126.40
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	602-49450-321	177.07
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	602-49450-326	70.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	602-49450-361	6,147.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	602-49450-362	21,054.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	602-49450-363	496.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	602-49450-363	633.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	602-49450-364	3,728.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	602-49450-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	602-49450-365	1,068.25
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	602-49450-381	11,624.45
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	602-49450-382	323.49
DAKOTA SUPPLY GROUP	S104463504.001	02/20/2025	SEWER/MAINTANCE STRUCT...	602-49450-402	1,082.32
QUALITY FLOW SYSTEMS, INC.	48449	02/20/2025	SEWER/MAINTENACE-OFFICE	602-49450-404	8,970.00
Activity 49450 - Sewer Total:					56,775.88
Fund 602 - SEWER Total:					56,775.88

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 637 RETURN	02/26/2025	ELECTRIC/INVENTORY	604-14200	48.77
RESCO - RURAL ELECTRIC SUP...	3061627	02/13/2025	ELECTRIC/INVENTORY	604-14200	5,707.95
WESCO DISTRIBUTION, INC	511637	02/13/2025	ELECTRIC/INVENTORY	604-14200	490.00
IRBY ELECTRICAL DISTRIBUTOR	S014096234.002	02/26/2025	ELECTRIC/INVENTORY	604-14200	616.14
IRBY ELECTRICAL DISTRIBUTOR	S014160546.001	02/13/2025	ELECTRIC/INVENTORY	604-14200	4,135.11
DAKOTA SUPPLY GROUP	S104364191.003	02/13/2025	ELECTRIC/INVENTORY	604-14200	2,353.32
DAKOTA SUPPLY GROUP	S1044447417.003	02/20/2025	ELECTRIC/INVENTORY	604-14200	412.50
DAKOTA SUPPLY GROUP	S1044447417.004	02/18/2025	ELECTRIC/INVENTORY	604-14200	6,600.00
DAKOTA SUPPLY GROUP	S104447417.001	02/18/2025	ELECTRIC/INVENTORY	604-14200	235.00
ECHO GROUP INC.	S011069163.001	02/26/2025	ELECTRIC/CIP	604-16480	1,029.13
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	604-20202	153.27
BRANDON ALONZO ALVARADO	1/6/2025	02/26/2025	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
GULLERMO ROMAN	2/25/2025	02/26/2025	ELECTRIC PREPAYMENT REFU...	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LINDSEY ENGLAR	2/25/2025	02/26/2025	ELECTRIC PREPAYMENT REFU...	604-22000	300.00
					22,681.19
Activity: 49550 - Electric					
MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	604-49550-200	45.00
AMAZON CAPITAL SERVICES, I...	1GXH-XGN7-H3D7	02/24/2025	ELECTRIC/OTHER OPERATING ...	604-49550-217	60.74
AMAZON CAPITAL SERVICES, I...	1QQR-GC1L-NRHP	02/20/2025	ELECTRIC/SUPPLIES	604-49550-217	720.71
DGR ENGINEERING	00274228	02/26/2025	ELECTRIC/ENG/SURVEYING FE...	604-49550-303	125.00
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	604-49550-308	815.00
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	604-49550-308	837.56
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	604-49550-321	51.51
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	604-49550-326	90.00
STEVE NASBY	2-19-2025	02/20/2025	ELECTRIC/TRAVEL EXPENSE	604-49550-331	178.71
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	604-49550-361	18,285.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	604-49550-362	47,917.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	604-49550-363	1,899.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Phyd	604-49550-363	1,691.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	604-49550-364	6,291.09
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	604-49550-365	267.93
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	604-49550-365	1,068.25
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	604-49550-381	170.90
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	604-49550-382	48.79
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	604-49550-385	105.23
ECHO GROUP INC.	S011059832.002	02/26/2025	ELECTRIC/MAINTENANCE - ST...	604-49550-402	143.34
ECHO GROUP INC.	S011062154.001	02/26/2025	ELECTRIC/MAINTENANCE - ST...	604-49550-402	41.00
CARQUEST - SMITH AUTO SUP...	15495-61446	02/20/2025	ELECTRIC/VEHICLE MAINT	604-49550-405	19.16
CARQUEST - SMITH AUTO SUP...	15495-61448	02/20/2025	ELECTRIC/VEHICLE MAINT	604-49550-405	149.19
ELECTRIC FUND	# 1013	02/13/2025	ELECTRIC/ MAINT DISTRIBUTI...	604-49550-408	182.00
ELECTRIC FUND	# 1016	02/26/2025	ELECTRIC/ MAINTENANCE - DI...	604-49550-408	12.24
PROBEWELL LAB INC.	17110	02/20/2025	ELECTRIC/MAINTENANCE - DI...	604-49550-408	950.00
FLAGSHOOTER, INC.	250212007	02/13/2025	ELECTRIC/MAINT. DISTRIBUTI...	604-49550-408	365.78
FS3 INC	92562	02/13/2025	ELECTRIC/MAINT DISTRIBUTI...	604-49550-408	357.30
MN DEPT OF NAT RES - ECO-...	LIC. #UWAT014054	02/20/2025	ELECTRIC/MAINTENANCE - DI...	604-49550-408	147.00
RD OFFUTT COMPANY	P3576304	02/13/2025	ELECTRIC/MAINTENANCE - DI...	604-49550-408	912.10
ELECTRIC FUND	# 1014	02/20/2025	ELECTRIC/MAINTENANCE - UT...	604-49550-409	2.62
ELECTRIC FUND	# 1015	02/26/2025	ELECTRIC/MAINTENANCE - UT...	604-49550-409	0.80
ECHO GROUP INC.	S011059832.001	02/18/2025	ELECTRIC/MAINTENANCE - UT...	604-49550-409	353.08
MN MUNICIPAL UTILITIES ASS...	65188	02/20/2025	ELECTRIC/DUES	604-49550-433	17,630.00
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	604-49550-460	372.11
WINDOM AREA DEVELOPMEN...	MARCH 2025	02/24/2025	ELECTRIC/PAYMENTS TO OTH...	604-49550-491	1,200.00
Activity 49550 - Electric Total:					103,506.14
Fund 604 - ELECTRIC Total:					126,187.33
Fund: 609 - LIQUOR STORE					
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	609-20202	14,160.12
					14,160.12
Activity: 49751 - Liquor Store					
MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	609-49751-200	45.00
VESTIS GROUP, INC	2560351224	02/18/2025	LIQUOR STORE/CLEANING SU...	609-49751-211	69.07
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	609-49751-217	304.57
BELLBOY CORP	0206775500	02/18/2025	LIQUOR STORE/LIQUOR/WINE...	609-49751-251	2,952.00
BREAKTHRU BEVERAGE MINN...	120031265	02/18/2025	LIQUOR STORE/LIQUOR	609-49751-251	175.50
BREAKTHRU BEVERAGE MN W...	120032277	02/18/2025	LIQUOR STORE/LIQUOR STOR...	609-49751-251	2,701.93
SOUTHERN GLAZER'S OF MN	2591562	02/24/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	3,877.97
JOHNSON BROS.	2727435	02/18/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	7,585.49
JOHNSON BROS.	2731828	02/24/2025	LIQUOR STORE/LIQUOR	609-49751-251	4,710.94
BEVERAGE WHOLESALERS	367980	02/18/2025	LIQUOR STORE/LIQUOR/BEER...	609-49751-251	105.20
BEVERAGE WHOLESALERS	368950	02/24/2025	LIQUOR STORE/LIQUOR	609-49751-251	92.00
PHILLIPS WINE & SPIRITS	6928165	02/18/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	1,427.07
PHILLIPS WINE & SPIRITS	6931715	02/24/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-251	198.16
DOLL DISTRIBUTING, LLC	1699521	02/18/2025	LIQUOR STORE/BEER/FREIGHT	609-49751-252	11,555.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1699524	02/18/2025	LIQUOR STORE/BEER	609-49751-252	34.65
DOLL DISTRIBUTING, LLC	1699526	02/18/2025	LIQUOR STORE/BEER-CREDIT	609-49751-252	-102.93
DOLL DISTRIBUTING, LLC	1700584	02/18/2025	LIQUOR STORE/BEER	609-49751-252	163.75
DOLL DISTRIBUTING, LLC	1704163	02/24/2025	LIQUOR STORE/BEER	609-49751-252	1,620.02
BEVERAGE WHOLESALERS	367980	02/18/2025	LIQUOR STORE/LIQUOR/BEER...	609-49751-252	10,113.30
BEVERAGE WHOLESALERS	368949	02/24/2025	LIQUOR STORE/BEER	609-49751-252	190.00
BEVERAGE WHOLESALERS	368950	02/24/2025	LIQUOR STORE/BEER	609-49751-252	5,567.84
ARTISAN BEER COMPANY	3746251	02/18/2025	LIQUOR STORE/BEER	609-49751-252	153.80
ARTISAN BEER COMPANY	3747701	02/24/2025	LIQUOR STORE/BEER	609-49751-252	204.45
BELLBOY CORP	0206775500	02/18/2025	LIQUOR STORE/LIQUOR/WINE...	609-49751-253	96.00
BREAKTHRU BEVERAGE MN W...	120032277	02/18/2025	LIQUOR STORE/LIQUOR STOR...	609-49751-253	1,399.00
JOHNSON BROS.	123139	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	-344.00
JOHNSON BROS.	123140	02/18/2025	LIQUOR STORE/WINE	609-49751-253	-14.33
JOHNSON BROS.	123141	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	-64.00
DOLL DISTRIBUTING, LLC	1704163	02/24/2025	LIQUOR STORE/WINE/	609-49751-253	30.00
SOUTHERN GLAZER'S OF MN	2591563	02/24/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	510.59
JOHNSON BROS.	2727436	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	1,343.15
JOHNSON BROS.	2731829	02/24/2025	LIQUOR STORE/WINE	609-49751-253	1,665.50
PHILLIPS WINE & SPIRITS	542277	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	-66.15
PHILLIPS WINE & SPIRITS	6928166	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	654.76
PHILLIPS WINE & SPIRITS	6931716	02/24/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	60.00
MORGAN CREEK VINEYARDS	7383	02/24/2025	LIQUOR STORE/WINE	609-49751-253	100.80
WINE MERCHANTS	7507996	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-253	558.40
BELLBOY CORP	0109498000	02/18/2025	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	59.00
BREAKTHRU BEVERAGE MN W...	120032277	02/18/2025	LIQUOR STORE/LIQUOR STOR...	609-49751-254	30.11
PBC - PEPSI BEVERAGES COM...	14529709	02/18/2025	LIQUOR STORE/SOFT DRINKS	609-49751-254	414.55
JOHNSON BROS.	2731829	02/24/2025	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	37.00
ATLANTIC COCA-COLA	5057250	02/24/2025	LIQUOR STORE/SOFT DRINKS ...	609-49751-254	327.00
BREAKTHRU BEVERAGE MN W...	120032277	02/18/2025	LIQUOR STORE/LIQUOR STOR...	609-49751-259	104.00
DOLL DISTRIBUTING, LLC	1704163	02/24/2025	LIQUOR STORE/NON-ALCOHO...	609-49751-259	65.40
BEVERAGE WHOLESALERS	367980	02/18/2025	LIQUOR STORE/LIQUOR/BEER...	609-49751-259	33.85
BEVERAGE WHOLESALERS	368950	02/24/2025	LIQUOR STORE/NON-ALCOHO...	609-49751-259	62.60
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	609-49751-321	226.78
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	609-49751-326	121.30
BELLBOY CORP	0109498000	02/18/2025	LIQUOR STORE/SOFT DRINKS ...	609-49751-333	2.83
BELLBOY CORP	0206775500	02/18/2025	LIQUOR STORE/LIQUOR/WINE...	609-49751-333	26.00
BREAKTHRU BEVERAGE MN W...	120032277	02/18/2025	LIQUOR STORE/LIQUOR STOR...	609-49751-333	77.70
JOHNSON BROS.	123139	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	-8.12
JOHNSON BROS.	123141	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	-2.03
DOLL DISTRIBUTING, LLC	1699521	02/18/2025	LIQUOR STORE/BEER/FREIGHT	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1704163	02/24/2025	LIQUOR STORE/FREIGHT	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2591562	02/24/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	73.45
SOUTHERN GLAZER'S OF MN	2591563	02/24/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	22.55
JOHNSON BROS.	2727435	02/18/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	104.21
JOHNSON BROS.	2727436	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	34.51
JOHNSON BROS.	2731828	02/24/2025	LIQUOR STORE/FREIGHT	609-49751-333	102.53
JOHNSON BROS.	2731829	02/24/2025	LIQUOR STORE//FREIGHT	609-49751-333	42.97
PHILLIPS WINE & SPIRITS	542277	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	-2.03
PHILLIPS WINE & SPIRITS	6928165	02/18/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	20.47
PHILLIPS WINE & SPIRITS	6928166	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	18.95
PHILLIPS WINE & SPIRITS	6931715	02/24/2025	LIQUOR STORE/LIQUOR/FREI...	609-49751-333	1.35
PHILLIPS WINE & SPIRITS	6931716	02/24/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	2.03
WINE MERCHANTS	7507996	02/18/2025	LIQUOR STORE/WINE/FREIGHT	609-49751-333	14.21
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	609-49751-361	6,413.85
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Liquor Liability	609-49751-361	6,472.87
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	609-49751-362	6,111.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	609-49751-364	3,053.40
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	609-49751-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	609-49751-381	111.66
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	609-49751-382	22.13

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ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	609-49751-385	45.62
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	609-49751-460	11.89
				Activity 49751 - Liquor Store Total:	84,212.47
				Fund 609 - LIQUOR STORE Total:	98,372.59

Fund: 614 - TELECOM**Activity: 49870 - Telecom**

MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	614-49870-200	45.00
CITY LAUNDERING CO.	2092105	02/26/2025	TELECOM/CLEANING	614-49870-211	28.92
CITY LAUNDERING CO.	2096338	02/26/2025	TELECOM/CLEANING	614-49870-211	28.92
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	614-49870-217	761.42
SHI INTERNATIONAL CORP	B19311052-1	02/13/2025	TELECOM/OTHER OPERATING...	614-49870-217	1,107.66
INTERSTATE TRS FUND	82580760086-0225	02/26/2025	TELECOM/LEGAL FEES	614-49870-304	1.93
INTERSTATE TRS FUND	82580760086-0225	02/26/2025	TELECOM/LEGAL FEES	614-49870-304	696.33
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	614-49870-321	221.87
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	614-49870-361	6,856.35
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	614-49870-362	6,871.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	614-49870-363	943.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	614-49870-364	15,597.92
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	614-49870-365	1,068.25
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	614-49870-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	614-49870-381	3,395.67
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	614-49870-382	21.50
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	614-49870-385	43.66
VIKING AUTOMATIC SPRINKLE...	1025-F397655	02/26/2025	TELECOM/MAINTENANCE - O...	614-49870-404	710.00
ELITE MECHANICAL SYSTEMS ...	30063	02/26/2025	TELECOM/MAINTENANCE - O...	614-49870-404	2,004.26
ENTERPRISE FM TRUST	613153-020625	02/26/2025	POLICE/TELECOM/VEHICLE LE...	614-49870-419	537.16
CENTURY LINK	7242105D-D-25048	02/24/2025	TELECOM/TRANSMISSION FEES	614-49870-441	28.99
CENTURY LINK	LX017082025053	02/26/2025	TELECOM/TRANSMISSION FEES	614-49870-441	272.64
CONSOLIDATED COMMUNICA...	2/1/2025	02/26/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	1,444.95
NATIONAL CABLE TV COOP	25010399	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	48,744.71
Diamond Sports Topco, LLC	25366	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	6,249.10
BIG TEN NETWORK, LLC	365984	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	1,274.88
FOX CORPORATION	365985	02/18/2025	TELECOM/SUBSRIBER FEES	614-49870-442	241.08
FOX CORPORATION	365986	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	3,175.20
NEXSTAR BROADCASTING GR...	599521	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	219.68
MLB NETWORK	600873	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	371.00
SHOWTIME NETWORKS INC	90062	02/18/2025	TELECOM/SUBSCRIBER FEES	614-49870-442	146.88
CONSOLIDATED CALL CENTER ...	26565	02/26/2025	TELECOM/SWITCH FEES	614-49870-445	107.65
ZAYO GROUP, LLC	2025020027696	02/26/2025	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	390361	02/26/2025	TELECOM/INTERNET EXPENSE	614-49870-447	633.75
MANKATO NETWORKS, LLC	390370	02/26/2025	TELECOM/ INTERNET EXPENSE	614-49870-447	1,293.88
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	614-49870-460	542.02
				Activity 49870 - Telecom Total:	107,905.16
				Fund 614 - TELECOM Total:	107,905.16

Fund: 615 - ARENA**Activity: 49850 - Arena**

MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	615-49850-200	45.00
JCL SOLUTIONS - JANITORS CL...	1384508-1	02/26/2025	ARENA/CLEANING/SUPPLIES	615-49850-211	125.20
COUNTRY PRIDE SERVICE	9040435	02/26/2025	ARENA/MOTOR FUELS	615-49850-212	120.00
COUNTRY PRIDE SERVICE	9040911	02/26/2025	ARENA/MOTOR FUELS	615-49850-212	120.00
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFTEY COMP/JOB TRAINING ...	615-49850-217	304.57
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	615-49850-321	127.28
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	615-49850-326	433.00
CITIZEN PUBLISHING CO	JAN 2025	02/13/2025	MAYOR & COUNCIL/AMBO/S...	615-49850-340	189.10
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	615-49850-361	1,343.02
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	615-49850-362	14,879.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	615-49850-363	705.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	615-49850-364	4,045.50
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Unsched. 25,000 & Less	615-49850-365	1,068.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Equipment Breakdown Cover...	615-49850-365	267.93
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	615-49850-381	6,715.67
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	615-49850-382	290.31
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	615-49850-385	119.07
ELITE MECHANICAL SYSTEMS ...	28796	12/31/2024	ARENA/MAINTENANCE - STR...	615-49850-402	948.46
Activity 49850 - Arena Total:					31,846.36
Fund 615 - ARENA Total:					31,846.36

Fund: 617 - M/P CENTER

DEB ZIMMER	2/12/2025	02/13/2025	WCC/ROOM RENTAL REFUND	617-38510	500.00
					500.00

Activity: 49860 - M/P Center

MANTRONICS MAILING SYST...	55328	02/18/2025	SERVICE CONTRACTS	617-49860-200	45.00
INDOFF, INC	3779309	02/18/2025	WCC/CLEANING SUPPLIES	617-49860-211	112.98
MN MUNICIPAL UTILITIES ASS...	65478-1	02/13/2025	SAFETY COMP/JOB TRAINING ...	617-49860-217	456.85
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	617-49860-321	60.02
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	617-49860-326	403.33
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Municipal Liability	617-49860-361	1,242.06
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property	617-49860-362	10,804.00
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Auto Liability	617-49860-363	138.00
LEAGUE OF MN CITIES INS TR...	02-04-2025	02/21/2025	Workmans Comp	617-49860-364	1,876.73
LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Liquor Liability	617-49860-365	207.13
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	617-49860-381	1,083.00
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	617-49860-382	47.61
ELECTRIC FUND	CITY UTILITIES FEB. 2025	02/12/2025	MONTHLY UTILITY	617-49860-385	111.36
ELITE MECHANICAL SYSTEMS ...	30780	02/26/2025	WCC/MAINTENANCE - OFFICE	617-49860-404	285.53
SCHWALBACH HARDWARE	534845	02/18/2025	WCC/MAINTENANCE - OFFICE	617-49860-404	1,174.16
MN REVENUE	FEB 25	02/20/2025	SALES/USE TAX	617-49860-460	384.00
Activity 49860 - M/P Center Total:					18,431.76
Fund 617 - M/P CENTER Total:					18,931.76

Fund: 651 - RIVERLBUFF TOWNHOMES

Activity: 46520 - EDA

LEAGUE OF MN CITIES INS TR...	02-10-2025	02/21/2025	Property Van Binsbergen	651-46520-480	6,954.00
Activity 46520 - EDA Total:					6,954.00
Fund 651 - RIVERLBUFF TOWNHOMES Total:					6,954.00

Fund: 700 - PAYROLL

Internal Revenue Service-Payr...	INV0002563	02/21/2025	Federal Tax Withholding	700-21701	12,040.78
MN Department of Revenue - ...	INV0002564	02/21/2025	State Withholding	700-21702	6,149.07
Internal Revenue Service-Payr...	INV0002563	02/21/2025	Social Security	700-21703	14,793.44
MN Pera	INV0002561	02/21/2025	PERA	700-21704	811.06
MN Pera	INV0002561	02/21/2025	PERA	700-21704	8,810.59
MN Pera	INV0002561	02/21/2025	PERA	700-21704	16,962.06
MN State Deferred	INV0002562	02/21/2025	Deferred Compensation	700-21705	3,904.00
MN State Deferred	INV0002562	02/21/2025	Deferred Roth	700-21705	902.00
NECA IBEW FAMILY MEDICAL ...	MARCH 2025	02/26/2025	HEALTH INSURANCE	700-21706	37,520.43
LOCAL UNION #949	FEB-25	02/18/2025	LOCAL UNION DUES	700-21707	1,841.56
Internal Revenue Service-Payr...	INV0002563	02/21/2025	Medicare Withholding	700-21711	4,284.56
WEX Health Inc	02-11-2025	02/26/2025	FLEX SPENDING	700-21712	15.32
WEX Health Inc	2/1/2025	02/13/2025	FLEX SPENDING	700-21712	110.49
WEX Health Inc	2/11/2025	02/13/2025	FLEX SPENDING	700-21712	438.50
WEX Health Inc	2/12/2025	02/26/2025	FLEX SPENDING	700-21712	44.99
WEX Health Inc	2/15/2025	02/26/2025	FLEX SPENDING	700-21712	22.92
WEX Health Inc	2/16/2025	02/26/2025	FLEX SPENDING	700-21712	124.35
WEX Health Inc	2/17/2025	02/26/2025	FLEX SPENDING	700-21712	181.57
WEX Health Inc	2/18/2025	02/26/2025	FLEX SPENDING	700-21712	213.27
WEX Health Inc	2/19/2025	02/26/2025	FLEX SPENDING	700-21712	89.00
WEX Health Inc	2/20/2025	02/26/2025	FLEX SPENDING	700-21712	125.00
WEX Health Inc	2/21/2025	02/26/2025	FLEX SPENDING	700-21712	172.16
WEX Health Inc	2/22/2025	02/26/2025	FLEX SPENDING	700-21712	175.00

Expense Approval Report

Payment Dates: 2/14/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX Health Inc	2/6/2025	02/13/2025	FLEX SPENDING	700-21712	36.98
WEX Health Inc	2/8/2025	02/13/2025	FLEX SPENDING	700-21712	581.68
AFLAC	068035	02/24/2025	FEBRUARY INSURANCE	700-21715	499.73
AFLAC	068035	02/24/2025	FEBRUARY INSURANCE	700-21716	526.79
MN BENEFIT ASSOCIATION	2025-0315626	02/18/2025	INDIVIDUAL INSURANCE	700-21719	744.45
WEX Health Inc	INV0002560	02/21/2025	VEBA Employer Contribution	700-21720	2,093.79
WEX Health Inc	INV0002559	02/21/2025	HSA Employer Contribution	700-21722	1,093.77
WEX Health Inc	INV0002558	02/21/2025	HSA Employee Contribution	700-21723	961.14
					116,270.45
Fund 700 - PAYROLL Total:					116,270.45
Grand Total:					854,037.49

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	190,333.75
211 - LIBRARY	8,525.26
225 - AIRPORT	12,050.82
230 - POOL	6,094.67
235 - AMBULANCE	27,139.30
250 - EDA GENERAL	2,524.89
309 - 2025 STREET PROJECT	1,160.50
401 - GENERAL CAPITAL PROJECTS	12,085.21
601 - WATER	30,879.56
602 - SEWER	56,775.88
604 - ELECTRIC	126,187.33
609 - LIQUOR STORE	98,372.59
614 - TELECOM	107,905.16
615 - ARENA	31,846.36
617 - M/P CENTER	18,931.76
651 - RIVERLBUFF TOWNHOMES	6,954.00
700 - PAYROLL	116,270.45
Grand Total:	854,037.49

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	159.37
100-20202	Sales Tax Payable	29,015.59
100-41110-326	Data Processing	27.39
100-41110-331	Travel Expense	210.17
100-41110-334	Meals/Lodging	177.44
100-41110-350	Printing & Design	382.95
100-41110-365	Insurance - Misc	829.71
100-41110-491	Payments to Other Orga...	4,012.44
100-41310-200	Office Supplies	45.00
100-41310-217	Other Operating Supplies	839.77
100-41310-321	Telephone	66.35
100-41310-326	Data Processing	314.15
100-41310-350	Printing & Design	465.45
100-41310-361	Insurance - General Liabil..	422.98
100-41310-364	Insurance - Worker's Co...	1,397.20
100-41310-365	Insurance - Misc	1,072.96
100-41910-200	Office Supplies	58.37
100-41910-321	Telephone	55.83
100-41910-364	Insurance - Worker's Co...	381.06
100-41910-365	Insurance - Misc	558.93
100-41910-480	Other Miscellaneous	228.42
100-41940-362	Insurance - Property	5,107.00
100-41940-381	Electric Utility	654.63
100-41940-382	Water Utility	65.24
100-41940-385	Sewer Utility	146.62
100-41940-406	Repairs & Maint - Groun...	450.00
100-41940-409	Repairs & Maint - Utilities	235.39
100-42120-200	Office Supplies	83.36
100-42120-305	Medical & Dental Fees	563.50
100-42120-308	Training & Registrations	152.28
100-42120-321	Telephone	725.71
100-42120-323	Radio Units	120.00
100-42120-326	Data Processing	24.98
100-42120-361	Insurance - General Liabil..	4,364.19
100-42120-363	Insurance - Automotive	9,536.00
100-42120-364	Insurance - Worker's Co...	55,767.98

Account Summary

Account Number	Account Name	Payment Amount
100-42120-365	Insurance - Misc	367.93
100-42120-405	Repairs & Maint - Vehicle	248.66
100-42120-412	Rentals - Building	2,152.50
100-42120-419	Vehicle Lease	3,771.37
100-42220-218	Uniforms	63.00
100-42220-321	Telephone	42.89
100-42220-361	Insurance - General Liabil..	616.49
100-42220-362	Insurance - Property	4,392.00
100-42220-363	Insurance - Automotive	2,236.00
100-42220-364	Insurance - Worker's Co...	8,981.99
100-42220-365	Insurance - Misc	1,336.18
100-42220-381	Electric Utility	416.68
100-42220-382	Water Utility	15.56
100-42220-385	Sewer Utility	37.64
100-42220-404	Repairs & Maint - M&E	3,761.02
100-42220-405	Repairs & Maint - Vehicle	351.99
100-42220-433	Dues & Subscriptions	390.00
100-42500-381	Electric Utility	35.94
100-43100-217	Other Operating Supplies	831.41
100-43100-321	Telephone	20.55
100-43100-350	Printing & Design	55.50
100-43100-361	Insurance - General Liabil..	1,702.16
100-43100-362	Insurance - Property	2,103.00
100-43100-363	Insurance - Automotive	3,459.00
100-43100-364	Insurance - Worker's Co...	8,984.11
100-43100-365	Insurance - Misc	1,433.18
100-43100-381	Electric Utility	2,805.98
100-43100-382	Water Utility	21.04
100-43100-385	Sewer Utility	46.53
100-43100-401	Repairs & Maint - Buildi...	532.16
100-45120-361	Insurance - General Liabil..	146.22
100-45202-211	Cleaning Supplies	888.92
100-45202-326	Data Processing	266.67
100-45202-361	Insurance - General Liabil..	621.79
100-45202-362	Insurance - Property	10,752.00
100-45202-363	Insurance - Automotive	423.00
100-45202-364	Insurance - Worker's Co...	5,239.14
100-45202-365	Insurance - Misc	1,336.18
100-45202-381	Electric Utility	576.68
100-45202-480	Other Miscellaneous	152.28
211-45501-200	Office Supplies	205.34
211-45501-217	Other Operating Supplies	152.28
211-45501-321	Telephone	166.61
211-45501-326	Data Processing	70.00
211-45501-361	Insurance - General Liabil..	612.50
211-45501-362	Insurance - Property	5,516.00
211-45501-364	Insurance - Worker's Co...	762.11
211-45501-365	Insurance - Misc	267.93
211-45501-381	Electric Utility	211.63
211-45501-382	Water Utility	20.72
211-45501-385	Sewer Utility	45.49
211-45501-402	Repairs & Maint - Struct...	494.65
225-45127-321	Telephone	30.98
225-45127-361	Insurance - General Liabil..	414.94
225-45127-362	Insurance - Property	10,002.00
225-45127-365	Insurance - Misc	1,602.90
230-45124-216	Chemicals and Chemical ...	60.00
230-45124-217	Other Operating Supplies	133.33

Account Summary

Account Number	Account Name	Payment Amount
230-45124-361	Insurance - General Liabil..	403.12
230-45124-364	Insurance - Worker's Co...	1,830.06
230-45124-365	Insurance - Misc	3,579.00
230-45124-381	Electric Utility	35.00
230-45124-385	Sewer Utility	54.16
235-42153-200	Office Supplies	45.00
235-42153-217	Other Operating Supplies	105.87
235-42153-308	Training & Registrations	25.00
235-42153-321	Telephone	28.59
235-42153-334	Meals/Lodging	207.87
235-42153-340	Advertising & Promotions	200.50
235-42153-361	Insurance - General Liabil..	1,949.57
235-42153-362	Insurance - Property	2,928.00
235-42153-363	Insurance - Automotive	1,790.00
235-42153-364	Insurance - Worker's Co...	12,017.71
235-42153-365	Insurance - Misc	267.93
235-42153-381	Electric Utility	277.78
235-42153-382	Water Utility	10.38
235-42153-385	Sewer Utility	25.10
235-49950-500	Capital Outlay	7,260.00
250-46520-200	Office Supplies	103.36
250-46520-321	Telephone	55.83
250-46520-362	Insurance - Property	724.00
250-46520-364	Insurance - Worker's Co...	381.06
250-46520-365	Insurance - Misc	968.43
250-46520-381	Electric Utility	63.79
250-46520-480	Other Miscellaneous	228.42
309-41000-303	Engineering and Surveyi...	1,160.50
401-49950-500	Capital Outlay - Office	1,382.21
401-49950-504	Capital Outlay - Parks	10,703.00
601-49400-200	Office Supplies	45.00
601-49400-216	Chemicals and Chemical ...	939.08
601-49400-217	Other Operating Supplies	456.85
601-49400-321	Telephone	51.44
601-49400-326	Data Processing	70.00
601-49400-361	Insurance - General Liabil..	3,468.28
601-49400-362	Insurance - Property	14,934.00
601-49400-363	Insurance - Automotive	576.00
601-49400-364	Insurance - Worker's Co...	3,978.33
601-49400-365	Insurance - Misc	1,336.18
601-49400-381	Electric Utility	4,923.62
601-49400-382	Water Utility	20.62
601-49400-385	Sewer Utility	45.16
601-49400-386	Landfill	35.00
602-49450-200	Office Supplies	45.00
602-49450-217	Other Operating Supplies	304.57
602-49450-310	Lab Testing	784.80
602-49450-321	Telephone	177.07
602-49450-326	Data Processing	70.00
602-49450-361	Insurance - General Liabil..	6,147.00
602-49450-362	Insurance - Property	21,054.00
602-49450-363	Insurance - Automotive	1,129.00
602-49450-364	Insurance - Worker's Co...	3,728.00
602-49450-365	Insurance - Misc	1,336.18
602-49450-381	Electric Utility	11,624.45
602-49450-382	Water Utility	323.49
602-49450-402	Repairs & Maint - Struct...	1,082.32
602-49450-404	Repairs & Maint - M&E	8,970.00

Account Summary

Account Number	Account Name	Payment Amount
604-14200	Inventory	20,598.79
604-16480	CIP-Const in Progress	1,029.13
604-20202	Sales Tax Payable	153.27
604-22000	Prepayments	900.00
604-49550-200	Office Supplies	45.00
604-49550-217	Other Operating Supplies	781.45
604-49550-303	Engineering and Surveyi...	125.00
604-49550-308	Training & Registrations	1,652.56
604-49550-321	Telephone	51.51
604-49550-326	Data Processing	90.00
604-49550-331	Travel Expense	178.71
604-49550-361	Insurance - General Liabil..	18,285.00
604-49550-362	Insurance - Property	47,917.00
604-49550-363	Insurance - Automotive	3,590.00
604-49550-364	Insurance - Worker's Co...	6,291.09
604-49550-365	Insurance - Misc	1,336.18
604-49550-381	Electric Utility	170.90
604-49550-382	Water Utility	48.79
604-49550-385	Sewer Utility	105.23
604-49550-402	Repairs & Maint - Struct...	184.34
604-49550-405	Repairs & Maint - Vehicle	168.35
604-49550-408	Repairs & Maint - Distrib...	2,926.42
604-49550-409	Repairs & Maint - Utilities	356.50
604-49550-433	Dues & Subscriptions	17,630.00
604-49550-460	Miscellaneous Taxes	372.11
604-49550-491	Payments to Other Orga...	1,200.00
609-20202	Sales Tax Payable	14,160.12
609-49751-200	Office Supplies	45.00
609-49751-211	Cleaning Supplies	69.07
609-49751-217	Other Operating Supplies	304.57
609-49751-251	Liquor	23,826.26
609-49751-252	Beer	29,500.33
609-49751-253	Wine	5,929.72
609-49751-254	Soft Drinks & Mix	867.66
609-49751-259	Non- Alcoholic	265.85
609-49751-321	Telephone	226.78
609-49751-326	Data Processing	121.30
609-49751-333	Freight and Express	545.58
609-49751-361	Insurance - General Liabil..	12,886.72
609-49751-362	Insurance - Property	6,111.00
609-49751-364	Insurance - Worker's Co...	3,053.40
609-49751-365	Insurance - Misc	267.93
609-49751-381	Electric Utility	111.66
609-49751-382	Water Utility	22.13
609-49751-385	Sewer Utility	45.62
609-49751-460	Miscellaneous Taxes	11.89
614-49870-200	Office Supplies	45.00
614-49870-211	Cleaning Supplies	57.84
614-49870-217	Other Operating Supplies	1,869.08
614-49870-304	Legal Fees	698.26
614-49870-321	Telephone	221.87
614-49870-361	Insurance - General Liabil..	6,856.35
614-49870-362	Insurance - Property	6,871.00
614-49870-363	Insurance - Automotive	943.00
614-49870-364	Insurance - Worker's Co...	15,597.92
614-49870-365	Insurance - Misc	1,336.18
614-49870-381	Electric Utility	3,395.67
614-49870-382	Water Utility	21.50

Account Summary

Account Number	Account Name	Payment Amount
614-49870-385	Sewer Utility	43.66
614-49870-404	Repairs & Maint - M&E	2,714.26
614-49870-419	Vehicle Lease	537.16
614-49870-441	Transmission Fees	301.63
614-49870-442	Subscriber Fees	61,867.48
614-49870-445	Switch Fees	107.65
614-49870-447	Internet Expense	3,877.63
614-49870-460	Miscellaneous Taxes	542.02
615-49850-200	Office Supplies	45.00
615-49850-211	Cleaning Supplies	125.20
615-49850-212	Motor Fuels	240.00
615-49850-217	Other Operating Supplies	304.57
615-49850-321	Telephone	127.28
615-49850-326	Data Processing	433.00
615-49850-340	Advertising & Promotions	189.10
615-49850-361	Insurance - General Liabil..	1,343.02
615-49850-362	Insurance - Property	14,879.00
615-49850-363	Insurance - Automotive	705.00
615-49850-364	Insurance - Worker's Co...	4,045.50
615-49850-365	Insurance - Misc	1,336.18
615-49850-381	Electric Utility	6,715.67
615-49850-382	Water Utility	290.31
615-49850-385	Sewer Utility	119.07
615-49850-402	Repairs & Maint - Struct...	948.46
617-38510	M/P Room Rent	500.00
617-49860-200	Office Supplies	45.00
617-49860-211	Cleaning Supplies	112.98
617-49860-217	Other Operating Supplies	456.85
617-49860-321	Telephone	60.02
617-49860-326	Data Processing	403.33
617-49860-361	Insurance - General Liabil..	1,242.06
617-49860-362	Insurance - Property	10,804.00
617-49860-363	Insurance - Automotive	138.00
617-49860-364	Insurance - Worker's Co...	1,876.73
617-49860-365	Insurance - Misc	207.13
617-49860-381	Electric Utility	1,083.00
617-49860-382	Water Utility	47.61
617-49860-385	Sewer Utility	111.36
617-49860-404	Repairs & Maint - M&E	1,459.69
617-49860-460	Miscellaneous Taxes	384.00
651-46520-480	Other Miscellaneous	6,954.00
700-21701	Federal Withholding	12,040.78
700-21702	State Withholding	6,149.07
700-21703	FICA Tax Withholding	14,793.44
700-21704	PERA Contributions	26,583.71
700-21705	Retirement	4,806.00
700-21706	Medical Insurance	37,520.43
700-21707	Union Dues	1,841.56
700-21711	Medicare Tax Withholdi...	4,284.56
700-21712	Flex Account	2,331.23
700-21715	Individual Insurance-Afla...	499.73
700-21716	Individual Insurance-Afla...	526.79
700-21719	Individual Insurance-MB...	744.45
700-21720	VEBA Contributions	2,093.79
700-21722	HSA Contribution	1,093.77
700-21723	HSA Employee Contribut...	961.14
Grand Total:		854,037.49

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
854,037.49
854,037.49 ✓

Donna Hebron



CITY COUNCIL AGENDA REQUEST

Name of Requestor Mike Lohre		Today's Date 2-26
Name of Business, if applicable Lohresman Farm M.N.		Phone Number 507-303-8281
Email Address mike.lohre@gmail.com		
Street Address 26188 County Road 5		
City Camberton	State MN	Zip Code 56152
Requested City Council Date March 4		Alternative Date March 18

Discussion Item
**Vaccine injuries
& treatments.
Censorship of info
Windom residents should know.**

Handouts ☒ Yes ☐ No Computer Hook Up Requested ☐ Yes ☒ No

By signing this form, I understand that:

- This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action.
- This form can be used only once a month by the same individual(s).
- This is not a venue to bypass policies and procedures of the city commissions and committee's.
- No more than 2 people can speak on the same topic at any one meeting.
- Remarks should not exceed 5 minutes per person.
- Remarks should be directed to the council as a whole and not to any individual member or department head.
- Handouts and other materials, if any, must be provided to City Hall with the submission of this form (Limit 10 pages).

Requester Signature

Date & Time Received

Received By

Dear Hospital Board, Windom City Council, and citizens of Windom and Cottonwood County,

I was blessed to be able to gather and receive knowledge during my time back here in Cottonwood County and in my nearly year and a half being the main news reporter and city beat reporter for the Cottonwood County Citizen. I have also published a story on Donna Vosberg, a nurse who believes she is vaccine injured and who worked 29 years locally in the Sanford system, on the Alpha News outlet, and the Rumble video platform.

Because I have been given the opportunity to learn, I must try one more time to share my concerns with the ruling authorities in Windom and Cottonwood County. I will speak if allowed at the next city council meeting in Windom on March 4, and I enclose the attached handout as not many people are familiar with Substack or X in the elderly bracket, and I want transparency for everything I say, write or offer. I am a huge advocate of free and open speech, freedom of religion and freedom of speech.

My motivation? Read the verse below. Review the evidence you have been offered, please.

“My people are destroyed from lack of knowledge. Because you have rejected knowledge, I also reject you as my priests; because you have ignored the law of your God, I also will ignore your children” ([Hosea 4:6](#)).

Sincerely,

Mike Lohre

Handout:

I am, alas, your local example of a news journalist who was censored. I wish what happened to me was not true around the nation and the world at present, but it is unfortunately far too common. The press everywhere has been compromised. Because journalism is often so biased, it is easy to dismiss censorship. But if legitimate objective reporting is halted, it is a serious problem. Without a free press and the truth being pursued through open discourse, our republic suffers greatly, and we cannot make rational decisions based on the best evidence at hand.

<https://alphanews.org/reporter-resigns-after-minnesota-newspaper-refuses-covid-vax-injury-story/>

This is the story done by Alpha News on the story that was censored in Windom and the interview with myself:

<https://rumble.com/v5f415p-reporter-resigns-after-minnesota-newspaper-refuses-covid-vax-injury-story.html>

That video, even though shadowbanned (try a Google or rumble search if you question that) yet still now approaches 100,000 views and for which I have received incredible feedback and the opportunity to learn from doctors, nurses, patients and citizens locally and regionally and even nationally.

Thus, exposure well beyond Windom so many people have viewed this interview and been made aware of Donna's story and the censorship right here in Windom. It might benefit you to read Donna's story and listen to the interview, as one of the reasons I want to make information available though you council members and the meeting on Tuesday is because Windom citizens and Cottonwood County readers were denied the information in the local paper of record, The Cottonwood County Citizen, which is your official paper for the city, I don't have to tell you that, and should concern you or at least be a topic of some note.

Research shared on the MRNA technology being forced onto corporate healthcare systems like Sanford and thus enforced locally by mandates and threats of loss of employment. I believe we must dig deeply into this for the sake of the health care workers just as much as the local citizens who may be injured by the MNRA platform and injection:

This is the link where Dr. John Campbell (who is triple vaccinated; these sources are not all unvaccinated people by any means; we must seek balance) summarizes the problems with DNA contamination in the vaccines.

<https://youtu.be/p-qU6jq8wv8?si=msmoZBIOCrXRVXp> is a Campbell summary/overview.

I personally think the interview with Dr. David Speicher, a virologist who has done primary research on this subject, is worth the listen, but the man has a speech impediment so is not for everyone. At the same time, he's committed and brilliant and should not be discriminated against or censored, and he has been. My suggestion is listen on YouTube at double speed and it makes it much easier. Or simply read or skim the transcript.

The title of this full interview with Dr. Speicher is DNA in RNA vaccines. The ramifications of this theory if true are staggering, and must be considered. View it here:

<https://youtu.be/FuIUDh-DtQ4?si=4A1H0UgbQh-SvBaA>

I repeat: the DNA fragment contamination issue is worth understanding as it is potentially extremely destructive to human health.

Also, here is directly from CDC's website today, Jan. 16, 2025 and unfortunately this misinformation comes right down the pipe to our local city-owned hospital and the staff there:

COVID-19 vaccines do not affect or interact with our DNA.

- These vaccines **do not** enter the nucleus of the cell where our DNA (genetic material) is located, so they cannot change or influence our genes.

So somebody is wrong and somebody is lying. Given the CDC's now dubious record on mask mandates, social distancing and telling the public that the injections for COVID stay in the local area (we now know the spike protein goes to every area of the body and "biodistributes" even past the blood/brain barrier, according to the vaccine company's OWN data!) I would urge caution on taking the CDC's advice uncritically.

Out of the now dozens of peer-reviewed studies on the MRNA technology, a couple recent ones are helpful and eye-opening. See:

<https://pubmed.ncbi.nlm.nih.gov/38350768/>

The study done here shows these risks, according to Nicolas Hulsher, Epidemiologist and Foundation Administrator at the McCullough Foundation:

"The injections dramatically increased the risks of:

1. Up to a 610% increased risk of myocarditis following mRNA platform injection.
2. 378% increased risk of acute disseminated encephalomyelitis (ADEM) following mRNA injection.
3. 323% increased risk of cerebral venous sinus thrombosis (CVST) following viral-vector injection.
4. 249% increased risk of Guillain-Barré syndrome (GBS) following viral-vector injection."

<https://petermcculloughmd.substack.com/p/new-study-covid-19-mrna-injections>

Epidemiologist Nic Hulscher (a good channel to follow on X for this issue is his), reacted to the study, saying, "This corroborates findings from the Cleveland Clinic study, Effectiveness of the Coronavirus Disease 2019 Bivalent Vaccine, that also found a dose-dependent increased risk of infection." "The COVID-19 mRNA injections have not only failed but also appear to act as infection promoters. The world would likely have fared significantly better against the SARS-CoV-2 bioweapon without them."

If the vaccines do not truly even stop the virus or its spread, it seems beyond foolish to continue promoting and giving them to local citizens?

I'm trying to not overload you, but the issue bears some homework. We are not in the business as usual Windom MN or America that we once knew.

Along with the myocarditis and pericarditis injuries which most people have at least heard of there are also issues of blood clots, turbo cancers and the presence of HV40

virus in some of the vaccine batches. This is known back to the 1950s and the polio vaccine to cause cancer in human beings, and it should not be in any vaccine.

I'm not even going to address all the bad information out there on what to do if you are vaccine injured. The public needs credible advice from our local authorities more than ever, as our regional and national ones seem clearly compromised. The care and treatment question for current COVID and current vaccine injuries or side effects is simply not even being addressed publicly at all, but we have to do step one.

The first step is to acknowledge we have a problem. Then we deal with it as adults, refusing to put our head in the sand. This is the land of the FREE and the home of the brave, REMEMBER!

So you can and should do your own research, which in my opinion as public servants you must already be doing and I trust you are, and likely have many insights I have missed. As a political independent, I often miss valuable left or right learning sources only readily available to members of those parties. I only offer these found in my independent research as I see little being done with the current research and warnings popping up everywhere. I feel the culture is in a sort of paralysis about vaccine injuries as there is too much fear and guilt and shame associated with the issue, and we need to get beyond that and look at the facts no matter what, so we can take action.

The city of Windom obviously faces significant challenges should Windom Area Health not be able to pay for the enormous debt taken on in funding the largest hospital project ever in Windom or the county. Steve Nasby, our excellent city administrator and a person with a wealth of experience and local knowledge, might remind the public at the next meeting of the specifics of the loan, and those numbers should include not only the principal but also the interest and the total amount of money that must be paid back to the bank. Would that be possible, Steve?

My opinion is this: Make no mistake. Debt is slavery. Proverbs 22:7 reads: "The rich rule over the poor, and the borrower is the slave of the lender." Just because we are in a world of state and federal governments worldwide swimming in debt does not excuse the city of Windom from its obligations and foray into decades of debt with this hospital build.

It is an ideal loan for the bank as bankers have learned that it is far safer and more lucrative to loans to cities and governments than private individuals, especially when the public issues a bond to back the loan which means the bank can count on all the taxpayers of the county to pay the loan back should the hospital in this case not be able to cover the payments.

30 plus million and the compounding interest owed is not chump change, and it is vital for Windom to make this investment the most stable and shock-proof possible. **Because if this hospital is not well managed, or if the public does not trust the hospital due to harm caused during the pandemic and poor decisions on treatment advice and**

practice, then it will be an uphill battle for the hospital to thrive. And clearly COVID and the gene-altering “vaccines” are paramount issues for any local health care system to understand and respond to thoughtfully, especially for Windom with the new facility opening this year.

It is an inconvenient truth, in my opinion, that perhaps the medical industry, helped and backed by the government and especially agencies like the CDC, has recklessly endangered the public with these gene-altering MRNA “vaccines” and continues to endanger the public, and especially our children, by continuing this “vaccine” program without any warning of the possible side effects or glaring list of symptoms and injuries associated with the “vaccine”.

I am an optimist and a realist at the same time. We can use our free will for good or we can choose to be silent and go with the status quo. I happen to believe the Windom city council and the city-owned hospital can be a mighty force for good, even in the wake of what are now clearly many blunders, lies and missteps by governments and institutions worldwide.

It won't be done without the Lord, however, IMHO, nor will it be done without some hard labor and investigation. Thus this email is a challenge to you to do some digging and seek the best information possible about vaccine injuries.

You should obviously weigh the credibility of all these sources and you should also consider my credentials in recommending these sources. I am 59, and I taught English, argument, research and critical thinking at Ohio State for 25 years and have over 30 years experience in that field. I won the highest teaching awards, including campus teacher of the year, many times over my career and developed a reputation for impartiality and fairness.

If I'm wrong on the vaccine, all you have to do is prove it to me with convincing evidence. I'll apologize for any errors, and I can be fooled like any mortal, but I will not believe proven lies and misinformation or propaganda that tries to pass as evidence. I've spent too much time in communist China and I spent eight years teaching the students from Wuhan University while at Ohio State, and seen the shocking and demeaning damage of that culture on bright young people made with a plan and purpose by God just like us. It's called brainwashing and totalitarianism. We are just as susceptible to it as any Chinese or foreign citizen anywhere in the world. To think otherwise is pride and arrogance. We have to humble ourselves as Americans and step up as our parents and the generations before us did.

For local literacy, I also have experience in Windom as the main news reporter at the Citizen for almost a year and a half before I resigned due to censorship. I hope there that I also I earned a reputation for fair and balanced reporting on the news page, and a bold and Bible-based opinion on the editorial page.

Because I am nearly 60 I still believe books and deep reading are the foundation of education. Try telling that to 18 year olds for 30 years. I did! So with best wishes, here are three books that you will only have to read 50 or 100 pages of to uncover some incredible research and truths related to what we all have been through these past four years.

<https://www.amazon.com/Expired-untold-Dr-Clare-Craig/dp/1739344707>

The newest and best by Dr. Clare Craig out of England. Readable and powerful.

<https://www.amazon.com/Wuhan-Cover-Up-Officials-Conspired-Childrens-ebook/>

The comprehensive book by Robert F. Kennedy Jr. that came on the heels of his other expose on Dr. Anthony Fauci, also a must-read. These books are detailed and ultra well researched and vetted. The fact he has not been sued at all shows he did not slander and had facts for every example and illustration. Amazing books but they require deep study and some courage.

<https://www.amazon.com/Pfizer-Papers-Pfizers-Against-Humanity/>

This is Naomi Wolf's book that gives damning evidence against the pharmaceutical industry and especially Pfizer, based on their own evidence, which they attempted to suppress and bury from the American public for 75 years. It does an especially detailed job on showing the links and correlations between the side effects of the vaccines and the age groups and people affected by a long list of vaccine injuries.

One last "easier source" rooted in story: the personal testimony of Brianne Dressen.

<https://www.youtube.com/watch?v=re2rTfCWuVg>

This goes back to the start of it for me. Donna Vosberg a local citizen who believes she is vaccine injured and is living the consequences. This Brianne video is of another woman who wholeheartedly believed in the vaccines and got terribly injured. She is a human with a story, which goes back to personal connection. An injury needs a face and a heart.

I have met many people since writing Donna's story who simply don't know what to do about all the vaccine injuries in their lives and in our country. I write you this letter not for myself but for those who need help, and especially for our children. My wife and I have not been able to have children but that makes me more earnest in trying to help other people's children, and when I see the CDC has THREE COVID M-RNA vaccines on the schedule for INFANTS, I say to myself, I MUST try.

By God's grace, we will all come to a solution together. He is the only one who can take a tragedy like this pandemic and the COVID vaccine and bring it all together for good.

Romans 8:28

Proverbs Chapter Three which was offered the council and city of Windom for spiritual encouragment.

My son, do not forget my law,
But let your heart keep my commands;
²For length of days and long life
And peace they will add to you.
³Let not mercy and truth forsake you;
Bind them around your neck,
Write them on the tablet of your heart,
⁴And so find favor and ^[a]high esteem
In the sight of God and man.
⁵Trust in the LORD with all your heart,
And lean not on your own understanding;
⁶In all your ways acknowledge Him,
And He shall ^[b]direct your paths.
⁷Do not be wise in your own eyes;
Fear the LORD and depart from evil.
⁸It will be health to your ^[c]flesh,
And strength^[d] to your bones.
⁹Honor the LORD with your possessions,
And with the firstfruits of all your increase;
¹⁰So your barns will be filled with plenty,
And your vats will overflow with new wine.
¹¹My son, do not despise the chastening of the LORD,
Nor detest His correction;
¹²For whom the LORD loves He corrects,
Just as a father the son *in whom* he delights.
¹³Happy *is* the man *who* finds wisdom,
And the man *who* gains understanding;
¹⁴For her proceeds *are* better than the profits of silver,
And her gain than fine gold.
¹⁵She *is* more precious than rubies,
And all the things you may desire cannot compare with her.
¹⁶Length of days *is* in her right hand,
In her left hand riches and honor.
¹⁷Her ways *are* ways of pleasantness,
And all her paths *are* peace.
¹⁸She *is* a tree of life to those who take hold of her,
And happy *are all* who ^[e]retain her.
¹⁹The LORD by wisdom founded the earth;
By understanding He established the heavens;
²⁰By His knowledge the depths were broken up,
And clouds drop down the dew.
²¹My son, let them not depart from your eyes—
Keep sound wisdom and discretion;
²²So they will be life to your soul
And grace to your neck.
²³Then you will walk safely in your way,
And your foot will not stumble.
²⁴When you lie down, you will not be afraid;
Yes, you will lie down and your sleep will be sweet.
²⁵Do not be afraid of sudden terror,
Nor of trouble from the wicked when it comes;

²⁶ For the LORD will be your confidence,
And will keep your foot from being caught.
²⁷ Do not withhold good from ^[1]those to whom it is due,
When it is in the power of your hand to do *so*.
²⁸ Do not say to your neighbor,
“Go, and come back,
And tomorrow I will give *it*,”
When you have it with you.
²⁹ Do not devise evil against your neighbor,
For he dwells by you for safety’s sake.
³⁰ Do not strive with a man without cause,
If he has done you no harm.
³¹ Do not envy the oppressor,
And choose none of his ways;
³² For the perverse *person is* an abomination to the LORD,
But His secret counsel *is* with the upright.
³³ The curse of the LORD *is* on the house of the wicked,
But He blesses the home of the just.
³⁴ Surely He scorns the scornful,
But gives grace to the humble.
³⁵ The wise shall inherit glory,
But shame shall be the legacy of fools.

RESOLUTION #2025-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
MARY HOLMEN
FOR HONORABLE AND DEVOTED PUBLIC SERVICE
AS AN EMT FOR THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **MARY HOLMEN** for her untiring and valuable service to the City of Windom faithfully rendered as an EMT for fourteen years.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **MARY HOLMEN** its expressions of appreciation for serving the City well as an EMT, and its best wishes for good health, success and prosperity in the years to come.

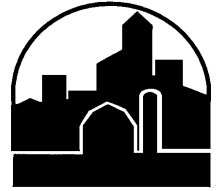
2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Mary Holmen.

Adopted this 4th day of March, 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: Leesa Arndt
DATE: February 26, 2025
RE: **City Wide Cleanup Event**
DEPT: Administration
CONTACT: Leesa Arndt 831-6129

Recommendations/Options/Action Requested

City Staff is requesting that Council approve the proposed date for City Wide Cleanup event. Staff would also request the Council determine if reduced rates will be offered for mattress recycling.

Issue Summary/Background

Hometown Sanitation will conduct the cleanup event for the entire City on Saturday, May 17th. Each household will be allowed curbside pickup of 10 large household items. Additional acceptable small items can be brought to the designated drop-off location. One site allows for less staffing needs.

Due to accessibility and traffic flow, the preferred drop-off location would be the Tegels Park location. Proof of City of Windom residency will be required at the drop off location. **The drop-off location will be in operation on cleanup day from 7:00 a.m. to 12:00 p.m.**

The County will provide curbside mattress and box spring pickup for an additional \$2/per piece for a total cost of \$17.00 per mattress or box spring. Last year **the City provided a subsidy of \$7.00 per mattress or box spring for the first two tags.**

Again this year, Cottonwood County will be holding two recycling events on in April and October. Cottonwood County has set their first event for Saturday April 19. Since the City no longer provides electronic and appliance recycling, Staff would like to inform the residents with utility bill inserts that these two dates will be the only opportunities to recycle electronics and appliances. The Cottonwood County's Solid Waste Administrator stated that these items are available for drop-off anytime during operating hours. Fees and hours can be accessed on the Cottonwood County website under the Solid Waste and Recycling Services.

The Committee and Staff are suggesting a clean-up ad insert in the April utility billing. The insert would include information for the County Recycling Event on April 19th. This information will encourage residents to take advantage of the opportunity to recycle items during the County Recycling Event.

Fiscal Impact

The City collects a monthly fee of \$1.00 per household for the cleanup event and recycling tag fees cover costs for mattress/box spring recycling. The costs for this program have been covered by the monthly fee. However, if costs exceed the fees collected, there would be additional costs to the General Fund.

Attachments

None

ARCHITECT/ENGINEER AGREEMENT
Between

City of Windom, Minnesota

(OWNER)

and

Short Elliott Hendrickson Inc.

(CONSULTANT)

for

PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 2024, by and between the City of Windom, hereinafter referred to as the OWNER, and Short Elliott Hendrickson Inc.® (SEH), with a regular place of business at 3535 Vadnais Center Drive, St. Paul, Minnesota 55110, hereinafter referred to as the CONSULTANT.

WITNESSETH:

That the OWNER and CONSULTANT, for the consideration hereinafter named, agree as follows:

ARTICLE 1. GENERAL DESCRIPTION OF WORK TO BE DONE

The OWNER agrees to and hereby does retain and employ CONSULTANT and CONSULTANT agrees to perform Architectural, Engineering and/or other Professional Services for the project at the Windom Municipal Airport, entitled:

2025 Taxilane Widening,

hereinafter referred to as the Project.

The Project and those services to be performed hereunder are more particularly described in ATTACHMENT A, a part hereof, and may be financed in part by grant-in-aid programs of the Minnesota Department of Transportation (Mn/DOT), Office of Aeronautics, and/or the Federal Aviation Administration (FAA) as described in Article 14.

ARTICLE 2. PERIOD OF SERVICE

Compensation for CONSULTANT'S services as provided elsewhere in this Agreement has been agreed to in anticipation of an orderly and continuous progress of CONSULTANT'S services through completion. In this regard, if the services covered by this Agreement have not been completed within 24 months of the date hereof, through no fault of CONSULTANT, any lump sum or maximum payment amounts shall be equitably adjusted.

ARTICLE 3. COMPENSATION TO CONSULTANT

A. Compensation to CONSULTANT for services described in this Agreement shall be on a Lump Sum basis, Cost Reimbursement Plus Fixed Fee basis and/or an Hourly Rate basis, as designated in the box below, and in ATTACHMENT B and as hereinafter described.

- ☒ 1. A Lump Sum method of payment for CONSULTANT'S services shall typically apply to all or parts of a work scope here CONSULTANT'S tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on an estimated percentage of completion of CONSULTANT'S services.

Reimbursement for Direct Expenses incurred in the performance of the work shall be included in the Lump Sum amount, unless otherwise set forth in ATTACHMENT B.

- ☐ 2. A Cost Reimbursement Plus Fixed Fee method of payment for CONSULTANT'S services shall typically apply to all or parts of work scope where CONSULTANT'S tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be established with any reasonable degree of accuracy. Under a Cost Reimbursement Plus Fixed Fee method of payment, the CONSULTANT shall be paid for the actual costs of providing required services plus a fixed fee payment as defined in FAA Advisory Circular 150/5100-14B, dated November 21, 1988, and as further defined as follows:

- a. Direct Salary Costs incurred by CONSULTANT for employee's time directly chargeable to the Project, and in accordance with the CONSULTANT'S SALARY SCHEDULE included in ATTACHMENT B. Periodic revisions to the schedule may be made and any such revisions shall be submitted by CONSULTANT to the OWNER for approval.
- b. Overhead Costs including overhead on direct labor including, but not limited to, employment taxes, fringe benefits, holidays, vacation, and sick leave and all allowable general and administrative overhead costs. Overhead Costs shall be calculated as a percentage of Direct Salary Costs, with such percentage based on CONSULTAT'S audited records. The Overhead Rate to be applied to this Agreement and any special provisions relating thereto shall be set forth in ATTACHMENT B.

- c. Direct Non-Salary Expenses incurred by CONSULTANT for costs directly chargeable to the project, including but not limited to:
 - 1) Travel and subsistence.
 - 2) Computer services.
 - 3) Outside professional and technical services.
 - 4) Identifiable reproduction and reprographic charges.
 - 5) Expendable field supplies and special field equipment rental.
 - 6) Other acceptable costs for such additional items and services as may be required by the OWNER to fulfill the terms of this Agreement.
- d. Fixed Fee. In addition to the above reimbursement of costs, CONSULTANT shall be paid a fixed fee in the amount set forth in Attachment B. It is agreed that the fixed fee will be subject to adjustment in case of a work scope change, abandonment of the work prior to completion, or deletion of specific tasks.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, including a proportionate amount of the fixed fee. Invoices shall be accompanied by supporting evidence as required.

- ☐ 3. If no Federal funds are involved in this Agreement, an Hourly Rate method of payment for CONSULTANT'S services may be utilized as an alternative to the Lump Sum or Cost Reimbursement Plus Fixed Fee methods. Under an Hourly Rate method of payment, CONSULTANT shall be paid for the actual hours worked on the Project by CONSULTANT'S technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general and administrative overhead and professional fee. A rate schedule shall be furnished by CONSULTANT to OWNER upon request.

In addition to the foregoing, CONSULTANT shall be reimbursed at cost for the following Direct Expenses when incurred in the performance of the work:

- a. Travel and subsistence.
- b. Computer services.
- c. Owner approved outside professional and technical services.
- d. Identifiable reproduction and reprographic charges.
- e. Expendable field supplies and special field equipment rental.
- f. Other acceptable costs for such additional items and services as may be required by the Owner to fulfill the terms of this Agreement.

The OWNER shall make monthly payments to CONSULTANT within 30 calendar days

of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by support evidence as required.

- B. The OWNER, The Mn/DOT, Office of Aeronautics, the FAA, or their authorized representatives shall have access to CONSULTANT'S records for the purpose of accounting and audit. The CONSULTANT shall maintain all records relative to this Agreement for a period of not less than three years, subsequent to the OWNER'S final payment to CONSULTANT and until the project is financially closed-out by the FAA.

ARTICLE 4. EXTRA WORK AND SERVICES NOT INCLUDED IN THIS CONTRACT

If CONSULTANT is of the opinion that any services it has been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, it shall promptly notify the OWNER of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a Supplemental Agreement entered into by both parties and approved by Mn/DOT and FAA, prior to proceeding with any extra work or related expenditures.

ARTICLE 5. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven calendar days' written notice. In addition, the OWNER may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the OWNER to CONSULTANT. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated, upon seven calendar days' written notice as provided above.

In the event of termination, all documents finished or unfinished, prepared by CONSULTANT under this Agreement shall be made available by CONSULTANT to the OWNER pursuant to Article 7, and there shall be no further obligation of the OWNER to CONSULTANT under this Agreement, except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, computed in accordance with Article 3.

In the event of a reduction in scope of the Project work, CONSULTANT shall be paid for the work performed and expenses incurred on the project work thus reduced and for any completed and abandoned work for which payment has not been made, computed in accordance with Article 3.

ARTICLE 6. DISPUTE RESOLUTION

In the event of an irreconcilable dispute under this Agreement, which is not resolvable through informal means, the parties may, upon written agreement, submit to the resolution process set out in this provision. Once the parties have agreed to the resolution process, each party shall have seven (7) calendar days to designate one representative, who shall have authority to act on this Agreement. If either party fails within that time to inform the other party in writing of its designation, the other party is free to pursue all other legal and equitable remedies. Within ten (10) calendar days of designation of the representative, the representatives shall meet and shall entertain such presentation of testimony and other evidence as the CONSULTANT and the OWNER may wish to present with respect to the dispute. Within seven (7) calendar days after the close of such presentation, the representative shall resolve the dispute or either party is free to pursue all other legal and equitable remedies. When the representatives resolve the dispute, their decision shall be final and conclusive. Should the representatives be unable to agree on a resolution of the dispute,

then the parties are free to pursue all other legal and equitable remedies. Each party's costs for the dispute resolution shall be borne by the respective party.

If the parties do not agree in writing to the resolution process set out above, either party is entitled to pursue any other legal or equitable remedies available.

ARTICLE 7. DISPOSITION OF PLANS, REPORTS, AND OTHER DATA

At the time of completion or termination of the work, CONSULTANT shall make available to the OWNER, all maps, tracings, reports, resource materials and other documents pertaining to the work or to the Project. All such documents are not intended or represented to be suitable for reuse by the OWNER or others on extension of the Project or any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT. In this regard, the OWNER will indemnify and hold harmless CONSULTANT from any and all suits or claims of third parties arising out of such reuse, which is not specifically verified, adapted or authorized by CONSULTANT.

ARTICLE 8. DOCUMENTS FORMING THE CONTRACT

The contract documents shall be deemed to include this Agreement with all accompanying attachments of part hereof.

ARTICLE 9. OWNER'S RESPONSIBILITY

A. To permit CONSULTANT to perform the services required hereunder, the OWNER shall supply in proper time and sequence, the following at no expense to CONSULTANT.

1. Provide all necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as OWNER'S representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret, and define OWNER'S policies with respect to CONSULTANT'S services.
3. Furnish, as required for performance of CONSULTANT'S services (except to the extent provided otherwise in ATTACHMENT A), data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in ATTACHMENT A.
4. Provide access to, and make all provisions for CONSULTANT to enter upon publicly- and privately-owned property as required to perform the work.
5. Act as liaison with other agencies to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by CONSULTANT, obtain advice of an attorney, insurance counselor or others as OWNER deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
7. Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT'S services or any defect in the work of Construction Contractor(s), Consultants or CONSULTANT.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollutant in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of these General Provisions, "pollution" shall mean any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste, pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended.

If CONSULTANT encounters, or reasonably suspects that it has encountered, asbestos, or pollution, including soil contamination in the project area, CONSULTANT shall cease activity in said area and promptly notify the OWNER who shall proceed as set forth above. Unless otherwise specifically provided in ATTACHMENT A, the services to be provided by CONSULTANT do not include identification of asbestos or pollution, including soil contamination and CONSULTANT has no duty to identify or attempt to identify the same in the project area.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as OWNER may require or CONSULTANT may reasonably request with regard to legal issues pertaining to the Project and such auditing services as OWNER may require to ascertain how or for what purpose any Contractor has used the monies paid under the construction contract.
 10. Provide such inspection services (except to the extent provided otherwise in ATTACHMENT A) as OWNER may require to ascertain that Contractor (s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
 11. Provide "record" drawings and specifications for all existing physical plants or facilities which are pertinent to the Project.
 12. Provide written notice to CONSULTANT when the project has been financially closed-out by FAA.
 13. Provide other services, materials, or data as may be set forth in ATTACHMENT A.
- B. CONSULTANT shall be entitled to rely on the accuracy and completeness of information or services furnished by the OWNER. If CONSULTANT finds that any information or services

furnished by the OWNER is in error or is inadequate for its purpose, CONSULTANT shall promptly notify the OWNER.

ARTICLE 10. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in ATTACHMENT A, a part hereof, are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgement as an experienced and qualified design professional. It is recognized, however, that CONSULTANT does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any evaluation of any facility to be constructed or reacquired, or work to be performed on the basis of CONSULTANT'S cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, CONSULTANT cannot and does not guarantee that proposals, bids, or actual costs will not substantially vary from opinions, evaluations or studies submitted by CONSULTANT to OWNER hereunder.

ARTICLE 11. CONSTRUCTION PHASE SERVICES

OWNER acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and contractor(s), (3) in connection with approval of shop drawings and same submittals, and (4) as a result of and in response to CONSULTANT'S detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. OWNER agrees that if CONSULTANT is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, CONSULTANT will not be responsible for, and OWNER shall indemnify and hold CONSULTANT (and CONSULTANT'S professional associates and consultants) harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by OWNER or others. Nothing contained in this paragraph shall be construed to release CONSULTANT (or CONSULTANT'S professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which CONSULTANT has undertaken or assumed under this Agreement.

ARTICLE 12. INSURANCE

CONSULTANT shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims for damages against it because of injury to or destruction of property including loss of use resulting therefrom.

Also, CONSULTANT shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which CONSULTANT is legally liable. However, CONSULTANT hereby states and the OWNER acknowledges, that CONSULTANT has no professional liability (errors and omissions) or

other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance or failure to perform professional services, including but not limited to the preparation of reports, designs, drawings and specifications, related to the investigation, detection, abatement, replacement, modification, removal or disposal of (1) pollutants or of (2) products, materials or processes containing asbestos. Pollutants herein under (1) above meaning any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Accordingly, the OWNER hereby agrees to bring no claim for non-negligent services, breach of contract, or other cause of action against CONSULTANT, its principals, employees, agents and consultants if such claim in any way arises out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, or the investigation of or remedial work related to such pollutants or asbestos in the project. Certificates of insurance will be provided to the OWNER upon request.

ARTICLE 13. INDEPENDENT CONTRACTOR

The CONSULTANT in performance of work hereunder operates as an independent contractor and covenants and agrees that it will conduct itself consistent with such status, that is will neither hold itself out as nor claim to be an officer or employee of the OWNER by reason hereof, and that it will not by reason hereby, make any claim, demand or shall it apply for any right or privilege applicable to an officer or employee of the OWNER, including, but not limited to, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

ARTICLE 14. FEDERAL AND STATE PARTICIPATION

Work performed under this Agreement may be financed in part by State and Federal funds. However, payments to CONSULTANT will be made by the OWNER.

The State of Minnesota and the United States are not parties to this Contract and no reference herein to the Mn/DOT, Office of Aeronautics, and to the FAA or any representatives thereof makes the State of Minnesota or the United States a party to the Contract.

ARTICLE 15. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that no person or legal entity has been employed or retained to solicit or secure this contract upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or in its discretion to deduct from payment to CONSULTANT the full amount of each commission, percentages, brokerage, or contingent fee.

ARTICLE 16. FEDERAL CONTRACT CLAUSES

If this Agreement is to be financed in part by Federal funds, certain federally-required, contract clauses must be incorporated. These federally-required, contract clauses, included as ATTACHMENT C, are hereby incorporated herein and made a part of this Agreement. The ATTACHMENT C incorporated is for Non-Construction Contract of (check as appropriate):

- ☐ \$10,000 or less
- ☐ \$10,001 to \$25,000
- ☒ \$25,001 to \$100,000 or
- ☐ \$100,001 and over

The term "contractor" as used in said ATTACHMENT is understood to mean CONSULTANT.

ARTICLE 17. ASSIGNMENT

This Agreement, being intended to secure the personal service of the individuals employed by and through whom CONSULTANT performs work hereunder, shall not be assigned, sublet or transferred without written consent of the OWNER.

ARTICLE 18. NOTICES

All notices required by law or by this Agreement to be given to the CONSULTANT must be written and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to CONSULTANT at such premises and at the following address:

Short Elliott Hendrickson Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

All notices required or permitted to be given to the OWNER hereunder shall be given by United States mail, postage prepaid, and addressed to:

Steve Nasby, City Administrator
City of Windom
444 9th Street
Windom, MN 56101

Notice shall be deemed given as of the date said notice is deposited in the mail or personally delivered.

The parties must notify each other promptly in the event of a change in name or address.

ARTICLE 19. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 20. SPECIAL CONDITIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

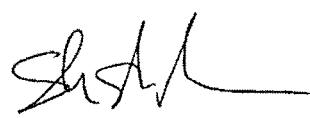
City of Windom

Short Elliott Hendrickson Inc.

OWNER

CONSULTANT

By _____

By  _____

Attest _____

By _____

Attachments: A, B, C

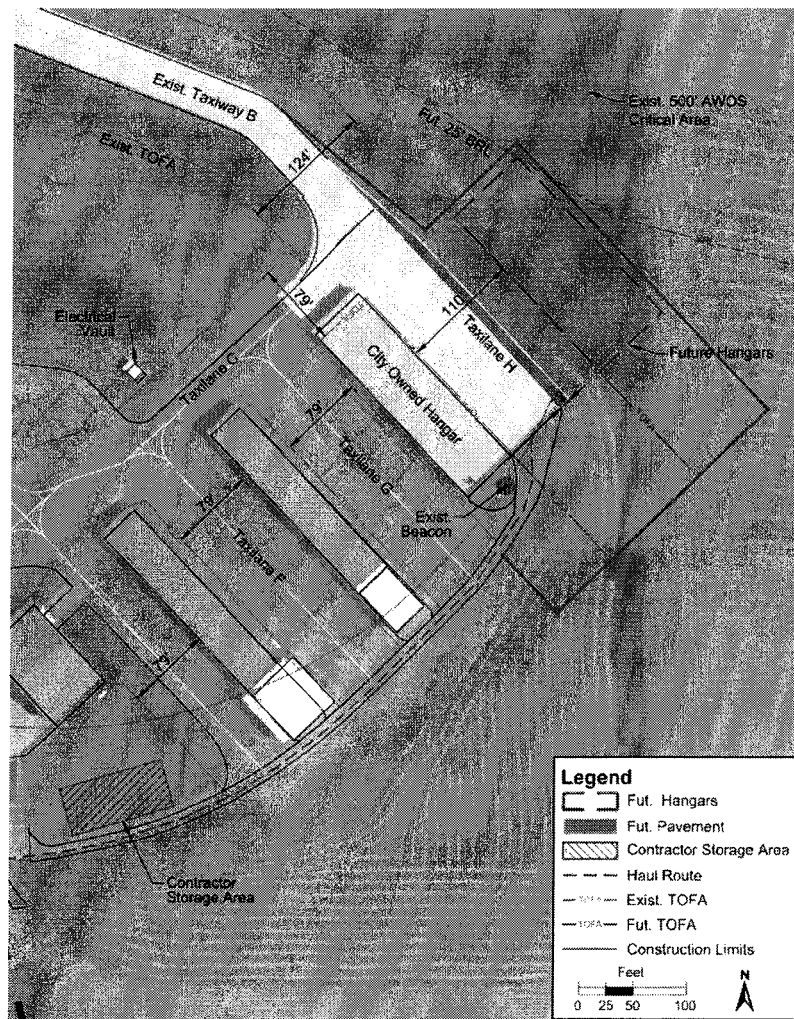
**ATTACHMENT A
PROPOSAL FOR ENGINEERING SERVICES**

**2025 Taxilane Widening
WINDOM MUNICIPAL AIRPORT
AIP No. 3-27-0113-22-25**

PROJECT SCOPE:

The City of Windom has multiple private parties interested in constructing box hangars. This project includes the design and construction for taxilane widening to the far northeast taxilane, Taxilane H, for future hangar construction. The taxilane will be constructed to accommodate type B-II aircraft, and will be 35 feet wide with an taxilane obstacle free area (TOFA) of 110 feet. The pavement design will follow FAA specifications for excavation, embankment, base, and pavement. Improvements will be constructed to facilitate increased drainage throughout the project site. Proposed drainage improvements may include culverts, storm sewers, or valley gutter installation. Additionally, site preparations and grading will be completed beyond the edge of the taxilane pavement within the limits of the TOFA.

This site will be able to accommodate multiple private box hangars (see Figure below), with the plan to design and construct this project in summer 2025. Following the taxilane construction in the summer and fall of 2025, private hangar owners will be constructed hangars in the approximate locations shown on the included sketch.



SCOPE OF SERVICES:

Services to be provided include program coordination, final design, preparation of bidding documents, bidding and award, construction observation and project management.

Specific tasks to be performed by the Consultant are as follows:

1. Project Formulation and Scoping: SEH will work with the City of Windom to develop detailed project scoping, including review and coordination with MnDOT, FAA, and other regulatory agencies. The scope will be updated as needed based on input received. Completion of the project and grant pre-application, cost breakdowns and eligibility determinations. The required environmental categorical exclusion (CATEX) checklist and letter will also be submitted to the FAA for approval.
2. Engineer's Design Report: Complete Engineer's Design Report including all section and attachments according to FAA requirements.
3. Construction Safety Plan / Airspace Analysis: A Construction Safety and Phasing Plan will be prepared for the Project and submitted to the FAA. A safety checklist form and an airspace analysis, including submission of FAA Form 7460, will be submitted with the safety plan.
4. Detailed Design: Detailed design including pavement design and grading for the widened taxilane.
5. Final Construction Plans: Prepare construction drawings consisting of approximately the following plan sheets.
 - Title sheet
 - Construction Safety Plan
 - Construction Phasing Plan
 - Statement of Estimated Quantities
 - Typical Sections
 - Erosion Control Plan and Details
 - Topography and Construction Plan drawings for new pavements
 - Pavement Jointing Plan and Details
 - Details, Standard Plates, Construction Notes
6. Quantity Calculations and Cost Estimate: Quantities will be calculated for use on the bid form and for updating the construction cost estimates.
7. Construction Bidding Documents: Prepare a project manual consisting of ad for bids, table of contents, MnDOT / FAA requirements, proposal documents, specifications, special provisions, wage rates and schedule of prices.
8. Quality Control Reviews: Provide quality control reviews and final review of the plans and specifications. QA/QC efforts include the time required by the Consultant for the overall administration of the project, including internal meetings; quality control and assurance; reviews; and coordination with the Owner, FAA, MnDOT, and other regulatory agencies and utilities.
9. Bidding/Quoting and Award: Assist the Owner with obtaining construction bids for proposed improvements. Assist the Owner with securing a grant from the Federal Aviation Administration for this project. Attend bid opening. Make a recommendation to the Owner on award of construction contract.
10. Preconstruction Activities: A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will facilitate the preconstruction conference, issue notifications, and record meeting minutes.

11. Construction Observation / Final Inspection: SEH will provide daily construction observation for the project. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and progress reports. A final inspection will be conducted by the RPR with the contractor prior to project acceptance.
12. Pay Estimates: SEH will prepare pay estimates upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
13. FAA Closeout Report: The Consultant will prepare a "Project Closeout Report" as required by the FAA by using the "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
14. Subconsultant Coordination: Coordination with subconsultants, including contracting, scheduling, utility coordination, and airport inspection and investigation.
15. Project Management: Oversee the overall administration of the project, including internal and external meetings, coordination of plan and specification review with the Owner, MnDOT Office of Aeronautics, FAA, and other regulatory agencies as required.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec.: Standard penetration soil borings, and a geotechnical analysis will be performed by Braun Intertec of St. Cloud, Minnesota.

ESTIMATED FEES AND EXPENSES

ATTACHMENT B

2025 Taxilane Widening Windom Municipal Airport Windom, Minnesota

Task No.	Task Description	Project Manager	Project Engineer	Airport Planner	Admin Technician
<i>Preliminary and Final Design</i>					
1	Project Formulation and Scoping	1	5	4	1
2	Engineer's Design Report	1	5	1	
3	Construction Safety Plan/Airspace Analysis		4	1	
4	Detailed Design	1	10		
5	Final Construction Plans	1	10		
6	Quantity Calculations and Cost Estimate	1	4		
7	Construction Bidding Documents	1	4		
8	Quality Control Reviews	2	2		1
9	Bidding/Quoting and Award	1	2		
10	Preconstruction Activities	1	4		
11	Construction Observation/Final Inspection	2	80		
12	Pay Estimates	1	4		
13	FAA Closeout Report	1	2	2	4
14	Subconsultant Coordination	2	2		
15	Project Management	4	2		2
	Total hours per labor category	20	140	8	8

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	20	\$81.40	\$1,628.00
Project Engineer	140	\$46.88	\$6,563.20
Airport Planner	8	\$56.11	\$448.88
Admin Technician	8	\$35.44	\$283.52

Total Direct Labor Costs: 176 \$8,923.60

Salary and Administrative Overhead \$16,954.84

Total Labor Costs \$25,878.44

Fee (15%) \$ 3,881.77

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	800	\$0.70	\$560.00
Employee Per Diem	2	\$100.00	\$200.00
Employee Auto Allowance	1	\$16.00	\$16.00
Equipment Usage	176	\$5.55	\$976.80
Reproductions / Miscellaneous	1	\$100.00	\$100.00
Subconsultant - Braun Intertec (Geotech)	1	\$7,495.00	\$7,495.00

Total Expenses \$9,347.80

SUMMARY:

Total Labor Costs + Fees + Expenses \$39,108.01

Total \$39,108.01

Estimated Total \$39,100.00

January 31, 2025

Proposal QTB209871

Lindsay Reidt, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Construction Materials Testing Services
2025 Taxilane Widening
Windom Municipal Airport
48572 County Road 28
Windom, Minnesota

Dear Ms. Reidt:

Braun Intertec Corporation respectfully submits this proposal to provide quality acceptance observation and testing services for the widening of the northeast taxilane at the Windom Municipal Airport.

We have completed the geotechnical evaluation for the project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the projects to date gives us familiarity with the project team and design development, which allows us to understand some of the considerations used when developing the project's design.

Our Understanding of Project

We understand the project will consist of widening the northeast most taxilane. The taxilane is planned to be widened to the northeast and be approximately 250 feet long and 12 feet wide. The pavement section of the taxilane will consist of recompacted subgrade (FAA P-152), 12 inches of Granular Subbase Course (FAA P-154), 7 inches of Class 5 Aggregate Base Course (MnDOT 2211), and 5 inches of Concrete Pavement (MnDOT 2301).

Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- Construction Drawings prepared by Short Elliott Hendrickson, Inc., dated May 1, 2018.
- Geotechnical Evaluation Report prepared by Braun Intertec Corporation for Project B1801818, dated April 5, 2018.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Measure the in-place dry density, moisture content and relative compaction of subgrade, granular subbase course, and aggregate base placed for pavement support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of the materials.

Concrete Related Services

- Sample and test fresh concrete for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested at 28 days for each set cast.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel and project meetings.
- Review observation and test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take four trips to complete the compaction testing by nuclear density gauge method for the project.
- We have provided two additional trips for picking up samples for laboratory proctor and gradation tests of the subgrade and aggregate materials.
- Our assumption is concrete paving will be completed in one day for the project.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of \$7,495. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 5:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you monthly.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Master Subcontractor Agreement with Short Elliott Hendrickson, Inc., dated March 19, 2024.

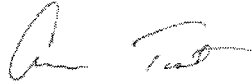
To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Colin Anderson at 320.305.0628 (coanderson@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Senior Manager, Aviation Services

Attachment:
Project Proposal

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB209871

Windom Taxilane Widening

Client:

Short Elliott Hendrickson, Inc.
Lindsay Reidt
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Windom Municipal Airport
48572 Conty Road 28
Windom, MN 56101

Service Description:

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	CMT				
Activity 1.1	Soils Testing				\$4,005.00
207	Compaction Testing - Nuclear	16.00	Hour	100.00	\$1,600.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Embankment	2.00	Trips	4.00	8.00
	Granular Borrow	1.00	Trips	4.00	4.00
	Aggregate Base	1.00	Trips	4.00	4.00
1308	Nuclear moisture-density meter charge, per hour	16.00	Each	20.00	\$320.00
209	Sample pick-up	6.00	Hour	100.00	\$600.00
1318	Moisture Density Relationship (Proctor)	3.00	Each	210.00	\$630.00
1162	Class 5 Gradation	1.00	Each	165.00	\$165.00
1861	CMT Trip Charge	6.00	Each	115.00	\$690.00
Activity 1.2	Pavement Testing				\$1,730.00
261	Concrete Testing	7.00	Hour	100.00	\$700.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Exterior Concrete Pavement	1.00	Trips	7.00	7.00
278	Concrete Cylinder Pick up	4.00	Hour	100.00	\$400.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	1.00	Trips	4.00	4.00
1861	CMT Trip Charge	2.00	Each	115.00	\$230.00
1364	Compressive strength of concrete cylinders, per specimen	10.00	Each	40.00	\$400.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Exterior Concrete Pavement	2.00	Set	5.00	10.00
Activity 1.3	Project Management & Reporting				\$1,760.00
238	Project Assistant	2.00	Hour	100.00	\$200.00
226	Project Manager	4.00	Hour	175.00	\$700.00
228	Senior Project Manager	4.00	Hour	215.00	\$860.00
Phase 1 Total:					\$7,495.00

Proposal Total:	\$7,495.00
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ATTACHMENT C

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

GENERAL CIVIL RIGHTS PROVISIONS

The contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractor and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

Title VI Solicitation Notice:

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be

notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

A1.1.1 RACE/GENDER NEUTRAL LANGUAGE

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

ENERGY CONSERVATION REQUIREMENTS

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201*et seq*).

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

RIGHTS TO INVENTIONS

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- a) The applicant represents that it is () is not (✓) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b) The applicant represents that it is () is not (✓) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twentyfour (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Termination for Convenience (Professional Services)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

Termination for Default (Professional Services)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold

Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

EXHIBIT A TASK ORDER

Task Order No. 03-009-373179

Effective Date: March 4, 2025

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: The City of Windom, Mn (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 3rd day of January, 2017.

TASK ORDER PROJECT NAME: 2025 Alley Improvements, Windom, Mn

TASK ORDER PROJECT DESCRIPTION: Alley Reconstruction Improvements for City alley segments illustrated in the scope documents (see attachment).

DGR CONTACT PERSON: Dan Van Schepen

CLIENT CONTACT PERSON: Steve Nasby, City Administrator
Jon Ketzenberg, Street Superintendent

SCOPE OF WORK:

Topographic survey, street assessments, design, contract administration, staking and project observation as requested by the City for the project scope approved by Council, 2-18-2025 (see project scope documents).

Topographical Survey

Set horizontal and vertical control to be used for the staking of the improvements and to collect horizontal and vertical data of the existing features (paved surfaces, utility structures, surface of ground, etc.) to be used to design the proposed improvements. Contact utility companies that may have buried or overhead utilities within the construction limits for a utility locate.

Design, Plans & Special Provisions

Attend a project initiation/planning meetings with the City of Windom to review the proposed improvements. Prepare preliminary construction plans and special provisions for submittal to the City of Windom for review. Prepare final construction plans and special provisions to include:

- Evaluate existing slopes & widths and design the proposed improvements to blend into the existing streets to the greatest extent possible.
- Design storm sewer, determine the sizing of sewer pipe and structures.
- Design new alley pavement for each of the street included in the scope according to the soil report prepared by the soils engineer for this project.
- Determine street grades to accommodate existing driveways.
- Prepare street assessments for the property owners adjacent the project improvements and present calculation methods and answer questions at Public Hearing for street assessments.
- Preparation of quantities for the proposed improvements for the Owner to obtain bids for construction.

- Prepare special provisions and construction details for the proposed improvements.
- Design sanitary sewer and water main improvements and incorporate them into the project plans.
- If requested, attend a public hearing to review the project and answer questions from the public and/or the City Council.
- The Engineer shall provide the Owner with a record sets of plans and specifications and copies as requested for staff construction purposes. The Engineer will assist the Owner in preparing bid forms for receiving bids on the various units of construction, construction agreement and bonds. Assist with the Bid Letting and preparation of contract documents after Project Award.

Assist the Owner with making arrangements for a subsurface investigation of the soils on the project. The contract for the subsurface investigation would be directly with the Owner. DGR Engineering will assist with selecting locations for the soil exploration.

Schedule: Design in March through May with final plans completed to facilitate a Bid Letting date tentatively planned for June 2025.

Construction Services

Construction Staking

Perform staking for construction of the proposed storm sewer and street paving improvements. The staking needs will vary depending on the Contractor's needs.

Construction Administration

The Engineer will assist the Owner in receiving bids on the various units of construction, construction agreement and bonds. The Engineer will assist the Owner in the award of construction contracts and the preparation of contract documents with the successful Contractor. Assist the Owner with project administration as required and includes review meetings or conferences with affected parties.

During construction, the Engineer will recommend the Owner retain the services of a Materials Testing Firm to perform the necessary tests for utility trench backfill materials, subgrade compaction and paving materials. The cost associated with the Materials Testing Firm is not included in this Agreement.

Construction Observation

The DGR Construction Observer will keep a record or log of the Contractor's construction activities including notes on the nature and cost of any extra work or change orders during construction. The Observer will obtain measurements required to determine the work completed by the Contractor for purposes of Progress Payments. Maintain daily quantity records and work reports including an electronic file containing project documentation. DGR Engineering will also address questions that arise as needed and/or requested.

Following completion of the project, DGR Engineering will revise the project plans to reflect changes during construction. These drawings would become record drawings for the project. The record drawing information is to be provided by the Contractor.

Construction Observation and Staking costs can and will vary due to several factors including the weather, contractor work performance and pace of construction.

FEE ARRANGEMENT: All services – Billed at Current Hourly Rates with an estimated fee of \$117,000.00

Estimated Service Fees

Topographic Survey- \$7,000
Preliminary Design- \$19,000
Street Assessments- \$8,500
Design- \$30,000
Construction Staking- \$7,500
Construction Administration- \$15,000
Construction Observation- \$30,000

SPECIAL TERMS AND CONDITIONS: None

<u>The City of Windom, Mn</u> (Client)	<u>DeWild Grant Reckert and Associates Company</u> <u>d/b/a DGR Engineering</u> (Consultant)
By: _____	By: <u></u> Gary T. Kurth, P.E.
Title: _____ (Authorized signature and Title)	Title: <u>Vice President</u> (Authorized signature and Title)
Address: <u>444 9th Street</u>	Address: <u>1302 South Union Street</u>
City: <u>Windom, Mn 56101</u>	City: <u>Rock Rapids, IA 51246</u>
Date: <u>3-4-25</u>	Date: <u>2-24-25</u>

DGR ENGINEERING

JANUARY 2025

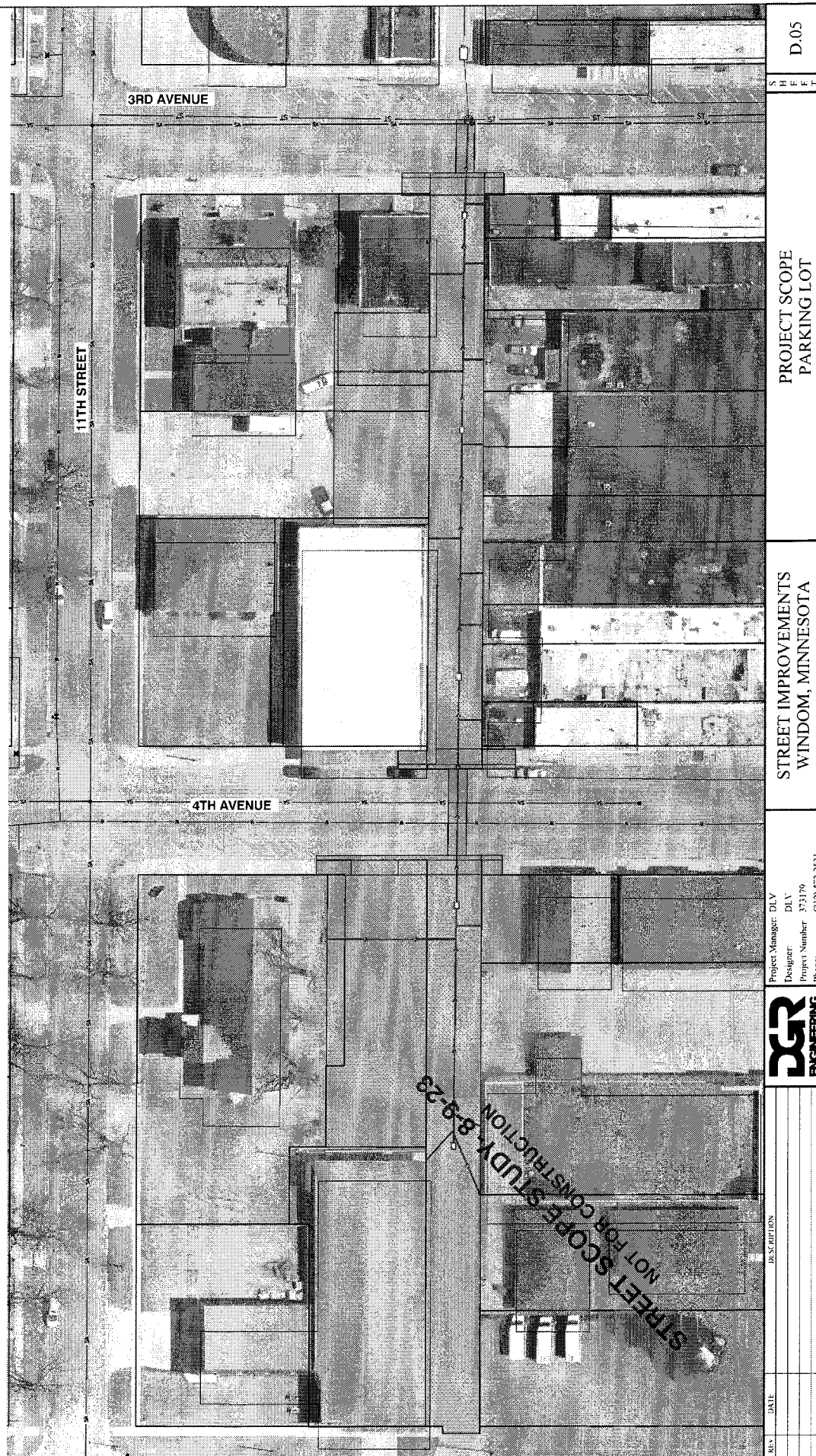
HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$131	\$78	\$78
02	\$139	\$83	\$83
03	\$147	\$88	\$88
04	\$157	\$93	\$93
05	\$167	\$98	\$98
06	\$178	\$104	\$105
07	\$189	\$110	\$113
08	\$200	\$117	\$121
09	\$211	\$124	\$129
10	\$223	\$131	\$139
11	\$236	\$139	\$149
12	\$250	\$147	\$160
13	\$263	\$156	\$176
14	\$273	\$167	\$207
15	\$280	\$178	\$258

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at IRS standard mileage rate plus \$0.25 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

- GRAPHIC SCALE
(IN FEET)



DESCRIPTION

DATE	
BY	



DGR
ENGINEERING

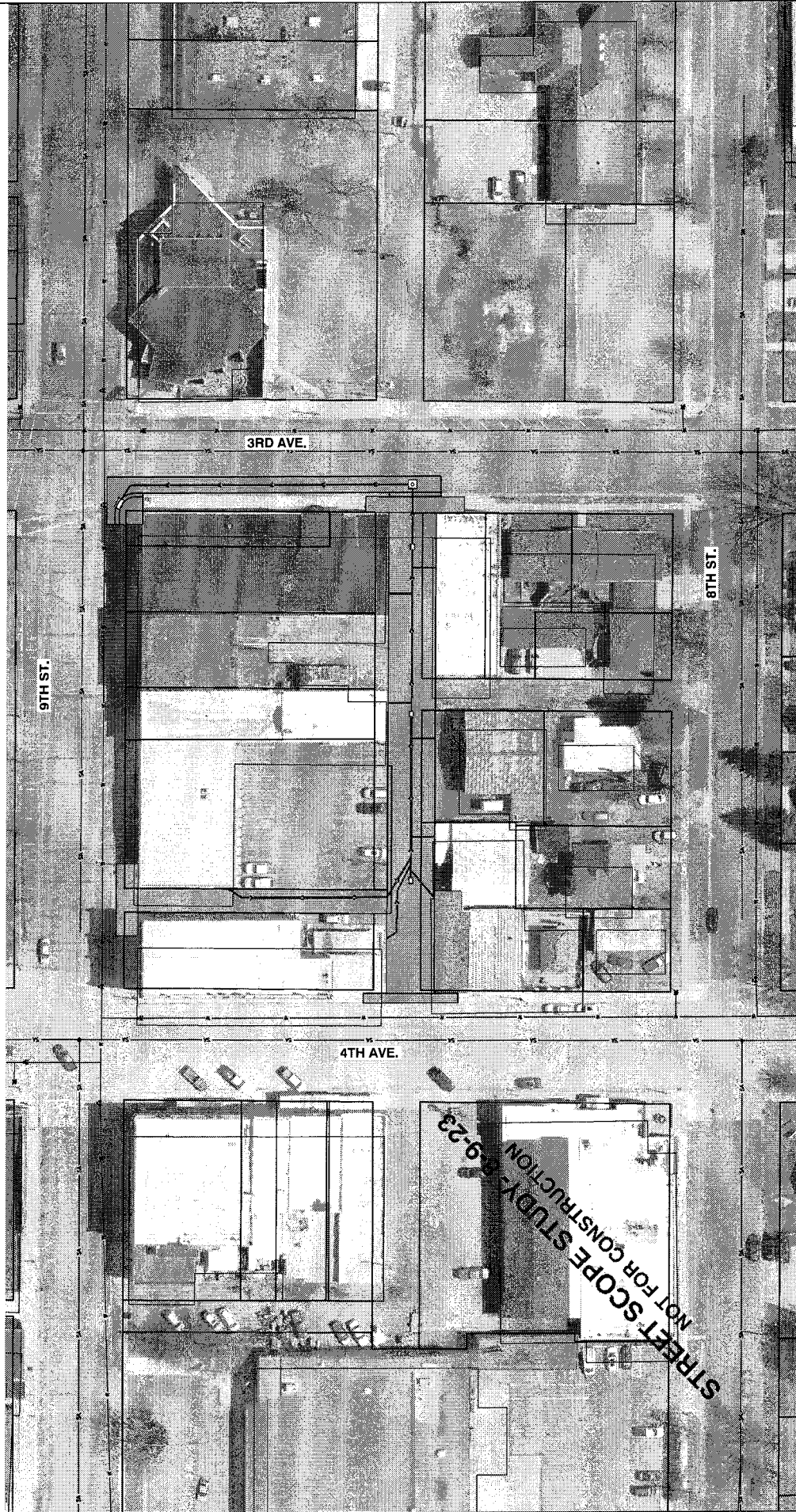
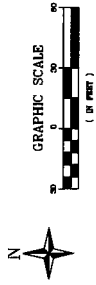
Project Manager: DLV
Designer: DLV
Project Number: 373179
Phone: (712) 472-2531

PROJECT SCOPE PARKING LOT

STREET IMPROVEMENTS
WINDOM, MINNESOTA

D.05

- 1" BITUMINOUS ALLEY
- RECORD SUBGRADE PREPARATION
- 12" SUBGRADE BASE
- 8" AGGREGATE BASE
- INSTALL OUTER PIPING, STORM
- SEWER MAINS, AND
- REPLACE CONCRETE DRIVEWAY,
- VALLEY CUTTER, AND SIDEWALK



		Project Manager: DLV Designer: DLV Project Number: 373179 Phone: (715) 472-2531	STREET IMPROVEMENTS WINDOM, MINNESOTA	PROJECT SCOPE ALLEY REPLACEMENT	SHEET D.06
REV	DATE	DESCRIPTION			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Granite Insurance Agency Agent: Anna Richter 535 Terrace Dr Granite Falls, MN 56241	CONTACT NAME: Anna Richter	
	PHONE (A/C, No, Ext): 320-894-5730 FAX (A/C, No):	
	E-MAIL ADDRESS: aer_55@hotmail.com	
INSURED MINNESOTA VALLEY TELEVISION IMPROVEMENT CORP - DBA MVTV 1790 HWY 212 W PO BOX A GRANITE FALLS MN 56241	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Continental Western Insurance Company	098-10804
	INSURER B : The Hartford	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			RUP 3128791 28	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,00				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			RUP 3128791 28	04/01/2025	04/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
A	☒ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			RUP 3128791 28	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 3,000,000
			AGGREGATE \$ 3,000,000				
			\$				
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A		91 WE AB8V55	09/01/2025	09/01/2026	PER STATUTE OTH-ER \$
			E.L. EACH ACCIDENT \$ 500,000				
			E.L. DISEASE - EA EMPLOYEE \$ 500,000				
			E.L. DISEASE - POLICY LIMIT \$ 500,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Anna Richter

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Vehicle Speed Feedback Signs - Hwy 60, Windom

Date: 2/27/2025

To: Steve Nasby, Scott Peterson, & Jon Ketzenberg – City of Windom

From: Mary Loeffler & Scott Thompson – MnDOT District 7

The City of Windom and MnDOT have agreed to install four Vehicle Speed Feedback (VSF) signs on Hwy 60 in Windom to reinforce the existing 45 MPH and 30 MPH speed zones.

The following conditions have been agreed upon by the City of Windom and MnDOT:

- City of Windom will purchase three VSF signs – two 30"x30" Speedcheck15 and one 36"x48" Speedcheck18.
 - These three signs will be owned by the City of Windom and may be moved when the City desires. If the City desires to move the signs along or onto any Trunk Highway, coordination and permit(s) from MnDOT will be required.
- MnDOT will purchase one VSF sign – one 36"x48" Speedcheck18.
 - This sign will be owned by MnDOT and may be removed from Windom once the roundabout at the south junction of Hwy 60/Hwy 71 is constructed.
- MnDOT will be responsible for all costs associated with the initial installation of all four signs on Hwy 60.
 - If the City desires to move any or all of the City-owned signs, the City will be responsible for all costs associated with salvage and reinstallation at the new location(s).
- City of Windom will be responsible for sign maintenance of all four VSF signs deployed on Hwy 60 in Windom (e.g.: battery replacement, sign functionality, etc.)
 - The City will only be responsible for sign maintenance of the MnDOT-owned VSF while it is installed on Hwy 60 in Windom.
- After initial installation on Hwy 60:
 - Each party will be responsible for the maintenance of the sign structure supporting their owned signs.
 - Each party will also be responsible for replacement costs of their owned signs should a sign be irreparably damaged or lost.

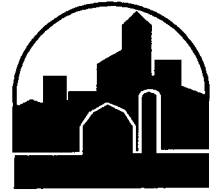
WILCON CONSTRUCTION SERVICES
P.O. BOX 502
ST. JAMES MN, 56081

PHONE 507-375-5464
FAX 507-375-4707

NAME OF PROJECT: Windom Diesel Generation Plant		DATE	2/6/2025
PROPOSAL REQUEST #: 13		REVISED	2/18/2025 #2
DESCRIPTION OF CHANGE: Aftercooler Addition - SI#8			
Time Extension	0		
DIRECT COSTS	UNITS	RATE	COST
	0	\$60.00	0.00
Labor: Coordination by Project Mgr	1	\$105.00	105.00
LABOR: Coordination by Job Sup	2	\$95.00	190.00
TRAVEL TIME	0	60	0.00
MILEAGE	0	0.4	0.00
SUBSISTENCE	0	2.5	0.00
INSPECTION FEE AND TESTING	0	0	0.00
EQUIPMENT RENTAL	0	0	0.00
TOOL RENTAL	0	35	0.00
BLADE USE	0	0.5	0.00
LIFT RENTAL PER WEEK	0	650	0.00
CLEAN-UP	0	40	0.00
OTHER	0	40	0.00
BOND	8245	0%	0.00
ELECTRICITY	8245	0.00%	0.00
WATER	8245	0%	0.00
DUMPSTER	8245	0.00%	0.00
HEAT	8245	0%	0.00
TELEPHONE	8245	0%	0.00
TOTAL INDIRECT COSTS			295.00
Master Electric Labor			BY OWNER
Master Electric Material			BY OWNER
DK Mech. Labor			5428
DK Mech. Material			2522
			0
			0
			0
			0
			0
			0
			0
			0
TOTAL FROM DIVISIONS			7950
TOTAL GC COSTS			\$ 295.00
TOTAL FROM SUBCONTRACTORS			\$ 7,950.00
TOTAL COST			\$ 8,245.00
CO MARKUP ON SUBCONTRACTOR COSTS			1.05
TOTAL FOR CHANGE ORDER			\$8,657
WILCON CONSTRUCTION SERVICES	<i>John Hoffman</i>	2.18.25	
Approved Owner / Architect			

Utility Commission Approved
2-27-25
Jason Lu

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: Mayor Mathis
DATE: February 28, 2025
RE: Appointment to Community Center Commission
DEPT: Mayor\Council
CONTACT: Mayor Mathis: WindomMayor@windom-mn.com

Recommendations/Options/Action Requested

I am recommending that the City Council take the following action:

1. Appoint Heidi Hill to the Windom Housing and Redevelopment Authority board.
2. Appoint Antonio Cerda Juarez to the Parks & Recreation Commission.

Issue Summary/Background

Heidi Hill would replace Joel LaCanne on the HRA Board and fill the unexpired term until December 31, 2027.

On the Parks & Recreation Commission Mitchell Chmielewski's position will be filled by Antonio Cerda Juarez for the term ending December 31, 2025. Mr. Chmielewski has been unable to attend a number of the meetings and has been contacted regarding this matter.

Fiscal Impact

None.

Attachments

1. None.