



CITY COUNCIL MEETING

May 6, 2025

City Council Chamber

6:30 p.m.

AGENDA

CITY OF WINDOM, MN

444 Ninth Street, P. O. Box 38

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – April 15, 2025
 - Community Center Commission – April 16, 2025
 - EDA – April 14, 2025
 - HRA – April 9, 2025
 - Park & Recreation Commission – April 9, 2025
 - Telecom Commission – April 21, 2025
 - Utility Commission – April 24, 2025
 - Exempt Gambling Permits
 - Windom Lions Club – December 6th 2025
 - Regular Bills
2. Department Heads
3. Public Comment – Windom Area Chamber of Commerce – Darci Jones
4. Proclamations
 - National Hospital Week
 - EMS Week
 - National Peace Officer Memorial Day
5. 2025 Street Project
 - Public Hearing
 - Resolution Ordering Improvements and Preparation of Plans
6. Street Closure Requests – Riverfest June 9th – 15th
7. Electric Department – Meter Replacement Contract
8. Ambulance Department
 - Billing Services Contract
 - Mobile Radio Replacement
9. Telecom Department – Resolution Establishing Telecom Rates

10. Island Park – Cabin Update
11. Personnel – Hiring Recommendations
 - Administrative Assistant
 - Seasonal Employees – Summer Park/Recreation Programs
12. Mayor Appointments – Hospital Board
13. New Business
14. Old Business
 - Select Date for MN DOT Workshop – Round-about Concepts
 - Select Date for City Facility Tour – Part II
15. Council Comments
16. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
April 15, 2025
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Hilary Mathis

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Jason Sykora, Electric General Manager; Jon Ketzenberg, Streets & Parks Superintendent; John Nelson, Liquor Store Manager; Kari Hanson, Library Director; Matthew Fast, Building Official and Mary Hensen, Administrative Assistant

3. Pledge of Allegiance

4. Agenda:

- Minutes
 - Council Minutes – April 1, 2025
 - Joint Government – March 31, 2025
 - Library Board – April 8, 2025
 - Telecom Commission – March 17, 2025
 - Utility Commission – March 27, 2025
- Amplification Permits
 - Windom Chamber – June 13, 2025 at Phat Pheasant Pub (5:00 – 8:00 pm)
 - Windom Chamber – June 13, 2025 at Phat Pheasant Pub (8:00 pm – 1:00 am)
 - Windom Chamber – June 14, 2025 at Island Park (8:00 pm – 12:00 am)
- Gambling Permits
 - Windom Chamber – May 30, 2025
 - Windom Chamber – June 11, 2025
 - Windom Women of Today – May 20, 2025
- Regular Bills

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

5. Department Heads:

John Nelson, Liquor Store Manager, said that he will be at the MMBA conference next week and accepting an award for the Windom Liquor Store for interior design and in-store experience. There is a \$300 prize for a community event and a plaque.

Quade and Benson thanked Nelson for all his work and that of staff for the improvements at the store.

Kari Hanson, Library Director, said that Patty Wetterling will be in town as an author on Wednesday, April 23rd at 1:00 pm at the Cottonwood County Historical Society.

6. Proclamation – National Library Week April 6-12:

Council Member Nelson introduced the Resolution No. 2025-14, entitled “2025 NATIONAL LIBRARY WEEK PROCLAMATION” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Quade, Benson, Sherman, Esplan and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Windom Area Health:

Shelby Medina, CEO and John Peyerl, CFO introduced themselves. Peyerl said the Windom Area Health Board has reviewed and recommended the adoption of their 2026 budget. The 2026 revenue is budgeted for a 4% inflation cost increase and 13% growth in services for a total of \$74 million. Pain management has re-started and surgeries increasing which is the drivers for revenue growth. It is good to have surgery services close to home for patients and is good business. Deductions from revenue is budgeted to be nearly 50% due to Medicare and negotiated insurance rates so \$35,500,000 does not get billed. Employee costs are up as they are increasing staffing vs some purchased services. Pharmaceuticals is also up as chemo treatment is being offered on-site. Supplies are also up due to needing items for joint replacement surgery. Depreciation has doubled due to the addition of the new Medical Office Building. They also budget for capital purchases. Income from interest is down due to use of cash for the new building and debt service interest costs are up. They have 0.6% income from operations and non-operating income of \$850,000 which gives them a 2.8% net income for a total of \$1,075,000. Non-operating income is primarily interest income and lease revenue from the MOB.

Benson said the hospital is doing a great job and good for the community. He noted that the Council had previous discussions with them regarding an “ask” the City is making. His understanding is that the hospital would come up with a proposal. Peyerl said that they are interested still in having this conversation but nothing past the \$80,000 the hospital has committed for community contributions has been included in this budget. He added that he thought the Council consensus was that it would wait until the MOB got going and then revisit the subject. Benson asked about the use of the existing hospital and grounds as that is where he would like to see some rent. The liquor store and electric utility make payments to the City to help with costs. Peyerl replied that the City is getting some of that with the current commitment and the new MOB will pay taxes for the clinic portion. The liquor store and electric are different than the hospital and operate differently. Benson said that they do operate differently but thinks a payment of some kind is needed as the hospital is a City-owned facility.

Quade said that she sees liquor and electric differently as they know what they will have for revenue and the hospital is harder to gauge so she is wary of setting a specific amount. The hospital needs to do well for the community to do well and she has changed her position a little. She would rather work together on specific projects on a year-to-year basis than have a set payment. Things for the health and safety of the community would be good and outdoor recreational things that promote health like parks and recreation. She feels the project should be tied to an amenity as that is what improves quality of life and attracts people to town. She hopes to see new businesses and residents moving to town. A good hospital and good schools are key and is sure that we could work together to find projects.

Nelson said that he was thinking stop lights, but seriously his question is about robot surgery and how is that going. Peyerl said that it has not been as busy as they wanted but with a new urologist and new surgeons use should increase.

Esplan said that WAH is doing well and many small hospitals are struggling.

Mathis said she wants to keep communications going and having goals is important.

Motion by Quade second by Sherman to approve the 2025 WAH budget as presented. Motion carried 5 – 0.

Medina said the second item they had is a request to lengthen the terms for WAH Board members. Currently the terms are three-years and a person can serve three terms for a total of nine years. They are requesting that terms be extended to five years so people can serve up to 15 years. The reason for this is that they are doing long range planning and having to get new board members up to speed would potentially slow the processes.

Motion by Nelson second by Sherman to approve the WAH By-law change to extend the term length from three to five years. Motion carried 5 – 0.

8. 2025 Street Project:

Jon Ketzenberg, Streets & Parks Superintendent and Dan Van Schepen, DGR Engineering introduced themselves. Van Schepen said the Street Committee started discussion in 2023 on possible projects. The costs have increased over time so the new cost estimates show current pricing based on best estimates from recently bid projects. They do use the high side of the cost estimates as they do not want change orders, surprises to the Council in costs and provide the City good information in budgeting and bonding. In February 2025 the Council ordered the feasibility study for the proposed alley project. There are three options consisting of alley reconstruction with storm sewer, alley rehab with pavement only and a concrete reconstruction. The costs are \$990,000 for the asphalt reconstruction, \$321,000 for the alley rehab and \$1.2 million for the concrete reconstruction. They are recommending the asphalt reconstruction.

Esplan said there is nothing left of the alley pavement and that needs to be milled and re-paved. The alley cannot just have a lift done as there are doorways and other elevation issues.

Van Schepen said that the design life of the asphalt reconstruction is estimated to be 25-30 years, 3-5 years for rehab and 30-35 for concrete reconstruction. Special assessments will be approximately 28-38% of the project cost but will likely come in close to the 28-31% the City has seen on other projects. Actual costs will be known after the bids are finalized so the numbers can be better then.

Esplan said that he sees \$1.241 million with the asphalt reconstruction and this is too high and he will not support that. Storm sewer is nice, but the current situation has worked for a hundred years and if the new pavement is done properly, it will improve the storm water drainage.

Van Schepen said the design does change some of the storm water routes. Asphalt and water do not mix and water sitting on pavement degrades it faster so getting that water into a sewer is the plan.

Esplan said that he sees this as a matter of what can the City afford as there are a lot of street work to do. In the 1985 street project they did 130 blocks over five years and those streets are 35-40 years old and will need work sooner than later too.

Van Schepen said they can show the City a lower number but that would not permit the City to budget properly. The costs can go down but not up.

Esplan said the storm sewer work and approaches can be removed from what he sees. Van Schepen replied that the alley approaches are in bad shape and need to be re-done.

Quade said she has been on the Street Committee for six years and she hears from residents about how bad the streets are and we need to get work done. Costs continue to go up every year and we cannot wait. She wants to do this the right way the first time and get that water off the street. She would encourage Council for support of the asphalt reconstruction with the storm sewer. Yes, the cost estimates are high but does not want the City or property owners to be caught off guard. The City will need to assess and bond for these costs and she hopes we will be looking at doing 1st Avenue next.

Sherman said the asphalt reconstruction longevity is 25-30 years and wanted to know what the lifespan is if the storm sewer were removed. Van Schepen said it is hard to tell but it will reduce the life and there will be additional maintenance via seal coating needed. There are also the roof drains that would be connected to a storm sewer which is better for the pavement than water just dumping on it.

Esplan asked what is the alley base currently? Van Schepen said they did not do soil borings but from field observations it appears to be maybe six inches of gravel. Esplan said that the old milled asphalt should be re-used as some of the base for the alley. Van Schepen replied that is an option for the contractor. Esplan said this is all good to have but the cost is too high. Van Schepen said the asphalt reconstruction with the storm sewer is \$990,000 and apologized for any confusion in the cost estimate sheet. Esplan said that is better but he still would not support it as we have a lot of street work to do and need to use our funds conservatively.

Sherman said that if a street had heavy traffic the storm sewer may be more necessary to maintain the pavement condition, but there is potentially not a huge difference in longevity so he is okay with the reconstruction without the storm sewer.

Nelson asked about the cost to do a seal coat as the reconstruction with a storm sewer would need three and without a sewer probably four. Van Schepen said the storm sewer is a 100-year lifespan and a seal coating for this length of street is probably \$13,000 to \$15,000 in today's prices. Nelson said he is looking at that as a maintenance cost vs cost of storm sewer and without the sewer what impact the water may have on the life of the pavement. Van Schepen said the hardest thing on pavement is the freeze/thaw cycle and it is key to get water off the pavement as quickly as possible. Nelson said that we need to take care of the water issues and prices are not going down.

Motion by Esplan second by Sherman to approve the bituminous option without the storm sewer. Motion failed 2-3 (Benson, Quade and Nelson).

Motion by Benson second by Nelson to approve the bituminous option with the storm sewer. Motion carried 3-2 (Esplan and Sherman).

Council Member Nelson introduced the Resolution No. 2025-15, entitled "RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR THE 2025 ALLEY IMPROVEMENT PROJECT" and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Benson, Sherman, Esplan, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

9. City of Windom Website Rebuild Agreement – Revize Web Services:

Nasby said that a re-build for the City's website was included in the 2025 budget as the current site is dated and there are new digital accessibility requirements coming from the State of Minnesota and a requirement that a .gov extension is adopted for all local governments. A Project Team of staff from Telecom, PD, City Hall and the Community Center had been put together. A Request for Proposal (RFP) was drafted and sent out to nine website providers that were obtained from the League of Minnesota Cities and firms that were suggested by staff. Four RFPs were returned and three of these

were interviewed on March 27th by the Project team. Staff's recommendation is to approve a web services agreement with Revize Web Services. The agreement has been reviewed by both the City Attorney and LMC attorney. Development of the new site will take approximately six months total from start to going live. The new site will incorporate the .gov domain, accessibility requirements and be more user friendly than the current site.

Motion by Sherman second by Nelson to approve the web services with Revize as presented. Motion carried 5 – 0.

10. Planning Commission – Conditional Use Permit – Island Park Berm:

Matt Fast, Building Official, said that the Planning Commission is recommending approval of a Conditional Use Permit requested by the City for a proposed berm in Island Park to help mitigate future flooding. There were three questions from the Commission in March that were addressed and provided to the Commission. The proposed berm meets the requirements of the City's floodplain ordinance and there were no objections from the DNR or property owners.

Motion by Benson second by Nelson to approve a Conditional Use Permit for the City of Windom for construction of a berm in Island Park. Motion carried 5 – 0.

11. Island Park – Proposed Berm:

Mathis said the City Council has options to consider on the proposed berm. The memo in the packet outlines three possible options to include moving ahead with the Concept #1 berm, researching other alternatives or taking no action at this time. The Conditional Use Permit is good for a year so there is time for the Council to discuss what direction they want to go. She said that the Council recently received an email with an alternative berm idea for consideration.

Sherman asked if there is an impact to the pool. Nasby replied the proposed berm goes around the pool so there is not an impact. Sherman said he would like to wait on action until we see what happens with the pool.

Benson said the costs on things continue to go up and the pool will probably not be repaired nor re-built at the current site as it is in a flood plain. It is in poor condition and would like to get the berm started as we do not know what will happen in the future.

Sherman said that he would explore options and the proposed berm is not a total cure for the issues at the park.

Quade said the Council got an email outlining an alternative berm. It goes further into the flood plain and floodway and wondered how DNR would respond to that situation. Van Schepen said that the DNR wanted information on the berm presented and how much water gets pushed into the flood plain and floodway. A berm in the floodway or to remove properties from the flood plain need to be US Army Corps of Engineers certified and suggested that building in the floodway would be ten times more expensive.

Sherman asked if there are exceptions to the rules as this is a park and not a residential area. Van Schepen replied that he is not aware of exceptions and the berm (filling in flood plain) did create concerns from the property owners on the 6th Avenue side of the river as they see river bank erosion and seeking another option will require more detailed study.

Quade said she would love to save the ballfield and if the increased rules/regulations make the expenses that much higher she thinks the proposed berm is what we can do. The park is next to the

river and flooding is an issue, but big investments in recreation projects are better used for projects outside of the flood plain.

Sherman said he sees the work on the river bank erosion as a separate project and asked about doing work on the bank. Van Schepen said that is in the floodway and a no rise certificate would be needed. The proposed berm had no impact to the floodway as it is backwater and not flowing. Floodway rules are much different and waterway height goes up with fill in the floodway which results in an increase in flow. So, they have to even out the waterway height and with the Highway 62 bridge being close by this may not be feasible as the studies alone would be expensive. Sherman said he sees Island Park as a perpetual money pit as there is cost to re-doing the ballfield every time it floods.

Nelson said that the proposed berm is intended to protect homes, roadways and that neighborhood at the end of 4th Avenue. The bank\berm behind the old bus barn was a fix many years ago as a fix to keep the water in the river bank and protect property.

Quade said that across the river on 6th Avenue the erosion and there is the potential to impact that roadway. It is an astronomical cost to do bank restoration and therefore does not want to do anything to push more water that way.

Mathis said she has concerns and hear from the public and wants the Council to hold off on a decision. Scott Veenker sent everyone another option for consideration and it needs more discussion. Luverne did a project to protect its ballfields and feels that more options need to be considered.

Sherman said he would like to hear more from FEMA about the pool before a decision is made.

Quade said that the Council has been discussing this since mid-2024 with the flooding and feels it is time to move forward. She realizes the new Council members had not been part of those conversations so she understands the apprehension.

Nelson said that something needs to be done, but if the project is tabled how long will that take.

Sherman said maybe they do not have the full history, but many ideas are out in the community and concerns for the future of the park. This berm will not save the park, but knows it would help some parts of town.

Motion by Benson second by Nelson to accept the Island Park berm project shown as Concept #1 and move ahead with the project. Motion carried 3-2 (Esplan and Sherman).

12. Liquor Store Items:

John Nelson, Liquor Store Manager, said that the construction project was finished last fall except for some grading and seeding to be done this spring. The contractor is willing to do a change order deduction for that work so the project can be finalized. The deduction would be \$3,500 and these funds would be used by the City to hire the grading and seeding work done by a local contractor. John Nelson said that Kulseth Landscaping submitted the low quote to do the grading and seeding work at \$3,373.00.

Motion by Quade second by Sherman to approve a change order deduction in the Sussner Construction contract for \$3,500.00. Motion carried 5 – 0.

Motion by Sherman second by Esplan to approve the Kulseth Landscaping quote to do the grading and seeding work to finish off the construction project. Motion carried 5 – 0.

John Nelson said that the Liquor Committee and Council had previously approved a re-do of the landscaping around the Liquor Store following the construction project. He solicited two quotes for the landscaping work, which would be paid from the Liquor Store budget or reserves. The cost of the landscaping project is \$7,000 and the low quote is from Kulseth Landscaping.

Motion by Sherman second by Benson to approve the Kulseth Landscaping quote to do the landscaping work at the Liquor Store as presented. Motion carried 5 – 0.

13. Personnel:

Jason Sykora, Electric General Manager, said that they had a lineman take another job so the vacant position was advertised. He and the foreman reviewed the applications, conducted interviews and did reference checks. He is recommending that the Cody Mischke be hired as a lineman at Step 1 of the union contract scale for that position.

Motion by Benson second by Sherman to approve the hiring of Cody Mischke as a lineman in the Electric Department. Motion carried 5 – 0.

Ketzenberg said that the Streets & Parks Departments have seasonal help each year. He is recommending that Camryn Elness and Ken Derickson be hired for seasonal help at a rate of \$15.00/hour as both have previously worked for the City in this role.

Motion by Sherman second by Nelson to hire Camryn Elness and Ken Derickson as seasonal help at the Streets & Parks Department. Motion carried 5 – 0.

Sherman said that Tiffany Lamb, EDA Director, submitted her resignation effective April 9, 2025.

Nasby said that the Personnel Committee met on April 9, 2025 as well and are recommending that the City Council accept the resignation effective immediately. The Personnel Committee also discussed the option for engaging Lamb for some work during the transition and are recommending that the City Council authorize the City Administrator to negotiate a short-term employment agreement if needed subject to Personnel Committee approval. Last the Personnel Committee is recommending that the advertisements for re-filling the EDA Director position be done as soon as possible.

Motion by Benson second by Esplan to accept the resignation from Tiffany Lamb, EDA Director; authorize the City Administrator to negotiate a short-term employment agreement, if needed, subject to Personnel Committee approval and to advertise the vacant EDA position. Motion carried 5 – 0.

14. New Business:

Mathis said that MN DOT had contacted her about setting up a discussion on the new round-about that will be constructed at the Highway 60/Highway 71S intersection. They would like do a presentation the week of June 9th or June 16th. Council discussed and decided to set a work session for June 10th at 5:30 pm for the MN DOT meeting on the round-about.

Sherman said he too was contacted by MN DOT and had an introductory conversation about the highway and plans. June 17th is problematic for him.

Nelson said he would like to add discussion about the stoplights too.

Benson said he would appreciate the opportunity to have meaningful input as he felt the pervious public comments to MN DOT were not being heard.

Preliminary

Sherman encouraged the public to contact Council members and let them know their thoughts. He added that he felt MN DOT knows there was friction with the community over the three-lane proposal.

Consensus was for Council to look at their schedules and come up with a time\date at the May 6th meeting.

15. Old Business:

Nasby said the Council had discussed having tours of City facilities and had decided on April 29th and May 13th. The May 13th date is the Windom Area School Special election so the Council cannot have a meeting on that date. The Council could pick another date or maybe consider doing several short tours following the regular Council meetings as several City buildings are close by City Hall. He will send out an agenda for the April 29th Special meeting.

16. Council Comments:

Sherman said he appreciated the opportunity to discuss issues and ideas and have the issues well vetted.

Quade said she attend the WAH Foundation meeting and note they had the 17th member reach a 25-year membership milestone who is Marge Pashke. The Foundation does a lot of community projects and raises money for the hospital and have raised \$7,000 so far.

Benson said he respects the decisions and input from all the Council members. It is always tough to make decisions and it is important to have these discussions. The goal of the Council is to make Windom a great place to live.

Nasby thanked Tiffany Lamb for her EDA work on behalf of the community.

Mathis said that on Saturday from 8:00 am to 12 noon there is a hazardous waste and electronics recycling event at the landfill where items are half price.

17. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 8:51 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes

Wednesday, April 16th, 2025

1. Call to Order: Linda Stuckenbroker called the meeting to order at 5:30 p.m.

2. Present:

President:	Linda Stuckenbroker
CC Director:	Tim Snyder
Commission Members:	Mitch Voehl
	Jan Duscher
	Al Baloun
	William Hanson
Commission Liaisons:	Scott Benson
	Jim Nelson
City Administrator:	Steve Nasby – Absent
Guests:	None

3. Approval of Minutes: **Minutes from March 10th, 2025, Meeting reviewed and approved. Motion made by Wm Hanson; seconded by Al Baloun. Approved 4-0.**

4. Director Report:

Personnel

- M.Cirksena resignation; position posted in newspaper, will advertise for 2 more weeks. 7 applicants thus far. Potential part-time office assistant position til full-time replacement found. Kerri Oltmans (on-call help) would be interested in 3 to 4 hrs.per day , 3-5 days per week as needed.

Financial Report

- February financials report reviewed
- Weddings are down compared to 2024 for events.

5. Old Business:

A. Reviewed 2025 Schedule of Events

B. Sound System Quotes

- i. Mid-States bid approved by City Council

C. Inside Vestibule

- i. Royal Glass bid approved by City Council

D. Wenger Stage Replacement

- i. Replaced locks for panels and examined for any wear and tear, Director recommends continue using current platform. He will seek clarification for railing needs for safety.

6. New Business:

- A. Interview team from board will consist of Linda Stuckenbroker , Jan Duscher and Tim Snyder for current Admin.Assistant/Receptionist position.

- B. Wall quote was reviewed and changed to finishing current fencing and putting up a wood/composite wall at end of patio to have a backdrop for wedding ceremonies. Director will seek new bids for this project. Funds to be used from Bob Byers donation. Motion by Jan Duscher and seconded by Wm Hanson, vote 4-0.
- C. Discussed Roof damage from winds. LMCIT brought Engineer and Insurance Adjuster to assess damage. Engineer will be filing a report regarding damage, Insurance will base claim off that report. Schwickert's has filed their bid for a full roof replacement. Due to amount of damage this will be an open bidding process.
- D. Discussed use of exterior grounds for rental for Riverfest Family Fun Day. The question of what to charge for this rental showed only one previous rental of parking lot at \$100.00 per hour. Motion by Mitch Voehl; seconded by Wm.Hanson to charge \$400.00 to use exterior grounds, parking lot, access to building for bathrooms, dumpster for trash and trashcans, and staff accordingly. Conditions for the rental will be that Riverfest Committee provides proof of insurance coverage for the Community Center for event and cleanup of trash incurred during their event. Vote was 2-2, with Al Baloun abstaining from vote, Linda Stuckenbroker voted yes for fee.

7. Commissioners Comments:

A. None

Motion by Jan Duscher, seconded by Al Baloun, to adjourn meeting at 6:39 p.m. Motion approved 4-0.

Next Meeting: Wednesday, May 14th, 2025

ATTEST:

Linda Stuckenbroker

Mitch Voehl, Secretary

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 14, 2025

1. Call to Order: The meeting was called to order by Vice President McNamara at 12:00 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes: February 10, 2025

Motion by Commissioner Quade, seconded by Commissioner Sanow, to approve the Minutes of the EDA Meeting held on February 10, 2025. Motion carried 4-0.

4. EDA Director – Update: City Admin. Nasby updated the Board that on April 9th EDA Director Tiffany Lamb submitted her resignation effective immediately. She has experienced some personal issues and may be relocating. The Personnel Committee has recommended that the City begin advertising for the position. In the interim, Ms. Lamb has offered to assist during the transition period. City Admin. Nasby will be working with Ms. Lamb concerning the history and current status of open projects. Her resignation is on the City Council's Agenda for April 15th. At that time, City Admin. Nasby will be seeking the Council's authorization to negotiate a short-term transitional employment agreement and authorization to advertise the EDA Director position. He recapped the hiring procedure in the past. Three types of positions were advertised previously: EDA Director, EDA Director/Assistant City Administrator, and EDA Coordinator. City Admin. Nasby recapped that Ryan McNamara from the EDA Board had participated on the interview committee the last time. City Admin. Nasby indicated that at the next EDA Meeting, the Board can decide if one of the Commissioners would like to participate on the committee. Contingent on City Council approval, the ad for the position of EDA Director is expected to be published in this week's Citizen newspaper. Copies of the ad will also be submitted to the League of Minnesota Cities website and comparable websites for Iowa and South Dakota. The application deadline is May 12, 2025. (President Wepplo joined the meeting.)

5. Windom Apartments LLC

A. Construction Status: Staff reported that on November 4, 2024, the final Certificates of Occupancy were issued for Apartment Buildings B, C, D, E, and F which total 50 units. On April 4, 2025, a Temporary Certificate of Occupancy was issued for 5 units in Building A. The contractor is hoping to have the corrections made and the final 5 units in Building A completed by May 15th. Currently there are 28 units rented. City Admin. Nasby updated the Board on the status of contractor payments and the need for the final certificate of occupancy to be issued on the last apartment building prior to release of the final draw request.

B. Update on Loan Agreements: On April 15th, City Admin. Nasby and several other individuals will be meeting with principals from Windom Apartments LLC to discuss the existing loan agreements, repayment terms and schedules, etc.

6. Riverbluff Estates Subdivision

A. Lawn Care – Review of Responses to RFP: Admin. Asst. Hensen reported that the couple from Mountain Lake who took care of the lawn care for the River Bluff Townhomes and the vacant residential lot in Riverbluff Estates Subdivision have decided to retire this year. The EDA sent out Requests for Proposals to three landscape companies in Windom: Joe's Lawn Care, Kulseth Lawn

Landscaping, and Nielsen Landscaping. The Board received copies of the RFP and the responses from these companies. After review and discussion, the consensus was to accept the low bid for the 2025 mowing season.

Motion by Commissioner McNamara, seconded by Commissioner Quade, to approve the bids for the 2025 mowing season of \$2,130 for the lawns at the River Bluff Townhomes and \$600 for the EDA's vacant lot submitted by Nielsen Landscaping. Motion carried 5-0.

7. New Business: None.

8. Unfinished Business

A. Staff Report: City Admin. Nasby reported that money had been appropriated in the budget to rebuild the City's website including the EDA's webpages. He reviewed the process used to research options, prepare a Request for Proposals and send to 9 companies, review the 4 responses received, and make the final selection to recommend to the City Council. The State of Minnesota now requires that cities' websites use the ".gov" domain name. By 2027, the websites need to be compliant with ADA standards, etc. A Project Team was formed and included employees who work on the various Departments' webpages including 2 employees from the City Office, 1 from the Community Center, 1 from the Police Department, Jeff Dahna and Andrew Rossow from the Telecom Department, and City Admin. Nasby. The Committee reviewed the responses submitted, participated in the interviews of 3 companies, and recommended the selection of Revize Software Systems. This company has worked on websites for Cottonwood County, North Mankato, Wilmar, Marshall, etc. These websites have functions and features that would be beneficial for the City of Windom. There is an agenda item for the April 15th Meeting requesting that the City Council approve the proposed Agreement with Revize Software Systems of Troy, Michigan, to rebuild the City's website. Revize has estimated that it will be 21 to 26 weeks (6 months) for the new City website to be "live".

City Administrator Nasby advised that he has been in contact with officials from Premium Iowa Pork ("PIP"). He updated the Board that PIP has started grinding operations and are just starting bacon lines. City Admin. Nasby recapped that the Special Legislation funds being administered through the Minnesota Department of Employment and Economic Development ("DEED") included funds of \$1M for business recruitment. These funds could be used by PIP for expenses approved by DEED. Eligible expenses for these funds need to be incurred by June 30, 2025. City Admin. Nasby will be working with DEED and PIP concerning documents covering this portion of the Special Legislation funds. The final proposed agreement with PIP will come to the EDA and City Council for review and approval.

9. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Reports: The Board received copies of the January and February 2025 financial reports submitted by Van Binsbergen & Associates. Admin. Asst. Hensen reviewed the larger expenses for the replacement of 10 furnaces, insurance premiums, and the fertilizer and weed control contract for the season, etc. which were reflected in the balances shown in the reports.

10. Adjourn. On consensus, President Wepplo adjourned the meeting at 12:21 p.m.

Attest: _____
Nancy Wepplo, EDA President

Stacie Sanow, EDA Secretary-Treasurer

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

April 9, 2025 at 8:30 a.m.

A regular meeting of the Board of Directors was held on April 9, 2025 at the Riverview Apartments. Board Members present: Tony Scott, Linda Jaakola, Nick Kulseth, Jean Fast (via phone), and Heidi Hill. Also present was Executive Director Linda Loewen and Operations Manager Tami Wahdan. Absent: City Liaison Jim Nelson.

The Regular Board Meeting was called to order at 8:34 a.m.

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

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director gave an update on the HS Window Project and presented a change order from Tri-State General Contracting in the amount of \$2,500.00. After some discussion, a motion was made to approve the change order as presented. (Fast/Jaakola)
2. The Executive Director reported that the approved changes have been made to the Lease and ACOP.
3. The Executive Director reported that in-house inspections were completed on March 17-18 with minimal findings.
4. The Executive Director gave an update on the insurance claim for the water leak at RV. We are still waiting for the heater replacement and invoice from Ron's Electric.
5. The Executive Director reported that the flyers have been printed.
6. The Executive Director reminded the board that all staff will be attending the Working Together Conference this week, leaving after the board meeting.

New Business consists of:

1. The Executive Director presented the new Income Limits for 2025 which are as follows: 1-\$53,350, 2-\$60,950, 3-\$68,550 and 4-\$76,150.
2. The Executive Director presented a quote from Sam Adams Mechanical for replacement of the boiler zone valve and balancing valves at RV in the amount of \$64,000.00. After some discussion, a motion was made to approve the quote as presented. This will be paid for by CFP23. (Jaakola/Hill)
3. The Executive Director reported that the HS Laundry Room has the new walls installed and that the new floor will be installed on Monday, April 14th.
4. The Executive Director reported she received notice of a CFP19 9j violation. This violation is because the previous Executive Director had not reported timely as required by HUD on the CFP19 funds. We are being penalized and will be losing \$99,192.00 from our CFP24 grant.
5. The Executive Director reviewed the April Overview.

Upcoming Board Meetings are scheduled for May 14th (RV) and June 11th (HS) at 8:30 am.

With no further business, the meeting was adjourned at 9:07 a.m. (Jaakola/Kulseth)

Tony Scott, Chairman

Linda Loewen, Executive Director

Windom Park & Recreation Commission

Minutes for Wednesday, April 9th, 2025

City Hall Council Chambers

Roll Call:

Present: Autumn Hauge, Jackie Jurgens, Scott Benson, Jenny Quade, Darcy Jones, Jess Smith, Antonio Cerda, Pam Hogan

City Staff: Jon Ketzenberg, Tim Hogan, Hilary Mathis (Mayor)

Public: None

Absent:

Call the Meeting to Order at 5:30 p.m. Meeting called to order at 5:33pm by Jurgens.

1. **Motion to Approve or amend agenda:** Motion to approve the agenda was made by Pam Hogan and second was made by Hauge.
2. **Approve Minutes from March 12th, 2025:** Motion to approve the minutes was made by Pam Hogan and a second motion was made by Hauge.
3. **Recreation Director report:**
 - a) Pool Update:
 - i. Inspection Report was sent to FEMA: Hogan updated that the City did receive the inspection report of the pool and revealed that the pool did receive significant damage due to the flooding. Hogan said that due to the damage the pool will not be able to open this summer. Hogan also stated that he put information in the community ed book that the school sends out for alternative options in nearby communities for options families can look at for swimming lessons. Hogan said that after FEMA reviews the inspection report that the city will know what steps or direction we will go from this point. Comment by Benson about lifeguards and what will happen with their summer jobs. Hogan explained that some have reached out about the pool status and most have planned for other jobs and would look at being employed at surrounding communities for lifeguarding opportunities.
 - b) Arena
 - i. Horse Show Set Up: Hogan advised the commission that they are currently in transition at the Arena with ice removal and set up for Horse Shows. Hogan said they have a good start to the transition and set up and are ahead of schedule. Hogan said there are about 10 shows/events already on the calendar. Hogan said he is also working on trying to fill additional dates for shows. Benson asked about any options for the outdoor riding arena with a roof or enclosure. Hogan said he would like to see improvements and possible options for a roof or enclosure for the outdoor riding arena but at this time there isn't any funding for something like that currently. Hogan said it may be possible to look at grants for funding for improvements to the outdoor riding arena.
 - c) Rec Fields
 - i. Scoreboard Installed: Hogan said that the new scoreboard was installed up at the baseball field and is now operational. This was done with funding from the booster club as well as some volunteer work as well as some city departments.

- ii. Shed being delivered: Hogan also added that at the last budget meeting the city provided funding for a field maintenance shed up at the rec fields and that it was being delivered and that they will start moving all of the field prep equipment into the new building.

4. Park Superintendent Report:

- a) Island Park Berm: Ketzenberg said the planning and zoning commission approved the conditional use permit for the levy at Island Park and if City Council approves to move forward with the project it will then go out for bids for completion.
 - b) Island Park Cabin: Ketzenberg updated the commission that there may be some interest in relocating the cabin at Island Park. The cabin is in poor condition and the City would like to see if anyone has an interest in the cabin before the city disposes of it.
 - c) Parks update
 - i. Summer Employees: Ketzenberg said summer seasonal employees are going to Council for approval and they should be good for summer help.
 - ii. Additional Info. Ketzenberg said they are opening up the bathrooms in the parks and getting things ready to go for summer. Ketzenberg also said that the gas regulator that is next to the new addition at the Electrical Department that is inside an old tin building is going to be moved to the new Veterans Park. Ketzenberg said these regulators are located all throughout the city and that this is simply just a relocation due to arcing safety concerns arising with the electrical equipment. Ketzenberg also said that there will be some new trees going in up on June Court that will be replacing some ash trees.
- 5. Old Business:** Benson brought in some photos of Kastle Kingdom and provided information on the condition of the playground equipment. Benson said he would like to have a company come in and evaluate the condition and safety of the playground. Ketzenberg said that the city has applied for a grant for funding a new playground at Kastle Kingdom. Discussion was held and the commission decided that they would like to have a company come in and evaluate the playground to determine safety concerns.
- 6. New Business:** None
- 7. Commission Comments:** None
- 8. Adjourn meeting.** Meeting was adjourned at 6:23pm by unanimous consent.
- 9. Next Meeting May 14th @ 5:30 in the City Council Chambers**

TELECOMMUNICATIONS COMMISSION MEETING
City of Windom Council Chambers April 21st, 2025

I. Call Meeting to Order. The meeting was called to order by Pres. Abraham at 6:03 PM

II. Roll Call:

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

III. Approval of Minutes from March 17th, 2025 meeting.

Motion by commissioner Hofferbert, to approve minutes from the March 17th, 2025 meeting.
Seconded by commissioner Voth. Motion approved 3 to 0.

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

- Migrations –Staff is working on the North side of town Customer Serving Area (CSA) subscribers to E7-2. New subscribers are migrated if applicable. Migration is at 86% complete. Techs took advantage of the warmer weather to migrate subscribers.
- Outside Plant – Techs working on Customer Serving Areas (CSA) cabinets. Started to installing fiber optic service drops.
- Network – Network Operations Center (NOC) Tech working on IceWarp email server problems with webmail service. Was able to correct the API imap interface and corrected the webmail issues.
- NOC Tech has been working on a replacement system to stream Channel 3 rollout service. working on Shoretel phone system server replacement.

V. Manager's Report: Dahna reports:

- Cable TV Headend – Maintaining as necessary.
- Southern Fiber Net (SFN) Border Gateway Protocol (BGP) connections are up for the streaming video between Southwest Minnesota Broadband Services (SMBS) and Windomnet.
- NOC room air handler blower assembly replacement has been installed.
- GM worked to get the TV programming cost spreadsheet updated.
- Techs report locating service used by Lumen and MN Energy is not completing the locates within the time period causing delays installing fiber optic services to customer premises.

VI. New Business:

CATV subscription rate - Telecom GM provided the commissioners with the current CATV programming costs as there has not been an increase for many years. With the addition of Twins TV and other network's contract increases the CATV subscription rate needs to be increased. Commissioners reviewed current programming only costs and fees..

<u>TV Programming costs</u>		<u>Current Fee</u>	<u>TV Programming costs</u>		<u>Current Fee</u>
Basic	\$33.07	\$48.00	Expanded	\$108.94	\$93.00
Digital	\$120.74	\$108.00	HD pk	\$0.62	\$12.95
HBO	\$15.01	\$15.99	Show \$	15.99	\$15.99
Starz	\$9.00	\$12.95			

Commissioners discussed a CATV rate increase.

Motion by Abraham to increase the CATV Basic, Expanded Basic, and Digital fees by 15%. Second by Voth, motion approved 3-0

VII. Old Business:

IX. Set Next Telecom meeting:

May 19th, 2025 at 6:00 pm in the City Council Chambers or City Hall.

X. Adjourn: Meeting adjourned by unanimous consent at 7:18 pm.

Dirk Abraham, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES
Council Chambers
April 24, 2025

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
 Members Present: Tom Riordan and Glen Francis
 Members Absent: None
 City Council Liaison: Scott Benson
 City Staff Present: City Administrator; Jason Sykora, Electric Superintendent;
 Ryan Anderson, Water/Wastewater Superintendent and Tayler Lehmann, Utility
 Billing/Analyst
 Others: None

APPROVE MINUTES

Motion by Schwalbach, second by Francis to approve the March 27, 2025 Minutes. Motion carried 3 – 0.

ELECTRIC ITEMS

New Hire Lineworker

Sykora informed the new hire Lineworker is Cody Mischke. Mischke was one of four candidates. Cody's troubleshooting skills and knowledge of electrical systems made him a top choice. Mischke's start date will be April 28th.

Unit 61 Department Swap

Sykora talked about unit 61. The truck has a utility body, which is beneficial but limits resale value. There was discussion on a fair swap between the electric and water department.

AMI Metering Bid Results

Sykora discussed the April 9th bid opening for the AMI metering. Only one bid came in before the deadline. Another bid came in late and by email making it a reject. The winning bid was from Tantalus. Tantalus provided two options: an overlay deployment for \$278,650 and a full replacement for \$767,172. The deployment involves five gateways and can read existing radio water meters. More gateways would be added at a later time. The full replacement includes new meters and infrastructure for the mesh network. Sykora explained how the mesh network operates connecting all the meters together on one database. Sykora discussed how the overlay deployment is budgeted for gradual replacement over three years. However, the full deployment is more expensive upfront but would save money in the long run and the new AMI meters could get swapped out faster. Riordan asked about the data infrastructure for this AMI system. Sykora stated the annual fees for AMI hosting and maintenance, totaling \$21,000. This is more cost effective then if the city would host it themselves. The council discussed the long-term cost and benefits of each option, considering future upgrades and maintenance. Schwalbach asked about the value in the old meters and equipment. Sykora said there would be some value in selling the old meters and equipment.

Motion by Riordan, second by Schwalbach to go with Tantalus Option 2 Full deployment.
Motion carried 3 – 0.

Other Electric

Sykora shared an update on the river boring project, noting difficulties due to debris and rocks. The project is expected to be up and running by the end of May, weather permitting.

Sykora mentioned a council walkthrough of the electric plant and other facilities is scheduled for Tuesday April 29th, with a possibility of a joint meeting with the commission.

WATER/WASTEWATER ITEMS

MPCA Biosolids Strategy Notification

Anderson discussed the MPCA's strategy on the biosolids PFAs issue, breaking concentration into tiers. Tier One involves notifying landowners of test results, with minimal changes. Tier Two requires reporting land application rates to the MPCA, which is already practiced. Tier three limits application rates to 1.5 dry tons per acre, which Windom is below the current maximum of 1.4 tons per acre. Anderson mentioned it is reasonable to believe their influent numbers indicate they are in tier One or tier two, with no changes in application required. The council discussed the current biosolid application sites and where new applications sites could take place in the future.

Wellhead Protection Plan Amendment Draft

Anderson discussed the wellhead protection area and the potential for surface runoff and erosion. Anderson mentioned concerns about the impact of biosolids application on nearby water sources and the need to monitor runoff. Anderson informed that he will send the plan back LRE in proceeding to the protection plan amendment.

Other Water/Wastewater Items

Anderson announced hydrant flushing is scheduled for the week of May 12-16.

Anderson discussed about the current phosphorus treatment and the monthly averages, which are below the limit for June 1. Anderson also noted that warmer weather is expected to keep the phosphorus levels low without additional chemical treatment.

Regular Bills

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

Old Business

None.

New Business

None.

The next Commission meeting was scheduled for May 22nd, 2025 at 10:00 a.m. in the Council Chambers.

Adjourn

Schwalbach adjourned the meeting by unanimous consent at 11:55 pm.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Lions Club

Previous Gambling Permit Number: X- 17004-24010

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 23-7219238

Mailing Address: PO Box 72

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

Name of Chief Executive Officer (CEO): Stephanie Evers

CEO Daytime Phone: 507-822-3001 CEO Email: severs@bankmidwest.com

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Phat Pheasant Pub

Physical Address (do not use P.O. box): 2370 Highway 60 E

Check one:

☒ City: Windom Zip: MN County: Cottonwood County

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 12/6/25 - 5pm

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Stephanie Evers Date: 4/21/25
 (Signature must be CEO's signature; designee may not sign)

Print Name: Stephanie Evers

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 4/11/2025 - 5/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BARB KARSCHNIK	00046120-1	04/30/2025	CREDIT REFUND	100-20191	17.01
MN DEPT OF COMMERCE	100490	04/24/2025	UNCLAIMED PROPERTY 2023-	100-20191	818.21
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	100-20202	22,289.00
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	100-20202	-6.00
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	100-20202	70.00
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	100-20202	5,363.00
					28,551.22
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41110-326	27.39
JENNY QUADE	4/14/2025	04/16/2025	COUNCIL/MEALS	100-41110-334	18.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	100-41110-350	289.75
CONVENT. & VISITOR BUREAU	APRIL 2025	04/24/2025	LODGING TAX	100-41110-491	3,772.41
Activity 41110 - Mayor & Council Total:					4,107.55
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	100-41310-131	3.60
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	100-41310-131	3.60
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	100-41310-133	104.00
MN DEPT OF COMMERCE	100490	04/24/2025	UNCLAIMED PROPERTY 2023-	100-41310-200	1.00
INDOFF, INC	3792704	04/24/2025	CITY HALL/SUPPLIES	100-41310-200	42.96
WEX Health Inc	0002139862-IN	04/11/2025	CITY OFFICE/ADMIN/OTHER O	100-41310-217	145.25
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	100-41310-217	335.40
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	100-41310-301	5,110.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	100-41310-301	1,535.13
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41310-321	65.44
SECR REV FUND/CITY OF WD	4/15/25 CITY HALL	04/15/2025	CITY HALL- PETTY CASH	100-41310-322	0.90
SECR REV FUND/CITY OF WD	4/15/25 CITY HALL	04/15/2025	CITY HALL- PETTY CASH	100-41310-322	0.90
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41310-326	307.17
STEVE NASBY	3/31/25 & 4/2/25	04/11/2025	ADMIN/TRAVEL EXPENSE	100-41310-331	76.30
SECR REV FUND/CITY OF WD	4/15/25 CITY HALL	04/15/2025	CITY HALL- PETTY CASH	100-41310-480	14.99
Activity 41310 - Administration Total:					7,746.64
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	100-41910-133	40.00
INDOFF, INC	3793913	04/30/2025	P&Z/SUPPLIES	100-41910-200	32.45
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41910-321	54.73
MATTHEW FAST	4/9/2025	04/16/2025	P&Z/TRAVEL EXPENSE	100-41910-331	170.80
WINDOM PRINTING LLC	25327	04/18/2025	P&Z/PRINTING	100-41910-350	687.50
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	100-41910-350	583.05
Activity 41910 - Building & Zoning Total:					1,568.53
Activity: 41940 - City Hall					
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41940-381	566.69
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41940-382	75.53
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-41940-385	164.85
CRISTINA MAZARIEGOS	4/7/25-4/18/25	04/21/2025	CITY HALL/LIBRARY/CLEANIN	100-41940-406	450.00
SCHWICKERT'S TECTA AMERIC	S510139169	04/28/2025	CITY HALL/MAINTENANCE - U	100-41940-409	325.00
SCHWICKERT'S TECTA AMERIC	S510139174	04/28/2025	CITY HALL/MAINTENANCE - U	100-41940-409	500.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	444 9TH ST - CITY HALL	100-41940-460	100.00
Activity 41940 - City Hall Total:					2,182.07
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	100-42120-131	16.20
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	100-42120-131	16.20
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	100-42120-133	160.00
INDOFF, INC	3790060	04/11/2025	POLICE/SUPPLIES	100-42120-200	24.59

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INDOFF, INC	3792997	04/30/2025	POLICE/SUPPLIES	100-42120-200	68.47
WINDOM AREA HEALTH	324491007	04/15/2025	POLICE/MEDICAL FEES	100-42120-305	65.00
WINDOM AREA HEALTH	324519205	04/15/2025	POLICE/ MEDICAL FEES	100-42120-305	943.40
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42120-321	26.73
SECR REV FUND/CITY OF WD	4/15/25 CITY HALL	04/15/2025	CITY HALL- PETTY CASH	100-42120-322	6.10
SECR REV FUND/CITY OF WD	4/15/25 CITY HALL	04/15/2025	CITY HALL- PETTY CASH	100-42120-322	1.77
LANGUAGE LINE SERVICES, IN	11572517	04/15/2025	POLICE/ INTERPREATITON FEE	100-42120-327	137.21
Voss Signs LLC	C-280565	04/21/2025	POLICE/PRINTING	100-42120-350	212.50
MIKE'S LLC	1254	04/30/2025	POLICE/MAINTENANCE - OFFI	100-42120-404	405.08
PAUL MARSH	033951	04/11/2025	POLICE/VEHICLE MAINT.	100-42120-405	56.03
PAUL MARSH	034120	04/30/2025	POLICE/MAINTENANCE - VEHI	100-42120-405	108.05
PAUL MARSH	034170	04/30/2025	POLICE/MAINTENANCE - VEHI	100-42120-405	657.32
COTTONWOOD CO AUD/TREA	MAY 2025	04/15/2025	POLICE/BUILDING RENTALS	100-42120-412	2,152.50
FLEET SERVICES DIVISION	2025090001	04/15/2025	POLICE/VEHICLE LEASE	100-42120-419	3,712.47
ENTERPRISE FM TRUST	FBN5308245	04/03/2025	POLICE/TELECOM-VEHICLE LE	100-42120-419	274.09
ENTERPRISE FM TRUST	FBN5308245	04/03/2025	POLICE/TELECOM-VEHICLE LE	100-42120-419	517.69
Activity 42120 - Crime Control Total:					9,561.40

Activity: 42220 - Fire Fighting

VESTIS GROUP, INC	2560372775	04/18/2025	AMBO/FIRE/SUPPLIES	100-42220-211	39.50
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	100-42220-217	107.00
Minnesota State Community	040168	04/11/2025	FIRE/TRAINING & REGISTRATI	100-42220-308	480.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42220-321	42.89
ALPHA WIRELESS - MANKATO	29638	04/28/2025	FIRE DEPT/RADIO UNITS	100-42220-323	677.04
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42220-381	389.39
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42220-382	19.09
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42220-385	43.50
PAUL MARSH	033976	04/11/2025	FIRE DEPT- VEHICLE MAINT	100-42220-405	934.90
PAUL MARSH	034099	04/21/2025	FIRE/MAINTENANCE - VEHICL	100-42220-405	506.28
PAUL MARSH	034124	04/28/2025	FIRE DEPT/ MAINTENANCE - V	100-42220-405	131.00
HEIMAN FIRE EQUIP. CO	0941805-IN	04/30/2025	FIRE DEPT/MAINTENANCE - V	100-42220-405	163.81
WINDOM AUTO VALUE	34314527	04/24/2025	FIRE DEPT/MAINTENANCE - V	100-42220-405	9.99
SCHWICKERT'S TECTA AMERIC	S510139171	04/28/2025	EMS/MAINTENANCE - GROU	100-42220-406	230.00
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	100-42220-433	2.69
Activity 42220 - Fire Fighting Total:					3,777.08

Activity: 42500 - Civil Defense

ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-42500-381	35.75
Activity 42500 - Civil Defense Total:					35.75

Activity: 43100 - Streets

PUBLIC EMPLOYEES RETIREM	188509	04/23/2025	STREET-PERA CONTRIUTIONS	100-43100-121	38.57
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	100-43100-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	100-43100-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	100-43100-133	80.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-217	70.00
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	100-43100-217	25.91
COUNTRY PRIDE SERVICE	9041836	04/21/2025	STREET/STREET MAINTENANC	100-43100-224	60.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-321	20.55
DANIEL MARAS	4/8/2025	04/11/2025	STREET/MEALS	100-43100-334	14.66
JEREMY JOHNSON	4/8/2025	04/11/2025	STREET/MEALS	100-43100-334	12.61
JIM SMEDSRUD	4/8/2025	04/11/2025	STREET/MEALS/LODGING	100-43100-334	14.01
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-381	260.34
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-381	2,022.23
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-382	21.23
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-43100-385	47.18
WINDOM AUTO VALUE	34314385	04/21/2025	STREET/MAINTENANCE - VEHI	100-43100-405	152.99
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	80 CTY RD 26 - STREET	100-43100-460	100.00
Activity 43100 - Streets Total:					2,943.88

Activity: 45120 - Recreation

NEGEN CONSTRUCTION LLC	3/29/2025	04/28/2025	REC/MATERIALS	100-45120-215	266.93
BSN SPORTS, LLC	929324639	04/15/2025	ARENA/MATERIALS	100-45120-215	860.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	100-45120-217	19.25
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	100-45120-340	282.54
Activity 45120 - Recreation Total:					1,428.72

Activity: 45202 - Park Areas

NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	100-45202-133	16.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-45202-381	487.46
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	100-45202-385	54.16
MTI DISTRIBUTING, INC	1470272-00	04/28/2025	PARKS/MAINTENANCE - OFFIC	100-45202-404	895.01
JOHNSON HARDWARE	16552	04/11/2025	PARKS-MAINTENANCE - OFFIC	100-45202-404	15.00
Bryan Rock Products Inc	68735	04/28/2025	PARKS/MAINTENANCE - GRO	100-45202-406	803.81
Activity 45202 - Park Areas Total:					2,538.11
Fund 100 - GENERAL Total:					64,440.95

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

NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	211-45501-133	16.00
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	211-45501-217	238.65
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	211-45501-321	165.81
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	211-45501-326	70.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	211-45501-350	249.75
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	211-45501-381	197.22
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	211-45501-382	22.87
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	211-45501-385	52.58
VESTIS GROUP, INC	2560370348	04/15/2025	LIBRARY/MAINTENANCE - STR	211-45501-402	44.65
VESTIS GROUP, INC	2560375177	04/24/2025	LIBRARY/MAINTENANCE - STR	211-45501-402	44.65
CRISTINA MAZARIEGOS	4/7/25-4/18/25	04/21/2025	CITY HALL/LIBRARY/CLEANIN	211-45501-402	450.00
SCHWICKERT'S TECTA AMERIC	S510139170	04/28/2025	LIBRARY/MAINTENANCE - STR	211-45501-402	130.00
SCHWICKERT'S TECTA AMERIC	S510139173	04/28/2025	LIBRARY/MAINTENANCE - STR	211-45501-402	450.00
CROCHET WORLD	600905017247	04/30/2025	LIBRARY/DUES	211-45501-433	68.00
MICHAEL FREDERICK	461673	04/30/2025	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	50.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	LIBRARY	211-45501-460	100.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	211-45501-480	527.70
Activity 45501 - Library Total:					2,877.88
Fund 211 - LIBRARY Total:					2,877.88

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

SECR REV FUND/CITY OF WD	AIRPORT 4/14/25	04/15/2025	AIRPORT PETTY CASH REIMBU	225-45127-212	25.00
SOUTHWEST MN BROADBAN	866-5/5/2025	04/18/2025	AIRPORT/TELEPHONE- APRIL	225-45127-321	36.00
SOUTHWEST MN BROADBAN	866-5/5/2025	04/18/2025	AIRPORT/TELEPHONE- MARC	225-45127-321	30.98
ELECTRIC FUND	# 1032	04/21/2025	AIRPORT/MAINTENANCE - ST	225-45127-402	223.66
SCOTT BENSON	4/22/2025	04/23/2025	AIRPORT/MAINTENANCE - GR	225-45127-406	218.87
CHRIS HARTBERG	4/22/2025	04/23/2025	AIRPORT/MAIT. GROUNDS	225-45127-406	80.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	AIRPORT LAND LEASED FOR H	225-45127-460	136.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	AIRPORT	225-45127-460	649.46
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	AIRPORT- FARMLAND	225-45127-462	325.53
SECR REV FUND/CITY OF WD	AIRPORT 4/14/25	04/15/2025	AIRPORT PETTY CASH REIMBU	225-45127-480	25.75
SECR REV FUND/CITY OF WD	AIRPORT 4/14/25	04/15/2025	AIRPORT PETTY CASH REIMBU	225-45127-480	18.16
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	225-45127-480	527.70
Activity 45127 - Airport Total:					2,297.11
Fund 225 - AIRPORT Total:					2,297.11

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

ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	230-45124-217	133.33
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	230-45124-217	19.25
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	230-45124-381	35.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	230-45124-385	54.16

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	230-45124-480	527.70
				Activity 45124 - Pool Total:	769.44
				Fund 230 - POOL Total:	769.44

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

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	235-42153-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	235-42153-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	235-42153-133	16.00
AMAZON CAPITAL SERVICES, I	1P11-YWFFV-K7JW	04/18/2025	AMBO/OTHER OPERATING SU	235-42153-217	54.48
VESTIS GROUP, INC	2560372775	04/18/2025	AMBO/FIRE/SUPPLIES	235-42153-217	39.50
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	235-42153-217	15.00
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	235-42153-301	1,165.00
AT & T MOBILITY	287304392280X04032025	04/15/2025	AMBO/TELEPHONE	235-42153-321	352.91
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	235-42153-321	28.59
EXPERT BILLING LLC	5057	04/28/2025	AMBO/DATA PROCESSING	235-42153-326	2,755.00
EXPERT BILLING LLC	5084	04/28/2025	AMBO/DATA PROCESSING	235-42153-326	3,161.00
ROB VISKER	3/30/25-4/9/2025	04/15/2025	AMBO/MEALS	235-42153-334	81.29
DAN MESNER	4/1/2025	04/15/2025	AMBO/MEALS	235-42153-334	19.01
KRISTEN PORATH	4/1/25-4/3/25	04/15/2025	AMBO/MEALS	235-42153-334	50.59
JENNA VACHUSKA	4/10/2025	04/15/2025	AMBO/MEALS	235-42153-334	19.91
KRISTEN PORATH	4/15/25-4/21/25	04/28/2025	AMBO/MEALS	235-42153-334	127.14
REBEKAH ELLINGSON	4/2/2025-4/7/2025	04/15/2025	AMBO/MEALS	235-42153-334	43.07
MEGAN BRAMSTEDT	4/24/2025	04/28/2025	AMBO/MEALS	235-42153-334	39.60
REBEKAH ELLINGSON	4/24/25-4/27/25	04/28/2025	AMBO/MEALS	235-42153-334	42.06
JIM AXFORD	4/27/2025	04/28/2025	AMBO/MEALS	235-42153-334	16.84
LEESA ARNDT	4/4-4/6	04/15/2025	AMBO/MEALS	235-42153-334	54.18
MEGAN BRAMSTEDT	4/7/2025	04/15/2025	AMBO/MEALS	235-42153-334	22.92
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	235-42153-381	259.59
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	235-42153-382	12.72
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	235-42153-385	29.00
ALPHA WIRELESS - MANKATO	29760	04/28/2025	AMBO/ MAINTENANCE - OFFI	235-42153-404	147.00
PAUL MARSH	033973	04/18/2025	AMBO.VEHICLE MAINT	235-42153-405	513.98
PAUL MARSH	034093	04/18/2025	AMBO/VEHICLE MAINT.	235-42153-405	432.63
SCHWICKERT'S TECTA AMERIC	S510139171	04/28/2025	EMS/MAINTENANCE - GROU	235-42153-406	230.00
MN REVENUE	2025 QUARTER 1	04/15/2025	AMBO/MISC TAXES	235-42153-460	1,569.51
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	235-42153-480	527.70

Activity 42153 - Ambulance Total: 11,829.82**Fund 235 - AMBULANCE Total: 11,829.82****Fund: 250 - EDA GENERAL****Activity: 46520 - EDA**

NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	250-46520-133	8.00
INDOFF, INC	3793913	04/30/2025	EDA/SUPPLIES	250-46520-200	32.45
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	250-46520-301	1,165.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	250-46520-301	2,845.28
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	250-46520-321	54.73
IOWA LEAGUE OF CITIES	104877	04/18/2025	EDA/ADVERTISING	250-46520-340	150.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	250-46520-340	85.60
FEDERATED RURAL ELECTRIC	3/1/2025-3/31/2025	04/11/2025	EDA/WATER/ELECTRIC UTILIT	250-46520-381	35.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	250-46520-381	60.70
THE BROOKSHIRE CO, LLC	25-1479	04/15/2025	EDA/DUES	250-46520-433	3,500.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	EDA	250-46520-462	106.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	RIVERBLUFF ESTATES- EDA	250-46520-462	148.00

Activity 46520 - EDA Total: 8,190.76**Fund 250 - EDA GENERAL Total: 8,190.76**

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	NWIP-EDA	254-46520-462	411.00
Activity 46520 - EDA Total:					411.00
Fund 254 - NORTH IND PARK Total:					411.00
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	TROTTER PROP-AG LAND - ED	274-46530-462	2,323.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	NWIP-EDA	274-46530-462	387.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	NWIP-EDA	274-46530-462	89.00
Activity 46530 - TIF Districts Total:					2,799.00
Fund 274 - TIF 1-19 NWIP II Total:					2,799.00
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	ALLEY BEHIND DQ- 2020 ST P	308-41000-480	101.11
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	MIDDLE OF HWY -2020 ST PR	308-41000-480	108.51
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	KASTLE KINGDOM	308-41000-480	1,890.93
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	TH 60- 2020 ST PROJ	308-41000-480	78.92
Activity 41000 - General Government Total:					2,179.47
Fund 308 - 2020 STREET PROJECT Total:					2,179.47
Fund: 309 - 2025 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00274820	04/23/2025	STREET/ALLY IMPROVMENTS	309-41000-303	21,971.85
Activity 41000 - General Government Total:					21,971.85
Fund 309 - 2025 STREET PROJECT Total:					21,971.85
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
DGR ENGINEERING	00274831	04/16/2025	ISLAND PARK BERM GRADING	401-49950-504	7,226.90
DAKOTA STORAGE BUILDINGS	STKIN05355	04/16/2025	ARENA/CAPITAL	401-49950-504	12,000.00
Activity 49950 - Capital Outlay Total:					19,226.90
Fund 401 - GENERAL CAPITAL PROJECTS Total:					19,226.90
Fund: 601 - WATER					
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	601-49400-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	601-49400-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	601-49400-133	48.00
HAWKINS, INC	7036249	04/18/2025	WATER/CHEMICALS	601-49400-216	20.00
HAWKINS, INC	7047344	04/28/2025	WATER/CHEMICALS	601-49400-216	3,724.66
DACOTAH PAPER CO	17417	04/11/2025	WATER/ SEWER/ CLEANING S	601-49400-217	186.77
CHAD BRAND	4/14/2025	04/15/2025	WATER/UNIFORMS	601-49400-217	131.39
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	601-49400-217	87.10
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	601-49400-301	2,330.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	601-49400-301	1,535.13
CARQUEST - SMITH AUTO SUP	1038	04/28/2025	WATER/LAB TESTING	601-49400-310	18.54
MN VALLEY TESTING	1299983	04/11/2025	WATER/ LAB TESTING	601-49400-310	77.50
GOPHER STATE ONE CALL	5030852	04/11/2025	LOCATES	601-49400-321	6.08
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-321	51.44
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-326	70.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	601-49400-350	124.87
FEDERATED RURAL ELECTRIC	3/1/2025-3/31/2025	04/11/2025	EDA/WATER/ELECTRIC UTILIT	601-49400-381	60.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-381	4,610.73
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-382	20.53
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-385	44.84
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	601-49400-386	35.11
SCHWICKERT'S TECTA AMERIC	S510139166	04/28/2025	WATER/MAINTENANCE - STR	601-49400-402	200.00
SCHWICKERT'S TECTA AMERIC	S510139168	04/28/2025	WATER/MAINTENANCE - STR	601-49400-402	500.00
AMAZON CAPITAL SERVICES, I	13HP-TYJK-P9F9	04/11/2025	WATER/MAINTENANCE - OFFI	601-49400-404	160.36

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CORE & MAIN LP	W814978	04/30/2025	WATER/MAINTENANCE - OFFI	601-49400-404	88.23
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	601-49400-433	17.03
MN DEPT OF HEALTH	2025 Q1	04/18/2025	WATER SURCHARGE	601-49400-443	5,071.00
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	601-49400-480	1.80
SW/WC SERVICE COOPERATIV	MAY 2025	04/23/2025	HEALTH INSURANCE	601-49400-480	1,019.62
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	601-49400-480	1.80

Activity 49400 - Water Total: 20,246.13

Fund 601 - WATER Total: 20,246.13

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	602-49450-133	32.00
HAWKINS, INC	7030585	04/11/2025	SEWER/CHEMICALS	602-49450-216	1,343.48
DACOTAH PAPER CO	17417	04/11/2025	WATER/SEWER/OTHER OPERA	602-49450-217	186.76
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	602-49450-217	98.35
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	602-49450-301	2,330.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	602-49450-301	1,535.13
MN VALLEY TESTING	1299572	04/11/2025	SEWER/ LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1299618	04/11/2025	SEWER/ LAB TESTIN	602-49450-310	170.80
MN VALLEY TESTING	1299959	04/11/2025	SEWER/ LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1300391	04/15/2025	SEWER/ LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1300436	04/15/2025	SEWER/ LAB TESTING	602-49450-310	126.00
MN VALLEY TESTING	1300675	04/15/2025	SEWER/ LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1301477	04/18/2025	SEWER/ LAB TESTING	602-49450-310	126.00
MN VALLEY TESTING	1301647	04/24/2025	SEWER/LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1301680	04/24/2025	SEWER/ LAB TESTING	602-49450-310	186.40
MN VALLEY TESTING	1302450	04/28/2025	SEWER/ LAB TESTING	602-49450-310	142.00
MN VALLEY TESTING	1302584	04/28/2025	SEWER/LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1302732	04/28/2025	SEWER/LAB TESTING	602-49450-310	266.80
GOPHER STATE ONE CALL	5030852	04/11/2025	LOCATES	602-49450-321	6.08
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	602-49450-321	177.69
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	602-49450-326	70.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	602-49450-350	124.88
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	602-49450-381	10,651.83
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	602-49450-382	188.26
SCHWICKERT'S TECTA AMERIC	S510139165	04/28/2025	SEWER/MAINTENANCE - STR	602-49450-402	160.00
SCHWICKERT'S TECTA AMERIC	S510139167	04/28/2025	SEWER/MAINTENANCE - STR	602-49450-402	500.00
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	602-49450-433	293.65

Activity 49450 - Sewer Total: 19,999.71

Fund 602 - SEWER Total: 19,999.71

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 654 RETURN	04/23/2025	ELECTRIC INVENTORY	604-14200	47.16
AMAZON CAPITAL SERVICES, I	14KM-DKC6-76L1	04/23/2025	ELECTRIC INVENTORY	604-14200	176.94
AMAZON CAPITAL SERVICES, I	1CWV-TL3D-GGKH	04/23/2025	ELECTRIC/INVENTORY	604-14200	-58.98
B & B TRANSFORMER	29596	04/18/2025	ELECTRIC/INVENTORY TRANSF	604-14200	33,665.00
IRBY ELECTRICAL DISTRIBUTO	S014160546.002	04/24/2025	ELECTRIC/INVENTORY	604-14200	3,984.21
ELECTRIC FUND	4/14/25-4/27/25	04/28/2025	ELECTRIC/CAP LABOR	604-16300	3,835.00
DGR ENGINEERING	425305.00	04/28/2025	ELECTRIC/CIP	604-16480	6,642.50
ZIEGLER, INC.	INV001862848	04/15/2025	ELECTRIC/GENERATOR TESTIN	604-16480	35,001.00
MN DEPT OF COMMERCE	100490	04/24/2025	UNCLAIMED PROPERTY 2023-	604-22000	1,818.57
ELIANA MINAYA JAVIER	10543-7	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
CRUZ RODRIGUEZ	13103-1	04/23/2025	ELECTRIC PREPAYMENTS REFU	604-22000	300.00
CARLOS RIZO-RIVAS	24879-1	04/23/2025	ELECTRIC PREPAYMENTS REFU	604-22000	300.00
AUNG KO KO	26159-4	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
KIANA R ERICKSON	34606-3	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	171.59
CARLOS LIMONES GARCIA	53806-5	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
SAMANTHA JAVIER	62765-4	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
RICHARD BARNETT	64542.9	04/23/2025	ELECTRIC PREPAYMENT DEPO	604-22000	34.47
MCKAYLA PATTERSON	7213-1	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KEILA ESTELA	9004-2	04/23/2025	ELECTRIC PREPAYMENT REFU	604-22000	300.00
					87,717.46

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	604-49550-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	604-49550-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	604-49550-133	72.00
COUNTRY PRIDE SERVICE	2825072	04/28/2025	ELECTRIC/MOTOR FUELS	604-49550-212	30.00
AMAZON CAPITAL SERVICES, I	1GLT-PVH4-1KWD	04/16/2025	ELECTRIC/OTHER OPERATING	604-49550-217	72.61
BORDER STATES	930278337	04/28/2025	ELECTRIC/SMALL TOOLS	604-49550-241	374.52
CMP - CENTRAL MUNICIPAL P	7912	04/11/2025	ELECTRIC/MERCHANDISE FOR	604-49550-263	51,924.78
CMP - CENTRAL MUNICIPAL P	7912	04/11/2025	ELECTRIC/MERCHANDISE FOR	604-49550-263	118,460.94
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	604-49550-301	2,330.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	604-49550-301	1,535.13
GOPHER STATE ONE CALL	5030852	04/11/2025	LOCATES	604-49550-321	6.08
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	604-49550-321	51.51
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	604-49550-326	90.00
STEVE NASBY	4/16/2025	04/18/2025	ELECTRIC TRAVEL EXPENSE	604-49550-331	191.10
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	604-49550-340	426.70
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	604-49550-381	134.11
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	604-49550-382	45.02
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	604-49550-385	93.54
CARQUEST - SMITH AUTO SUP	1035	04/18/2025	ELECTRIC/MAINTENANCE-OFF	604-49550-404	5.22
CARQUEST - SMITH AUTO SUP	953	04/16/2025	ELECTRIC/MAINTENANCE - OF	604-49550-404	49.11
GDF ENTERPRISES, INC	A28194	04/18/2025	ELECTRIC/MAINTENANCE-OFF	604-49550-404	30.76
ELECTRIC FUND	# 1028	04/11/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	73.47
ELECTRIC FUND	# 1029	04/15/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	5.64
ELECTRIC FUND	# 1031	04/17/2025	ELECTRIC/MAINT. DISTRO	604-49550-408	290.00
ELECTRIC FUND	# 1033	04/30/2025	ELECTRIC/MAINTENANCE - DI	604-49550-408	319.23
ZIEGLER, INC.	IN001868184	04/15/2025	ELECTRIC/MAINTENANCE - GE	604-49550-410	12,954.40
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	604-49550-433	232.92
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	604-49550-433	126.19
WINDOM AREA HEALTH	2/25/2025	04/11/2025	ELECTRIC/CONSERVATION - E	604-49550-450	2,446.66
COTTONWOOD CO AUD/TREA	4/7/2025	04/11/2025	ELECTRIC/CONSERVATION - E	604-49550-450	58.00
CMP - CENTRAL MUNICIPAL P	7912	04/11/2025	ELECTRIC/MERCHANDISE FOR	604-49550-450	3,599.92
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	604-49550-460	393.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	1105 1ST AVE- ELECTRIC	604-49550-460	100.00
WINDOM AREA DEVELOPME	MAY 2025	04/15/2025	ELECTRIC/PAYMENTS TO OTH	604-49550-491	1,200.00
Activity 49550 - Electric Total:					197,726.16
Fund 604 - ELECTRIC Total:					285,443.62

Fund: 609 - LIQUOR STORE

MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	609-20202	15,654.00
					15,654.00

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	609-49751-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	609-49751-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	609-49751-133	48.00
INDOFF, INC	3791363	04/18/2025	LIQUOR STORE/SUPPLIES	609-49751-200	144.99
VESTIS GROUP, INC	2560370350	04/15/2025	LIQUOR STORE/CLEANING SU	609-49751-211	43.65
VESTIS GROUP, INC	2560375179	04/28/2025	LIQUOR STORE/CLEANING SU	609-49751-211	43.65
BELLBOY CORP	0109691600	04/16/2025	LIQUOR STORE/CLEANING SU	609-49751-217	556.00
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	609-49751-217	25.00
MN DEPT OF EMPLY & ECON	QUARTER 1 2025	04/11/2025	UNEMPLOYMENT BENEFITS	609-49751-217	567.14
BELLBOY CORP	0207395300	04/16/2025	LIQUOR STORE.LIQUOR/THC/	609-49751-251	387.04
VINOCOPIA, INC	0371231-IN	04/21/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	471.08
BREAKTHRU BEVERAGE MINN	120872919	04/15/2025	LIQUOR STORE/ LIQUOR	609-49751-251	51.00
BREAKTHRU BEVERAGE MN	120876720	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	3,616.16
BREAKTHRU BEVERAGE MN	121120300	04/28/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	4,709.56
DOLL DISTRIBUTING, LLC	1737874	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	68.72
DOLL DISTRIBUTING, LLC	1742705	04/18/2025	LIQUOR STORE-LIQUOR	609-49751-251	-31.84

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	1742708	04/18/2025	LIQUOR STORE/LIQUOR/BEER.	609-49751-251	46.30
DOLL DISTRIBUTING, LLC	1747533	04/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	472.50
SOUTHERN GLAZER'S OF MN	2610293	04/15/2025	LIQUOR STORE/LIQUOR/ FREI	609-49751-251	2,676.19
SOUTHERN GLAZER'S OF MN	2612918	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	2,507.30
SOUTHERN GLAZER'S OF MN	2615596	04/28/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	5,004.18
JOHNSON BROS.	2764938	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	846.16
JOHNSON BROS.	2769613	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	191.29
JOHNSON BROS.	2774464	04/28/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	434.77
BEVERAGE WHOLESALERS	375739	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	378.00
BEVERAGE WHOLESALERS	376799	04/18/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-251	756.00
BREAKTHRU BEVERAGE MN	413414751	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	-180.00
PHILLIPS WINE & SPIRITS	6957549	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	5,236.96
PHILLIPS WINE & SPIRITS	6957550	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	99.25
PHILLIPS WINE & SPIRITS	6961361	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-251	2,265.95
PHILLIPS WINE & SPIRITS	6961362	04/18/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-251	99.25
PHILLIPS WINE & SPIRITS	6965224	04/28/2025	LIQUOR STORE.LIQUOR/FREIG	609-49751-251	1,253.29
BREAKTHRU BEVERAGE MINN	121115828	04/28/2025	LIQUOR STORE/BEER	609-49751-252	154.00
DOLL DISTRIBUTING, LLC	1737873	04/15/2025	LIQUOR STORE/BEER/FREIGH	609-49751-252	119.00
DOLL DISTRIBUTING, LLC	1737874	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	3,831.87
DOLL DISTRIBUTING, LLC	1742707	04/18/2025	LIQUOR STORE/BEER/FREIGH	609-49751-252	238.00
DOLL DISTRIBUTING, LLC	1742708	04/18/2025	LIQUOR STORE/LIQUOR/BEER.	609-49751-252	6,444.10
DOLL DISTRIBUTING, LLC	1747533	04/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	10,656.99
BEVERAGE WHOLESALERS	375739	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	6,895.55
ARTISAN BEER COMPANY	3758916	04/15/2025	LIQUOR STORE/BEER	609-49751-252	116.55
ARTISAN BEER COMPANY	3760530	04/18/2025	LIQUOR STORE-BEER	609-49751-252	30.75
BEVERAGE WHOLESALERS	376799	04/18/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-252	10,676.15
BEVERAGE WHOLESALERS	377813	04/24/2025	LIQUOR STORE/BEER/SOFT D	609-49751-252	8,186.55
INDIAN ISLAND WINERY	6017	04/16/2025	LIQUOR STORE/BEER	609-49751-252	516.96
DOLL DISTRIBUTING, LLC	921026	04/24/2025	LIQUOR STORE/BEER	609-49751-252	-19.60
BREAKTHRU BEVERAGE MN	120876720	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	52.00
BREAKTHRU BEVERAGE MN	121120300	04/28/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	192.00
JOHNSON BROS.	130487	04/15/2025	LIQUOR STORE/WINE	609-49751-253	-36.00
DOLL DISTRIBUTING, LLC	1737874	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-253	67.20
DOLL DISTRIBUTING, LLC	1742708	04/18/2025	LIQUOR STORE/LIQUOR/BEER.	609-49751-253	67.20
DOLL DISTRIBUTING, LLC	1747533	04/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-253	33.60
SOUTHERN GLAZER'S OF MN	2610294	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	849.76
SOUTHERN GLAZER'S OF MN	2615597	04/28/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	156.00
JOHNSON BROS.	2755132	04/18/2025	LIQUOR STORE/WINE/SOFT D	609-49751-253	2,489.25
JOHNSON BROS.	2764939	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	658.76
JOHNSON BROS.	2769614	04/18/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	795.35
JOHNSON BROS.	2774465	04/28/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	863.59
PHILLIPS WINE & SPIRITS	6957550	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	49.60
PHILLIPS WINE & SPIRITS	6961362	04/18/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-253	616.19
PHILLIPS WINE & SPIRITS	6965225	04/28/2025	LIQUOR STORE/WINE/SOFT D	609-49751-253	630.50
WINE MERCHANTS	7504782	03/10/2025	LIQUOR	609-49751-253	103.53
WINE MERCHANTS	7514712	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-253	120.00
WINE MERCHANTS	757781	03/14/2025	LIQUOR STORE/WINE	609-49751-253	-20.40
WINE MERCHANTS	757785	03/14/2025	LIQUOR STORE/WINE	609-49751-253	-8.00
WINE MERCHANTS	757935	03/10/2025	LIQUOR STORE/WINE	609-49751-253	-103.53
SOUTHERN GLAZER'S OF MN	9623783	04/28/2025	LIQUOR STORE/WINE	609-49751-253	-72.00
AH HERMEL COMPANY	1064634/1064634	04/16/2025	LIQUOR STORE/FREIGHT/MIX	609-49751-254	73.82
BREAKTHRU BEVERAGE MN	120876720	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-254	54.11
BREAKTHRU BEVERAGE MN	121120300	04/28/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-254	96.00
SOUTHERN GLAZER'S OF MN	2612919	04/18/2025	LIQUOR STORE/SOFT DRINKS/	609-49751-254	47.00
JOHNSON BROS.	2755132	04/18/2025	LIQUOR STORE/WINE/SOFT D	609-49751-254	37.00
BEVERAGE WHOLESALERS	377813	04/24/2025	LIQUOR STORE/BEER/SOFT D	609-49751-254	88.95
ATLANTIC COCA-COLA	5137136	04/18/2025	LIQUOR STORE/MIXERS/SOFT	609-49751-254	238.00
ATLANTIC COCA-COLA	5137137	04/18/2025	LIQUOR STORE/MIXERS/SOFT	609-49751-254	-2.50
PHILLIPS WINE & SPIRITS	547763	04/24/2025	LIQUOR STORE/SOFT DRINKS	609-49751-254	-78.22
PHILLIPS WINE & SPIRITS	6957550	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-254	313.32

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PHILLIPS WINE & SPIRITS	6965225	04/28/2025	LIQUOR STORE/WINE/SOFT D	609-49751-254	28.05
HOME CITY ICE COMPANY	7039252786	04/16/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-257	284.78
BELLBOY CORP	0207395300	04/16/2025	LIQUOR STORE.LIQUOR/THC/	609-49751-258	180.00
JOHNSON BROS.	2764940	04/15/2025	LIQUOR STORE/THC	609-49751-258	83.05
PHILLIPS WINE & SPIRITS	6961363	04/18/2025	LIQUOR STORE/THC	609-49751-258	127.55
DOLL DISTRIBUTING, LLC	1742708	04/18/2025	LIQUOR STORE/LIQUOR/BEER.	609-49751-259	199.30
DOLL DISTRIBUTING, LLC	1747533	04/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-259	126.30
BEVERAGE WHOLESALERS	375739	04/15/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-259	322.60
BEVERAGE WHOLESALERS	376799	04/18/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-259	34.00
BEVERAGE WHOLESALERS	377813	04/24/2025	LIQUOR STORE/BEER/SOFT D	609-49751-259	96.00
AH HERMEL COMPANY	1064634/1064634	04/16/2025	LIQUOR STORE/FREIGHT/MIX	609-49751-261	75.53
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	609-49751-301	1,165.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	609-49751-301	1,535.13
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	609-49751-321	226.78
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	609-49751-326	121.30
BELLBOY CORP	0109691600	04/16/2025	LIQUOR STORE/CLEANING SU	609-49751-333	8.58
BELLBOY CORP	0207395300	04/16/2025	LIQUOR STORE.LIQUOR/THC/	609-49751-333	12.00
VINOCOPIA, INC	0371231-IN	04/21/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	7.50
AH HERMEL COMPANY	1064634/1064634	04/16/2025	LIQUOR STORE/FREIGHT/MIX	609-49751-333	8.95
BREAKTHRU BEVERAGE MN	120876720	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	78.48
BREAKTHRU BEVERAGE MN	121120300	04/28/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	79.31
DOLL DISTRIBUTING, LLC	1737873	04/15/2025	LIQUOR STORE/BEER/FREIGH	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1742707	04/18/2025	LIQUOR STORE/BEER/FREIGH	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	1747533	04/24/2025	LIQUOR STORE/LIQUOR/BEER	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2610293	04/15/2025	LIQUOR STORE/LIQUOR/ FREI	609-49751-333	35.74
SOUTHERN GLAZER'S OF MN	2610294	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	14.35
SOUTHERN GLAZER'S OF MN	2612918	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	41.68
SOUTHERN GLAZER'S OF MN	2612919	04/18/2025	LIQUOR STORE/SOFT DRINKS/	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2615596	04/28/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	91.91
SOUTHERN GLAZER'S OF MN	2615597	04/28/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	4.27
JOHNSON BROS.	2755132	04/18/2025	LIQUOR STORE/WINE/SOFT D	609-49751-333	72.41
JOHNSON BROS.	2764938	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	2.71
JOHNSON BROS.	2764939	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	26.40
JOHNSON BROS.	2769613	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	1.44
JOHNSON BROS.	2769614	04/18/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	23.35
JOHNSON BROS.	2774464	04/28/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	7.45
JOHNSON BROS.	2774465	04/28/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	30.45
BREAKTHRU BEVERAGE MN	413414751	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	-1.85
PHILLIPS WINE & SPIRITS	547763	04/24/2025	LIQUOR STORE/SOFT DRINKS	609-49751-333	-2.03
PHILLIPS WINE & SPIRITS	6957549	04/15/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	95.76
PHILLIPS WINE & SPIRITS	6957550	04/15/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	13.20
PHILLIPS WINE & SPIRITS	6961361	04/18/2025	LIQUOR STORE/LIQUOR/FREI	609-49751-333	37.55
PHILLIPS WINE & SPIRITS	6961362	04/18/2025	LIQUOR STORE/LIQUOR/WIN	609-49751-333	18.27
PHILLIPS WINE & SPIRITS	6965224	04/28/2025	LIQUOR STORE.LIQUOR/FREIG	609-49751-333	24.70
PHILLIPS WINE & SPIRITS	6965225	04/28/2025	LIQUOR STORE/WINE/SOFT D	609-49751-333	26.39
HOME CITY ICE COMPANY	7039252786	04/16/2025	LIQUOR STORE/ICE/FREIGHT	609-49751-333	8.50
WINE MERCHANTS	7514712	04/15/2025	LIQUOR STORE/WINE/FREIGH	609-49751-333	2.03
SOUTHERN GLAZER'S OF MN	9594734	04/28/2025	LIQUOR STORE/FREIGHT CRE	609-49751-333	-2.05
SOUTHERN GLAZER'S OF MN	9628115	04/28/2025	LIQUOR STORE/FREIGHT CRE	609-49751-333	-2.05
CITIZEN PUBLISHING CO	345746	04/15/2025	LIQUOR STORE/ADVERTISING	609-49751-340	40.00
CITIZEN PUBLISHING CO	356245	04/16/2025	LIQUOR STORE-ADVERTISING	609-49751-340	1,005.00
CITIZEN PUBLISHING CO	356567	04/15/2025	LIQUOR STORE/ADVERTISING	609-49751-340	375.00
CITIZEN PUBLISHING CO	356690	04/15/2025	LIQUOR STORE/ADVERTISING	609-49751-340	920.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	609-49751-381	110.25
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	609-49751-382	22.09
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	609-49751-385	45.49
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	609-49751-460	11.00
COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	575 2ND AVE -RIVER BEND LI	609-49751-460	100.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'MALLEY'S STORAGE AND RE	4605	04/18/2025	LIQUOR STORE/MISC	609-49751-480	100.00
				Activity 49751 - Liquor Store Total:	97,132.74
				Fund 609 - LIQUOR STORE Total:	112,786.74

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	APR-25	04/18/2025	TELECOM/EXCISE TAX PAYABL	614-20201	500.00
INTERNAL REVENUE SERVICE	MAR 25 FINAL	04/18/2025	TELECOM/EXCISE TAX PAYABL	614-20201	229.18
MN 9-1-1 PROGRAM	MARCH 25	04/16/2025	911 SERVICES	614-20206	920.69
					1,649.87

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	614-49870-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	614-49870-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	614-49870-133	80.00
AMAZON CAPITAL SERVICES, I	11R7-7VHX-9R19	04/18/2025	TELECOM-SUPPLIES	614-49870-200	41.70
CITY LAUNDERING CO.	2108855	04/18/2025	TELECOM-CLEANING SUPPLIE	614-49870-211	28.92
CITY LAUNDERING CO.	2112999	04/24/2025	TELECOM-CLEANING SUPPLIE	614-49870-211	28.92
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	614-49870-217	66.14
POWER & TEL	8095174-00	04/18/2025	TELECOM-UTILITY SYSTEM	614-49870-227	208.57
POWER & TEL	8102715-00	04/24/2025	TELECOM-UTILITY SYSTEM	614-49870-227	125.01
POWER & TEL	8103037-00	04/24/2025	TELECOM-UTILITY SYSTEM	614-49870-227	113.95
REVIZE LLC	20804	04/21/2025	CONSULTING & AUDITING	614-49870-301	2,330.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	614-49870-301	1,535.13
MN DEPT OF COMMERCE	1000052868	04/18/2025	TELECOM-LEGAL FEES	614-49870-304	226.10
NECA	NECA113507	04/18/2025	TELECOM/LEGAL FEES	614-49870-304	165.00
GOPHER STATE ONE CALL	5030852	04/11/2025	LOCATES	614-49870-321	6.06
CENTURY LINK	507-831-1075 4/16/2025	04/24/2025	TELECOM-TELEPHONE	614-49870-321	94.52
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	614-49870-321	243.06
NEUSTAR, INC.	L-0000050095	04/18/2025	TELECOM-DATA PROCESSING	614-49870-326	427.50
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	614-49870-381	3,441.53
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	614-49870-382	21.48
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	614-49870-385	43.60
SCHWICKERT'S TECTA AMERIC	S510139177	04/28/2025	TELECOM-MAINTENANCE - ST	614-49870-402	110.00
SCHWICKERT'S TECTA AMERIC	S510139178	04/28/2025	TELECOM-MAINTENANCE - ST	614-49870-402	500.00
AMAZON CAPITAL SERVICES, I	1V9J-9CXQ-19RD	04/24/2025	TELECOM-MAINTENANCE - O	614-49870-404	298.92
ELITE MECHANICAL SYSTEMS	31767	04/18/2025	TELECOM-MAINTENANCE OFF	614-49870-404	3,191.86
ELITE MECHANICAL SYSTEMS	31767	04/18/2025	TELECOM-MAINTENANCE OFF	614-49870-404	395.00
ENTERPRISE FM TRUST	FBN5308245	04/03/2025	POLICE/TELECOM-VEHICLE LE	614-49870-419	537.16
MN POLLUTION CONTROL AG	10000203947	04/21/2025	ELECTRIC/WATER/FIRE/TELEC	614-49870-433	2.10
CENTURY LINK	7242105D-D-25107	04/23/2025	TELECOM-TRANSMISSION FEE	614-49870-441	37.87
CENTURY LINK	LX017082025112	04/24/2025	TELECOM-TRANSMISSION FEE	614-49870-441	272.64
AZAR COMPUTER SOFTWARE	142721	04/18/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	2,145.00
Diamond Sports Topco, LLC	26631	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	3,690.18
BIG TEN NETWORK, LLC	381115	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	1,257.45
FOX CORPORATION	381116	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	238.21
FOX CORPORATION	381117	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	3,137.40
CONSOLIDATED COMMUNICA	507-151-0204/0-3/1/2025	04/18/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	1,444.95
NEXSTAR BROADCASTING GR	606258	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	217.62
MLB NETWORK	607378	04/15/2025	TELECOM-SUBSCRIBER FEES	614-49870-442	366.10
SHOWTIME NETWORKS INC	91814	04/15/2025	TELECOM- SUBSCRIBER FEES	614-49870-442	153.45
UNIVERSAL SERVICE ADMIN C	MARCH 2025	04/11/2025	499A CONTRIBUTION	614-49870-443	2,123.83
NENA - CID	300024366	04/28/2025	TELECOM-SWITCH FEES	614-49870-445	255.00
FIBER MINNESOTA LLC	3145	04/18/2025	TELECOM-SWITCH FEES	614-49870-445	300.00
FIBER MINNESOTA LLC	3209	04/18/2025	TELECOM-SWITCH FEES	614-49870-445	300.00
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	614-49870-460	379.00

Activity 49870 - Telecom Total: 30,584.53**Fund 614 - TELECOM Total: 32,234.40****Fund: 615 - ARENA****Activity: 49850 - Arena**

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	615-49850-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	615-49850-131	1.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	615-49850-133	48.00
VESTIS GROUP, INC	2560367935	04/15/2025	ARENA/CLEANING SUPPLIES	615-49850-211	63.47
CULLIGAN	3/31/2025	04/15/2025	ARENA/OTHER OPERATING S	615-49850-217	499.40
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	615-49850-217	39.04
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	615-49850-301	527.70
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	615-49850-321	127.28
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	615-49850-381	6,292.14
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	615-49850-382	147.27
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	615-49850-385	103.81
ELITE MECHANICAL SYSTEMS	30476	04/15/2025	ARENA/MAINTENANCE - STR	615-49850-402	842.24
ELITE MECHANICAL SYSTEMS	30487	04/15/2025	ARENA/MAINTENANCE - STR	615-49850-402	553.14
SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	615-49850-480	1.80
SW/WC SERVICE COOPERATIV	MAY 2025	04/23/2025	HEALTH INSURANCE	615-49850-480	1,019.62
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	615-49850-480	1.80

Activity 49850 - Arena Total: 10,703.31

Fund 615 - ARENA Total: 10,703.31

Fund: 617 - M/P CENTER

DOLL DISTRIBUTING, LLC	921023	04/24/2025	WCC/KEG RETURN	617-38521	-60.00
					-60.00

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	MARCH 25	04/23/2025	EAP	617-49860-131	1.80
SW/WC SERVICE COOPERATIV	MAY 25	04/23/2025	EAP	617-49860-131	1.80
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	617-49860-133	32.00
VESTIS GROUP, INC	2560375172	04/24/2025	WCC/CLEANING SUPPLIES	617-49860-211	24.94
INDOFF, INC	3790034	04/15/2025	WCC/SUPPLIES	617-49860-211	58.98
INDOFF, INC	3792700	04/24/2025	WCC/SUPPLIES	617-49860-217	119.98
A & B BUSINESS	IN1249525	04/15/2025	MAINTENACE CONTRACT	617-49860-217	105.00
MN DEPT OF EMPLOY & ECON	QUARTER 1 2025	04/11/2025	UNEMPLOYMENT BENEFITS	617-49860-217	4.94
DOLL DISTRIBUTING, LLC	1732960-1	04/16/2025	WCC/LIQUOR	617-49860-251	79.45
DOLL DISTRIBUTING, LLC	1737887	04/09/2025	WCC/BEER/FREIGHT	617-49860-252	73.30
DOLL DISTRIBUTING, LLC	1737888	04/15/2025	WCC/BEER	617-49860-252	149.00
DOLL DISTRIBUTING, LLC	921018	04/15/2025	WCC/BEER	617-49860-252	149.00
CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	617-49860-301	527.70
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	617-49860-321	59.68
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	617-49860-326	403.33
DOLL DISTRIBUTING, LLC	1737887	04/09/2025	WCC/BEER/FREIGHT	617-49860-333	7.00
CITIZEN PUBLISHING CO	3/31/2025	04/15/2025	ADVERTISING ALL DEPARTME	617-49860-340	111.90
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	617-49860-381	933.25
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	617-49860-382	53.41
ELECTRIC FUND	APRIL 2025 MONTHLY UTILITI	04/14/2025	MONTHLY UTILITY	617-49860-385	128.35
LUCAN COMMUNITY TV INC	2101	04/28/2025	WCC/MAINTENANCE -STRUCT	617-49860-402	285.00
TOWN 'N COUNTRY	12566	04/16/2025	WCC/MAINTENANCE - OFFICE	617-49860-404	150.00
RON'S ELECTRIC INC	154337	04/16/2025	WCC/MAINTENANCE - OFFICE	617-49860-404	86.07
MN REVENUE	MARCH 2025	04/21/2025	SALES TAX	617-49860-460	322.00

Activity 49860 - M/P Center Total: 3,867.88

Fund 617 - M/P CENTER Total: 3,807.88

Fund: 651 - RIVERLBUFF TOWNHOMES

COTTONWOOD CO AUD/TREA	MAY PAYMENT	04/15/2025	RIVER BLUFF TOWN HOMES	651-11501	100.00
					100.00

Activity: 46520 - EDA

CLIFTON-LARSON-ALLEN, LLP	L251214444	04/24/2025	AUDIT SERVICE	651-46520-480	527.74
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Activity 46520 - EDA Total: 527.74

Fund 651 - RIVERLBUFF TOWNHOMES Total: 627.74

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002590	04/18/2025	Federal Tax Withholding	700-21701	12,062.24
MN Department of Revenue -	INV0002591	04/18/2025	State Withholding	700-21702	6,200.50
Internal Revenue Service-Payr	INV0002590	04/18/2025	Social Security	700-21703	15,002.04

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0002588	04/18/2025	PERA	700-21704	8,965.04
MN Pera	INV0002588	04/18/2025	PERA	700-21704	837.64
MN Pera	INV0002588	04/18/2025	PERA	700-21704	16,857.62
MN State Deferred	INV0002589	04/18/2025	Deferred Roth	700-21705	902.00
MN State Deferred	INV0002589	04/18/2025	Deferred Compensation	700-21705	3,904.00
SW/WC SERVICE COOPERATIV	MAY 2025	04/23/2025	HEALTH INSURANCE	700-21706	37,603.30
NECA IBEW FAMILY MEDICAL	MAY 2025	04/18/2025	HEALTH INSURANCE	700-21706	53,873.94
LOCAL UNION #949	APRIL 2025	04/23/2025	UNION DUES	700-21707	1,755.82
LAW ENFORCEMENT LABOR S	APRIL 2025	04/11/2025	POLICE UNION DUES	700-21708	584.00
Internal Revenue Service-Payr	INV0002590	04/18/2025	Medicare Withholding	700-21711	4,321.74
WEX Health Inc	4/1/2025	04/23/2025	FLEX SPENDING	700-21712	52.21
WEX Health Inc	4/15/2025	04/23/2025	FLEX SPENDING	700-21712	487.64
WEX Health Inc	4/17/2025	04/23/2025	FLEX SPENDING	700-21712	20.00
WEX Health Inc	4/21/2025	04/23/2025	FLEX SPENDING	700-21712	53.70
WEX Health Inc	4/22/2025	04/23/2025	FLEX SPENDING	700-21712	105.00
WEX Health Inc	4/22/25	04/23/2025	FLEX SPENDING	700-21712	25.48
WEX Health Inc	4/23/2025	04/23/2025	FLEX SPENDING	700-21712	149.38
WEX Health Inc	4/24/2025	04/30/2025	FLEX SPENDING	700-21712	15.33
WEX Health Inc	4/25/2025	04/30/2025	FLEX SPENDNING	700-21712	72.80
WEX Health Inc	4/28/2025	04/30/2025	FLEX SPENDING	700-21712	221.78
WEX Health Inc	4/3/2025	04/23/2025	FLEX SPENDING	700-21712	76.98
WEX Health Inc	4/8/2025	04/23/2025	FLEX SPENDING	700-21712	13.76
AFLAC	726066	04/23/2025	INSURANCE - APRIL	700-21715	499.73
AFLAC	726066	04/23/2025	INSURANCE - APRIL	700-21716	526.79
NCPERS MINNESOTA	MAY 25	04/16/2025	INSURANCE	700-21718	16.00
MN BENEFIT ASSOCIATION	2025-0325227	04/16/2025	INDIVIDUAL INSURANCE	700-21719	705.45
WEX Health Inc	INV0002587	04/18/2025	VEBA Employer Contribution	700-21720	2,093.79
WEX Health Inc	INV0002586	04/18/2025	HSA Employer Contribution	700-21722	1,093.77
WEX Health Inc	INV0002585	04/18/2025	HSA Employee Contribution	700-21723	1,011.14
					170,110.61
Fund 700 - PAYROLL Total:					170,110.61
Grand Total:					792,954.32

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	64,440.95
211 - LIBRARY	2,877.88
225 - AIRPORT	2,297.11
230 - POOL	769.44
235 - AMBULANCE	11,829.82
250 - EDA GENERAL	8,190.76
254 - NORTH IND PARK	411.00
274 - TIF 1-19 NWIP II	2,799.00
308 - 2020 STREET PROJECT	2,179.47
309 - 2025 STREET PROJECT	21,971.85
401 - GENERAL CAPITAL PROJECTS	19,226.90
601 - WATER	20,246.13
602 - SEWER	19,999.71
604 - ELECTRIC	285,443.62
609 - LIQUOR STORE	112,786.74
614 - TELECOM	32,234.40
615 - ARENA	10,703.31
617 - M/P CENTER	3,807.88
651 - RIVERLBUFF TOWNHOMES	627.74
700 - PAYROLL	170,110.61
Grand Total:	792,954.32

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	835.22
100-20202	Sales Tax Payable	27,716.00
100-41110-326	Data Processing	27.39
100-41110-334	Meals/Lodging	18.00
100-41110-350	Printing & Design	289.75
100-41110-491	Payments to Other Orga	3,772.41
100-41310-131	Employer Paid Insurance	7.20
100-41310-133	Employer Paid Insurance	104.00
100-41310-200	Office Supplies	43.96
100-41310-217	Other Operating Supplie	480.65
100-41310-301	Auditing & Consulting Se	6,645.13
100-41310-321	Telephone	65.44
100-41310-322	Postage	1.80
100-41310-326	Data Processing	307.17
100-41310-331	Travel Expense	76.30
100-41310-480	Other Miscellaneous	14.99
100-41910-133	Employer Paid Insurance	40.00
100-41910-200	Office Supplies	32.45
100-41910-321	Telephone	54.73
100-41910-331	Travel Expense	170.80
100-41910-350	Printing & Design	1,270.55
100-41940-381	Electric Utility	566.69
100-41940-382	Water Utility	75.53
100-41940-385	Sewer Utility	164.85
100-41940-406	Repairs & Maint - Groun	450.00
100-41940-409	Repairs & Maint - Utilitie	825.00
100-41940-460	Miscellaneous Taxes	100.00
100-42120-131	Employer Paid Insurance	32.40
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	93.06
100-42120-305	Medical & Dental Fees	1,008.40
100-42120-321	Telephone	26.73
100-42120-322	Postage	7.87

Account Summary

Account Number	Account Name	Payment Amount
100-42120-327	Interpretation Fees	137.21
100-42120-350	Printing & Design	212.50
100-42120-404	Repairs & Maint - M&E	405.08
100-42120-405	Repairs & Maint - Vehicl	821.40
100-42120-412	Rentals - Building	2,152.50
100-42120-419	Vehicle Lease	4,504.25
100-42220-211	Cleaning Supplies	39.50
100-42220-217	Other Operating Supplie	107.00
100-42220-308	Training & Registrations	480.00
100-42220-321	Telephone	42.89
100-42220-323	Radio Units	677.04
100-42220-381	Electric Utility	389.39
100-42220-382	Water Utility	19.09
100-42220-385	Sewer Utility	43.50
100-42220-405	Repairs & Maint - Vehicl	1,745.98
100-42220-406	Repairs & Maint - Groun	230.00
100-42220-433	Dues & Subscriptions	2.69
100-42500-381	Electric Utility	35.75
100-43100-121	PERA Contributions	38.57
100-43100-131	Employer Paid Insurance	3.60
100-43100-133	Employer Paid Insurance	80.00
100-43100-217	Other Operating Supplie	95.91
100-43100-224	Street Maint Materials	60.00
100-43100-321	Telephone	20.55
100-43100-334	Meals/Lodging	41.28
100-43100-381	Electric Utility	2,282.57
100-43100-382	Water Utility	21.23
100-43100-385	Sewer Utility	47.18
100-43100-405	Repairs & Maint - Vehicl	152.99
100-43100-460	Miscellaneous Taxes	100.00
100-45120-215	Materials & Equipment	1,126.93
100-45120-217	Other Operating Supplie	19.25
100-45120-340	Advertising & Promotion	282.54
100-45202-133	Employer Paid Insurance	16.00
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	487.46
100-45202-385	Sewer Utility	54.16
100-45202-404	Repairs & Maint - M&E	910.01
100-45202-406	Repairs & Maint - Groun	803.81
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	238.65
211-45501-321	Telephone	165.81
211-45501-326	Data Processing	70.00
211-45501-350	Printing & Design	249.75
211-45501-381	Electric Utility	197.22
211-45501-382	Water Utility	22.87
211-45501-385	Sewer Utility	52.58
211-45501-402	Repairs & Maint - Struct	1,119.30
211-45501-433	Dues & Subscriptions	68.00
211-45501-435	Books and Pamphlets	50.00
211-45501-460	Miscellaneous Taxes	100.00
211-45501-480	Other Miscellaneous	527.70
225-45127-212	Motor Fuels	25.00
225-45127-321	Telephone	66.98
225-45127-402	Repairs & Maint - Struct	223.66
225-45127-406	Repairs & Maint - Groun	298.87
225-45127-460	Miscellaneous Taxes	785.46
225-45127-462	Real Estate Taxes	325.53

Account Summary

Account Number	Account Name	Payment Amount
225-45127-480	Other Miscellaneous	571.61
230-45124-217	Other Operating Supplie	152.58
230-45124-381	Electric Utility	35.00
230-45124-385	Sewer Utility	54.16
230-45124-480	Other Miscellaneous	527.70
235-42153-131	Employer Paid Insurance	3.60
235-42153-133	Employer Paid Insurance	16.00
235-42153-217	Other Operating Supplie	108.98
235-42153-301	Auditing & Consulting Se	1,165.00
235-42153-321	Telephone	381.50
235-42153-326	Data Processing	5,916.00
235-42153-334	Meals/Lodging	516.61
235-42153-381	Electric Utility	259.59
235-42153-382	Water Utility	12.72
235-42153-385	Sewer Utility	29.00
235-42153-404	Repairs & Maint - M&E	147.00
235-42153-405	Repairs & Maint - Vehicl	946.61
235-42153-406	Repairs & Maint - Groun	230.00
235-42153-460	Miscellaneous Taxes	1,569.51
235-42153-480	Other Miscellaneous	527.70
250-46520-133	Employer Paid Insurance	8.00
250-46520-200	Office Supplies	32.45
250-46520-301	Auditing & Consulting Se	4,010.28
250-46520-321	Telephone	54.73
250-46520-340	Advertising & Promotion	235.60
250-46520-381	Electric Utility	95.70
250-46520-433	Dues & Subscriptions	3,500.00
250-46520-462	Real Estate Taxes	254.00
254-46520-462	Real Estate Taxes	411.00
274-46530-462	Real Estate Taxes	2,799.00
308-41000-480	Other Miscellaneous	2,179.47
309-41000-303	Engineering and Surveyi	21,971.85
401-49950-504	Capital Outlay - Parks	19,226.90
601-49400-131	Employer Paid Insurance	3.60
601-49400-133	Employer Paid Insurance	48.00
601-49400-216	Chemicals and Chemical	3,744.66
601-49400-217	Other Operating Supplie	405.26
601-49400-301	Auditing & Consulting Se	3,865.13
601-49400-310	Lab Testing	96.04
601-49400-321	Telephone	57.52
601-49400-326	Data Processing	70.00
601-49400-350	Printing & Design	124.87
601-49400-381	Electric Utility	4,670.73
601-49400-382	Water Utility	20.53
601-49400-385	Sewer Utility	44.84
601-49400-386	Landfill	35.11
601-49400-402	Repairs & Maint - Struct	700.00
601-49400-404	Repairs & Maint - M&E	248.59
601-49400-433	Dues & Subscriptions	17.03
601-49400-443	Intergovernmental Fees	5,071.00
601-49400-480	Other Miscellaneous	1,023.22
602-49450-133	Employer Paid Insurance	32.00
602-49450-216	Chemicals and Chemical	1,343.48
602-49450-217	Other Operating Supplie	285.11
602-49450-301	Auditing & Consulting Se	3,865.13
602-49450-310	Lab Testing	2,301.60
602-49450-321	Telephone	183.77
602-49450-326	Data Processing	70.00

Account Summary

Account Number	Account Name	Payment Amount
602-49450-350	Printing & Design	124.88
602-49450-381	Electric Utility	10,651.83
602-49450-382	Water Utility	188.26
602-49450-402	Repairs & Maint - Struct	660.00
602-49450-433	Dues & Subscriptions	293.65
604-14200	Inventory	37,814.33
604-16300	Improvements Other Th	3,835.00
604-16480	CIP-Const in Progress	41,643.50
604-22000	Prepayments	4,424.63
604-49550-131	Employer Paid Insurance	3.60
604-49550-133	Employer Paid Insurance	72.00
604-49550-212	Motor Fuels	30.00
604-49550-217	Other Operating Supplie	72.61
604-49550-241	Small Tools	374.52
604-49550-263	Merchandise for Resale -	170,385.72
604-49550-301	Auditing & Consulting Se	3,865.13
604-49550-321	Telephone	57.59
604-49550-326	Data Processing	90.00
604-49550-331	Travel Expense	191.10
604-49550-340	Advertising & Promotion	426.70
604-49550-381	Electric Utility	134.11
604-49550-382	Water Utility	45.02
604-49550-385	Sewer Utility	93.54
604-49550-404	Repairs & Maint - M&E	85.09
604-49550-408	Repairs & Maint - Distrib	688.34
604-49550-410	Repairs & Maint - Gener	12,954.40
604-49550-433	Dues & Subscriptions	359.11
604-49550-450	Conservation	6,104.58
604-49550-460	Miscellaneous Taxes	493.00
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	15,654.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-133	Employer Paid Insurance	48.00
609-49751-200	Office Supplies	144.99
609-49751-211	Cleaning Supplies	87.30
609-49751-217	Other Operating Supplie	1,148.14
609-49751-251	Liquor	31,359.11
609-49751-252	Beer	47,846.87
609-49751-253	Wine	7,504.60
609-49751-254	Soft Drinks & Mix	895.53
609-49751-257	Ice	284.78
609-49751-258	Liquor Store THC	390.60
609-49751-259	Non- Alcoholic	778.20
609-49751-261	Other Merchandise	75.53
609-49751-301	Auditing & Consulting Se	2,700.13
609-49751-321	Telephone	226.78
609-49751-326	Data Processing	121.30
609-49751-333	Freight and Express	788.45
609-49751-340	Advertising & Promotion	2,340.00
609-49751-381	Electric Utility	110.25
609-49751-382	Water Utility	22.09
609-49751-385	Sewer Utility	45.49
609-49751-460	Miscellaneous Taxes	111.00
609-49751-480	Other Miscellaneous	100.00
614-20201	Excise Tax Payable	729.18
614-20206	911 988 TAP & TACIP Fe	920.69
614-49870-131	Employer Paid Insurance	3.60
614-49870-133	Employer Paid Insurance	80.00

Account Summary

Account Number	Account Name	Payment Amount
614-49870-200	Office Supplies	41.70
614-49870-211	Cleaning Supplies	57.84
614-49870-217	Other Operating Supplie	66.14
614-49870-227	Utility System Maint Sup	447.53
614-49870-301	Auditing & Consulting Se	3,865.13
614-49870-304	Legal Fees	391.10
614-49870-321	Telephone	343.64
614-49870-326	Data Processing	427.50
614-49870-381	Electric Utility	3,441.53
614-49870-382	Water Utility	21.48
614-49870-385	Sewer Utility	43.60
614-49870-402	Repairs & Maint - Struct	610.00
614-49870-404	Repairs & Maint - M&E	3,885.78
614-49870-419	Vehicle Lease	537.16
614-49870-433	Dues & Subscriptions	2.10
614-49870-441	Transmission Fees	310.51
614-49870-442	Subscriber Fees	12,650.36
614-49870-443	Intergovernmental Fees	2,123.83
614-49870-445	Switch Fees	855.00
614-49870-460	Miscellaneous Taxes	379.00
615-49850-131	Employer Paid Insurance	3.60
615-49850-133	Employer Paid Insurance	48.00
615-49850-211	Cleaning Supplies	63.47
615-49850-217	Other Operating Supplie	538.44
615-49850-301	Auditing & Consulting Se	527.70
615-49850-321	Telephone	127.28
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	6,292.14
615-49850-382	Water Utility	147.27
615-49850-385	Sewer Utility	103.81
615-49850-402	Repairs & Maint - Struct	1,395.38
615-49850-480	Other Miscellaneous	1,023.22
617-38521	M/P Beer Sales	-60.00
617-49860-131	Employer Paid Insurance	3.60
617-49860-133	Employer Paid Insurance	32.00
617-49860-211	Cleaning Supplies	83.92
617-49860-217	Other Operating Supplie	229.92
617-49860-251	Liquor	79.45
617-49860-252	Beer	371.30
617-49860-301	Auditing & Consulting Se	527.70
617-49860-321	Telephone	59.68
617-49860-326	Data Processing	403.33
617-49860-333	Freight and Express	7.00
617-49860-340	Advertising & Promotion	111.90
617-49860-381	Electric Utility	933.25
617-49860-382	Water Utility	53.41
617-49860-385	Sewer Utility	128.35
617-49860-402	Repairs & Maint - Struct	285.00
617-49860-404	Repairs & Maint - M&E	236.07
617-49860-460	Miscellaneous Taxes	322.00
651-11501	Accounts Receivable - Ot	100.00
651-46520-480	Other Miscellaneous	527.74
700-21701	Federal Withholding	12,062.24
700-21702	State Withholding	6,200.50
700-21703	FICA Tax Withholding	15,002.04
700-21704	PERA Contributions	26,660.30
700-21705	Retirement	4,806.00
700-21706	Medical Insurance	91,477.24

Account Summary

Account Number	Account Name	Payment Amount
700-21707	Union Dues	1,755.82
700-21708	PD Union Dues	584.00
700-21711	Medicare Tax Withholdi	4,321.74
700-21712	Flex Account	1,294.06
700-21715	Individual Insurance-Afla	499.73
700-21716	Individual Insurance-Afla	526.79
700-21718	Individual Insurance-NC	16.00
700-21719	Individual Insurance-MB	705.45
700-21720	VEBA Contributions	2,093.79
700-21722	HSA Contribution	1,093.77
700-21723	HSA Employee Contribu	1,011.14
Grand Total:		792,954.32

Project Account Summary

Project Account Key	Payment Amount
None	792,954.32
Grand Total:	792,954.32

Account Summary

Account Number	Account Name	Payment Amount
700-21707	Union Dues	1,755.82
700-21708	PD Union Dues	584.00
700-21711	Medicare Tax Withholdi	4,321.74
700-21712	Flex Account	1,294.06
700-21715	Individual Insurance-Afla	499.73
700-21716	Individual Insurance-Afla	526.79
700-21718	Individual Insurance-NC	16.00
700-21719	Individual Insurance-MB	705.45
700-21720	VEBA Contributions	2,093.79
700-21722	HSA Contribution	1,093.77
700-21723	HSA Employee Contribu	1,011.14
Grand Total:		792,954.32

Project Account Summary

Project Account Key	Payment Amount
None	792,954.32
Grand Total:	792,954.32 ✓





CITY COUNCIL AGENDA REQUEST

Name of Requestor <u>Darci Jones</u>		Today's Date <u>4-22-25</u>
Name of Business, if applicable <u>Windom Area Chamber of Commerce</u>		Phone Number <u>507-831-2752</u>
Email Address <u>president.windomchamber@gmail.com</u>		
Street Address <u>303 9th St.</u>		
City <u>Windom</u>	State <u>MN</u>	Zip Code <u>56101</u>
Requested City Council Date <u>5-6-25</u>		Alternative Date <u>5-20-25</u>
Discussion Item <u>Riverfest Proposal</u>		
Handouts ☒ Yes ☐ No		Computer Hook Up Requested ☒ Yes ☐ No
<i>By signing this form, I understand that:</i> •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 <u>Darci Jones</u>		Date & Time Received
Received By		

Windom Riverfest: City Council Information Packet

Overview: Riverfest is Windom's annual summer celebration honoring local culture, community spirit, and civic pride. It is a multi-day festival filled with family-friendly entertainment, live music, food vendors, sporting events, and more. This packet outlines the purpose, needs, current roles, and financial commitments required to ensure the sustainability of Riverfest.

Key Points:

- Riverfest is not just a Chamber event — it is the City of Windom's celebration.
 - The Chamber has stepped in to preserve it but cannot continue to shoulder the financial or operational burden alone.
 - A sustainable solution requires collaborative leadership, infrastructure support, and designated funding.
-

Chamber of Commerce Role:

- Coordinates community events, sponsors, and vendors
- Promotes the festival through marketing and social media
- Organizes volunteer efforts and business engagement
- Not equipped to fund or manage full-scale city celebrations

City of Windom Role:

- Responsible for public infrastructure, safety services, permits, and parks
- Holds budgetary authority to support public events
- Should provide logistical and financial support to ensure success of citywide celebrations

CVB Support:

- Windom Convention & Visitors Bureau (CVB) has graciously assisted with Riverfest efforts
 - Riverfest directly supports CVB's mission to increase tourism
 - Local hotels, restaurants, and service businesses benefit significantly from the festival
-

Proposed Collaboration Model:

- Establish a Riverfest Planning Committee made up of City, Chamber, CVB, and community members
 - Implement a shared funding model:
 - City covers infrastructure, safety, and public service needs
 - Chamber manages sponsorships, marketing, and volunteer coordination
 - Include Riverfest as a recurring line item in the City's annual budget
 - Develop a multi-year strategic plan for sustainability
-

Supporting Financial Overview (2025):

Weekly Expenses:

- Hometown Sanitation: \$2,144 (partnership)
- Bob's Biffy: \$1,275 (3 units Tegels Park, 1 Island Park, 5 Courthouse Square — multiple pumpings)
- Chamber Staff Salaries: (planning hours, event week staffing)
- Riverfest Raffle Expenses:
 - Gambling Permit
 - Printing costs
- Advertising:
 - Radio Advertising: TBD
 - Newspaper Advertising: TBD

The logo for Riverfest features the word "RIVER" in blue, bold, sans-serif capital letters, and "FEST" in blue, bold, sans-serif capital letters. The letters are interspersed with green wavy lines that represent water. An orange semi-circle, representing a sun, is positioned above the second green wave, which is located between the "R" and "F".

RIVERFEST

Windom Area Chamber of Commerce

Windom Area Chamber of Commerce

MISSION:

To promote, support, and develop Windom's business community and enhance the quality of life for area residents through leadership, collaboration, and community engagement.



WINDOM CHAMBER

PROMOTE • UNITE • DEVELOP

A decorative graphic of the American flag, featuring stars and stripes, is positioned at the top left and top right corners of the page.

RIVERFEST

AMERICAN FLAG DAYS

TOWN OF 10,000 FLAGS

PURPOSE

Riverfest is a celebration of community pride, bringing together residents, local businesses, organizations, and visitors for a week of fun, cultural enrichment, and local economic stimulation.

HOW DOES THIS ALIGN:

- 1. Promotion of Local Business:**
Riverfest features local vendors, food trucks, entertainment, and small businesses- supporting the Chamber's mission to promote and develop Windom's business Community
- 2. Community Engagement:**
With activities for all ages and partnerships across organizations, Riverfest is a hands-on example of how the Chamber fosters community engagement.
- 3. Leadership & Collaboration:**
The festival is led by the Chamber, showcasing the strong collaboration and shared leadership that the Chamber values.
- 4. Quality of Life Enhancement:**
Events like Riverfest enhance the cultural vibrancy and recreational opportunities in Windom, aligning with the Chamber's goal to enrich residents' lives.

City of Windom



- 1. Community Engagement:**
Offering a variety of public services, recreational activities, and events to foster a vibrant community
- 2. Economic Development:**
Supporting local businesses and infrastructure projects to promote economic growth.
- 3. Public Safety:**
Maintaining dedicated police, fire, and emergency services to ensure the safety and well-being of residents
- 4. Infrastructure and Services:**
Providing essential utilities and maintaining public facilities to support daily life and community needs.

Alignment:



1. Community Engagement:

The city promotes a connected and active community by supporting public events and recreation.



Riverfest brings the community together through inclusive, family-friendly celebrations that enhance social bonds

2. Public Safety:

Through utilities, public safety, park maintenance and infrastructure, the city ensures safety, accessible environments.



Riverfest relies on city parks, streets, utilities, and public services to operate smoothly and safely for all attendees

3. Quality of Life Improvement

The city aims to make Windom a great place to live, work, and visit.



Riverfest elevates quality of life by offering entertainment, local pride, and economic stimulation for residents and businesses alike.

4. Support for Local Economy:

The city encourages local growth through development and partnership.



Riverfest boosts foot traffic and visibility for local businesses, helping generate revenue and new customer relationships

Key Points:



1. Riverfest not just a Chamber event



City Celebration

2. Chamber is trying to preserve Riverfest

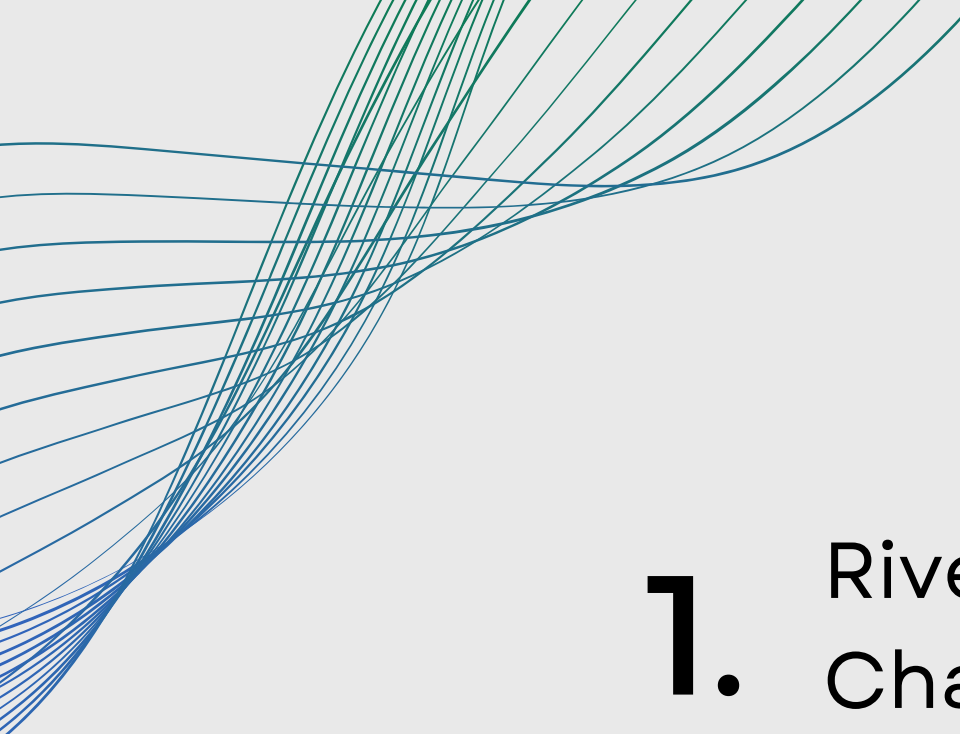


Financial or operational burden alone

3. Solution



Collaboration, leadership, infrastructure support, and designated funding



Windom Area Chamber of Commerce

Our Strengths:

- Promoting local businesses and Chamber members
- Organizing small-to medium-scale community events
- Coordinating volunteers
- Facilitating partnerships and sponsorships
- Managing outreach, marketing, and communications

Weakness (we don't have):

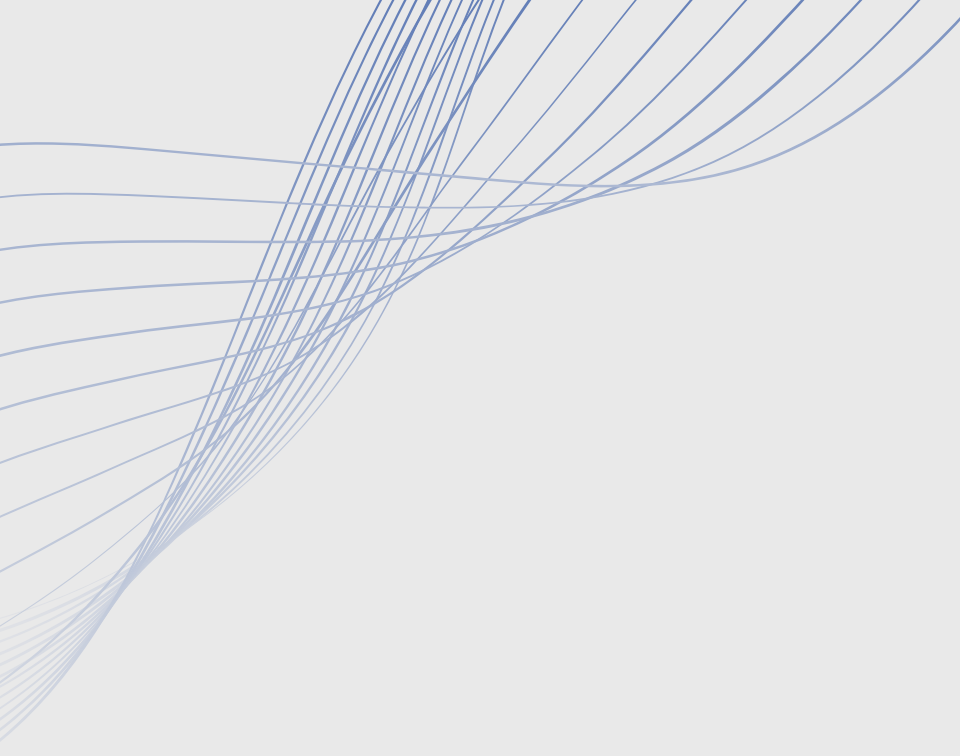
- Access to public funding
- Full-time staffing for multi-day festival operations
- The ability to cover infrastructure costs (security, public works, rentals, traffic management, safety services)
- Budget reserves to underwrite major festival expenses year after year

- **Not financially or operationally equipped to carry Riverfest alone.**
- **Nonprofit**
- **Limited team**
- **Can't be the primary funder, manager, or executor of a city-wide festival this size and shape.**



PROPOSAL

- Shared funding model
 - City providing core infrastructure and safety costs
 - Multi-year strategic plan to ensure Riverfest's long-term sustainability, funding needs, and growth opportunity.
- Chamber
 - Responsible for coordinating sponsorships for entertainment and community engagement
 - Marketing
 - Volunteer
- Committee:
 - City of Windom (Staff and/or council members)
 - Windom Area Chamber of Commerce & CVB
 - Local service organizations, clubs, and community volunteers



ROLES

Chamber:

- Coordinate community events, sponsors, and vendors
- Promotes through marketing and social media
- Business engagement

City of Windom:

- Public infrastructure, safety services, permits, setup, and parks (offer staff support and assistance for large scale needs, street closures, permits, maintenance)
- Budgetary authority to support public events (entertainment, activities)
- Provide logistic and financial support to ensure success of citywide celebration

CVB

- Assists with Riverfest efforts
- Tourism greatly increases
- Businesses benefit significantly



CONCLUSION

Riverfest unites Windom, boosts tourism and local business. The Chamber is proud to support - but can't do it alone. Together, we can secure its future and legacy.

THANK YOU





Darci Jones <president.windomchamber@gmail.com>

Riverfest Family Fun Day

1 message

Tim Snyder <Tim.Snyder@windommn.com>

Thu, Apr 17, 2025 at 2:18 PM

To: Darci Jones <president.windomchamber@gmail.com>

Cc: Steve Nasby <Steve.Nasby@windommn.com>

Darci-

The Board last night set the price at \$400.00 for the Riverfest Family Fun Day . That will include 4-hrs usage of exterior grounds and parking lot, dumpster fee, employee cost for staffing the building, and usage of interior facility. They based the charge on previous rental charge of \$100.00 per hour for a land auction company that rented just the parking lot. You will also need to provide us with a copy of insurance covering the Community Center for your event, and your event will be responsible for cleanup of any trash incurred during the event. We will provide 6 trashcans for your use for the event.

Thank you !

Tim Snyder

WCC Director



FFDay RFest.xlsx

22K

RENTAL CONTRACT WINDOM COMMUNITY CENTER

1750 Cottonwood Lake Drive

P.O. Box 38

Windom, MN 56101

Phone 507-831-6149 Fax 507-831-6164

*Please sign con

Balance of cont

by the Due Date

Function: Inflatables-Family Fun Day Day/Date: Sunday June 15th, 2025
Name/Organization: Kiwanis Club
Contact: Jamie Frank
Address: _____
City/State/Zip Code: _____
Phone # _____ Evening Phone # _____ Fax # _____
Room # Exterior/parking Lot Number Attending: _____ De

This agreement is made this 14th day of Apr-25 between the City of Windom, here in as owner of the Windom Community Center and the persons or entities whose names and signatures appear at the bottom of here in after referred to as Renters.

ROOMS NEEDED

Room 105 - Small Multi-Use Room	\$20/hr weekdays/\$30/hr weekends	.
Room 117 - Senior Center/Kitchen	\$45/hr 1-4 hrs	.
	\$200/hr - 5 hrs	.
	\$35/hr for each hr after 5 hrs	.
Room 120 - Senior Dining Room		.
Full Room	\$30/Hr. Weekdays \$40/Hr Weekends	.
	\$175 up to 5 hrs	.
	\$35/hr for each hr after 5 hrs	.
Half Room	\$25/Hr(1-4 hours)	.
	\$20/Hr for each hr after 5 hrs	.
Room 127/128 - Large Multi-Purpose Room	\$60/hr 1-8 hrs	.
	\$500 9-10 hrs	.
	\$50/hr for each hr after 10 hrs	.
Room 127 or 128	\$40/hr 1-8 hrs	.
1/2 Large Multi-Purpose Room	\$350 9-10 hrs	.
	\$35/hr for each hr after 10 hrs	.

Room 122- Kitchen	\$200.00 Deposit \$25.00/hr min 3hrs	
	Caterer Kitchen (Partial Kitchen Use) 1-4 hrs	\$50.00
	5-8 hrs	\$100.00

Outdoor Pavilion- \$100.00 w/Room Rental/\$150.00 Without

Exterior/Parking Lot

EQUIPMENT NEEDED

Wedding Decorations; Arch,Backdrops,Pillars.....
Portable Sound System.....
Portable Projector Screen.
Portable Projector Screen.
Portable Projector /Screen.
Dance Floor.
Stage
Bar Tables set of 5.....
45 Cup Coffee Pot - coffee, cups, napkins, cream & sugar included

R202539

Contract and return with your payment.

Contract amount must be paid in full

→ shown on page 2. **Thank you!**

Time: 10:00-2:00

Set-up Time: _____

Departure Time: _____

ter referred to as the City,

f this document,

TIME

TOTAL

350.00

\$25 per item

\$25/hr cap \$125

\$ 15.00 SM

\$ 50.00 LG

\$ 100.00

\$ 75.00

\$ 100.00

\$ 45.00

15.00

100 Cup Coffee Pot - coffee, cups, napkins, cream & sugar included
 Table & Chair Setup & Take Down - 1/2 Large Multi-Purpose Room
 Table & Chair Setup & Take Down - Large Multi-Purpose Room
 Under 500 people
 Over 500 people
 Dumpster Fee
 Up to 300 people
 301 - 600 people
 601 - 1000 people
 Bar Setup Fee
 Wedding/Quinceanera Package - Full Room
 Extra Set-Up Time Available(up to 7 hrs).....
 Wedding/Quinceanera Package - 1/2 Room
 Extra Set-Up Time Available(up to 7 hrs).....
 Business Package - Full Room
 Business Package - 1/2 Room
 Birthday Pkg
 Inflatables \$7! \$75.00 per Inflatable
 Minimum Wedding Room Charge
 Sub Total

Sales Tax-6.875 %.....

Total

Reservation Deposit Paid

Damage Deposit. Paid

Balance Due

COMMENTS Additional items requested by the renter will be billed to the contract. The contract holder is responsible for any damage of the Windom Community Center for their event.

The City of Windom, shall make available to the above Renter the City of Windom Community Center's facilities for use as set forth herein. The City shall not be responsible for providing food, supplies or supervision of the activities conducted by the holder. The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on the City property. The City shall not be responsible for interruptions of the described facilities for reasons beyond its control, and reserves the right to cancel this contract for reasons of convenience.

In the event of severe weather, declaration of emergency, natural disaster or similar event the Windom Community Center reserves the right to close the facility to protect the health, safety and well-fare of staff and or users of the facility.

Any events (public or private) that are scheduled for a date the Windom Community Center is closed, due to its weather closure. Any public or private events that have their event cancelled are entitled to re-schedule a date with the Windom Community Center OR have their deposit returned.

I(We) represent and agree that I(We) have read and understand the Rental Fees & Policies regarding the rental of the Windom Community Center. I(We) agree to the including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities.

I(We) the holder of this contract agree to save, defend and hold harmless the City for any damage to the facilities, equipment and/or person of any third party resulting from the use of the facility. The City shall not be liable for damage to the property participating in the activities resulting from the use of the facility, nor shall it be liable for the death or injury of any such person.

25.00	
\$ 75.00	
\$ 125.00	
\$ 150.00	
\$ 50.00	50.00
\$ 75.00	
\$ 100.00	
\$50/\$150/\$250	
\$ 1,500.00	
\$ 25.00 per hour	
\$ 1050.00	
\$ 25.00 per hour	
\$ 480.00	
\$ 320.00	
\$150.00	
\$75.00 per hour	
\$400.00	
.....	\$400.00

..	\$400.00
.....	
.....	
.....	\$400.00

ges incurred through the use

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serves the right to close

ure policy, shall be cancelled.

enter that is available

1 Community Center,

is.

or other City property

of any person

son occurring as result

of the use of the facilities.

I hereby certify that I am a duly authorized agent of said entity and authorized to sign on behalf of said entity.

Signature of Renter

Subject: Clear Roles, Funding Responsibilities, and a Collaborative Path Forward for Riverfest

Dear [City Administrator/Mayor/Council Members],

On behalf of the Windom Area Chamber of Commerce, I am writing to clearly and directly discuss the current and future planning of **Riverfest**, Windom's annual summer celebration. As we've stepped in to help keep this important tradition alive, it is essential to address **what Riverfest is, who should be involved, and how we can sustainably move forward — together.**

Riverfest is a City Celebration — Not Just a Chamber Event

Riverfest has long been the City of Windom's community celebration — a tradition that brings families, residents, local organizations, and visitors together to celebrate Windom's pride, culture, and shared history. It includes music, food, entertainment, parades, games, sporting events, performances, and community engagement for all ages. It is a **city-wide, public festival** that requires broad coordination and city support.

While the Chamber has **volunteered** to organize Riverfest this year to preserve it for the community, we want to be clear:

Riverfest is not just a Chamber event. It is a City of Windom celebration.

The Role of the Windom Area Chamber of Commerce

The Windom Area Chamber of Commerce is a **nonprofit organization** whose mission is to support and promote local businesses, enhance economic growth, and foster partnerships that contribute to a strong and vibrant community.

Our strengths include:

- Promoting local businesses and Chamber members
- Organizing small- to medium-scale community events
- Coordinating volunteers
- Facilitating partnerships and sponsorships
- Managing outreach, marketing, and communications

However, we do **not** have:

- Access to public funding
- Full-time staffing for multi-day festival operations
- The ability to cover infrastructure costs (such as security, public works, rentals, traffic management, and safety services)
- Budget reserves to underwrite major festival expenses year after year

The Chamber is not financially or operationally equipped to carry Riverfest alone. As a nonprofit with a limited team, we **cannot be the primary funder, manager, or executor** of a city-wide festival of this size and scope.

The Role of the City of Windom

The City of Windom's mission is to provide high-quality public services and leadership that improve the quality of life for all residents. With a focus on infrastructure, safety, stewardship, and the well-being of the community, the City plays a vital role in events like Riverfest — not just in name, but in **responsibility and investment**.

The City of Windom has:

- Access to public infrastructure and resources (e.g., law enforcement, fire, EMT, street and park maintenance, traffic coordination)
- The ability to manage city permitting and zoning for large events
- Public budgeting authority that can help fund critical needs (e.g., sound equipment, portable restrooms, waste management, staging, signage)
- A civic responsibility to support city-wide celebrations that benefit the public good

Clarifying Who Should Be Involved in Planning and Funding

To be transparent and direct: **Riverfest is too large for the Chamber to fund and run alone.** It is a public celebration that requires public resources and leadership.

Therefore, the following roles and responsibilities are proposed:

City of Windom:

- Provide financial support through a designated Riverfest budget line
- Assist with infrastructure, setup, and safety logistics
- Offer staff support or coordination assistance for large-scale needs (street closures, permits, maintenance)
- Participate in event decision-making through formal involvement on a planning committee

Windom Area Chamber of Commerce:

- Support planning and community engagement
- Coordinate vendors, sponsors, and volunteers
- Promote and market the event through Chamber channels
- Facilitate communications between the City and the business community

A Proposal for Sustainable Collaboration

We respectfully propose the formation of a **formal Riverfest Planning Committee**, composed of representatives from:

- The City of Windom (staff and/or council members)
- The Windom Area Chamber of Commerce
- Local service organizations, clubs, and community volunteers

This committee would:

- Meet regularly to plan and oversee Riverfest logistics
- Develop and track a shared event budget
- Seek and coordinate sponsorships and donations
- Assign responsibilities and timelines
- Report progress back to both the Chamber and City Council

Additionally, we recommend:

- Establishing a **shared funding model**, with the City providing core infrastructure and safety costs, and the Chamber coordinating sponsorships for entertainment and community engagement.
- Creating a **multi-year strategic plan** to ensure Riverfest's long-term sustainability, funding needs, and growth opportunities.

In Closing

Riverfest is a beloved tradition and a true reflection of Windom's community pride. We at the Chamber are proud to support it — but we cannot and should not be expected to carry it alone. The event's size, cost, and public nature make it clear: **this is a community event that requires community-wide support, leadership, and funding — especially from the City.**

We ask that the City formally recognize its role in Riverfest and partner with us to build a shared vision for the future of this celebration. We welcome the opportunity to meet, discuss next steps, and work collaboratively for the benefit of all who call Windom home.

Sincerely,

[Your Name]

Executive Director

Windom Area Chamber of Commerce

[Phone Number]

[Email Address]



Darci Jones <president.windomchamber@gmail.com>

Riverfest

Steve Nasby <Steve.Nasby@windommn.com>
To: Darci Jones <president.windomchamber@gmail.com>

Mon, Mar 24, 2025 at 4:06 PM

Darci –

The City Council budgeted the funds for the participation of the Community Center, Arena, Liquor Store and EDA. As such, I do not have a fund to go to make a donation\contribution. As such, any "ask" would have to go to the City Council. The City Council did receive an additional ask from the Chamber for the 2023 budget and that was voted down as they felt the City provides a lot of in-kind support to Riverfest (e.g. participation in parade by Ambulance and Fire, Street barricades, use of parks\streets\facilities) at no charge plus a lot of help from a number of City staff. A copy of the minutes is attached of the Council discussion.

The best time to approach the Council is during our budget process which starts in July and ends in December. Council workshops are generally in October, which is when they would consider a request.

Steve

[Quoted text hidden]

 **City Council Budget Workshop Minutes October 11 2022 Nasby.doc**

90K

Special Council Meeting – CIP Budget Workshop
Windom Community Center
November 15, 2022
5:30 p.m.

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, Marv Grunig, James Nelson, Jenny Quade and Lisa Farag

Council Absent: Jayesun Sherman

City Staff Present: Steve Nasby, City Administrator and Cheryl Ulferts, Finance Director

3. 2023 Budget Workshop Meeting #3:

Nasby said the Council will have a review the Capital Improvement Plan (CIP) requests for the Special Revenue Funds and General Fund budgets.

EDA – Nasby presented the EDA operational budget noting the largest change from last year was budgeting for a full-time position at mid-grade with family health benefits since the position is open at this time. There is a Special Projects expense in the “Other” categories which is used for when projects pop up that need some legal work, engineering or financing reviews. One capital project is on the list for 2025 which is a placeholder for infrastructure construction on the south 40 acres of the North Windom Industrial Park.

Nasby noted the sale of the Cemstone property from the EDA to DVK Diversified in September. Next steps are the preliminary and final plats. Once the plats are done some property will revert to the EDA for the apartment project and some property to the Water utility for well-head protection. He expects construction on the infrastructure to start in early 2023.

Community Center – Tim Snyder, Community Center Director, said that the Community Center’s goal has been to increase revenue and this is done through more bookings and events. The bookings for 2022 was strong, exceeding 2021, and events are looking good for 2023. This increase in use has dictated the need for additional staffing as the three full-time employees and on-call bartenders cannot keep up with the demands. He is proposing to add at least a part-time 20-30 hours/week staff person. Ideally, he would like full-time but understands the costs. The Council asked about on-call help, contracting out tear down\set-up and looking at all options.

Jones asked the staff to provide a five-year history of labor costs and revenue at the Community Center for review in the staffing request.

Motion by Nelson second by Sherman to refer the request for additional staffing to the Personnel Commission for a recommendation to the Council. Motion carried 5 – 0.

Capital items included putting in funds for mechanical systems and equipment replacements. The request is for \$26,000 to be put into these accounts so money is there to replace AC units, furnaces, ovens, refrigerators, etc. when they go bad. Snyder said he is currently getting quotes on a rooftop AC

Preliminary

HVAC unit. There are 4 large units (two have been replaced to date) and 5 small units. At this time the temperatures are being held stable, but loss of a unit or two could be problematic.

Airport – Nasby said the operational budget change is in the prices paid for fuel and the revenue generated from the sales. The capital projects for 2023 would include rehab of the AWOS tower and work on Airport Zoning and Crosswind runway study\design. The City gets a federal allocation of funds annually and with the new federal infrastructure law that amount would be over \$300,000 per year. There is still a local match required on federal projects of 10%, but often the State provides half and the City half. Should the crosswind runway come to fruition in a few years the cost will require a sizeable local match for land acquisition and construction.

Mayor\Council – Nasby said this budget is similar to 2022 and noted that this fund is where the hotel\motel tax flows. The hotel\motel tax is collected and then 95% is given to the Convention & Visitors Bureau with the 5% kept for administrative expenses. In the past the Council has occasionally used budget time to talk about the Council salaries. He said the current salary was set in 2006 (effective 2007) and the technology stipend of \$700 every odd-numbered year started in 2013. He had solicited input from a number of area communities on Mayor\Council salaries and shared that data with the Council. Council members put in significant amounts of time to serve and since it has been 15 years from the last salary adjustment a discussion is warranted.

Council reviewed the data from 15 other area communities and felt the fairest way would be to use the per capita average. To eliminate the gaps in considering Council salaries the suggestion was made to index a new amount to the adjustments provided annually to Supervisory employees. Also, as all the Council packets, Board\Commission packets, website resources and most communication is electronic the existing technology stipend should be retained. Consensus of the Council was to have staff draft an ordinance with these changes and have it for the October 18th Council meeting so if passed the new salary would begin in 2023.

City Office – Nasby said the budget changes were for scheduled labor adjustments and health insurance increases.

Elections – Nasby said there were no scheduled elections for 2023 so no funds were budgeted.

Civil Defense – Nasby said that there was a \$350 increase for supplies. Earlier in 2022 Dan Ortman, had resigned as Emergency Management Coordinator, and he is filling in. This position is a Mayor appointment and should be discussed for 2023.

Animal Control – Nasby noted no changes from 2022.

Sanitation – Nasby said this is the fund for City-wide Clean-up and is consistent with prior years. Hometown Sanitation is anticipated to be at the next Council meeting to continue the discussion on what to do for 2023 and beyond.

Donation Requests – Nasby said that the SW Minnesota Initiative Fund is requesting a donation of \$500 to support their efforts in Cottonwood County and the Windom Area Chamber is requesting \$5,000 to support their operations\events. He passed around the request letters. Nasby noted that Council has not previously donated to SWIF and the City currently donates \$1,000 to the Chamber.

Council discussion on the donations and City support. The Chamber is doing a number of events and promotions that are good for the community and the City provides a lot of in-kind time such as barricades for the parade and events, electrical crew assistance, kayak and snow shoe oversight\storage, etc. Council asked staff to request a copy of the Chamber budget and resources of

Preliminary

their revenues. Further discussion on whether a decision should be made now on the donations or await until more of the budget was settled.

Motion by Nelson second by Farag to increase the City's donation to the Windom Area Chamber of Commerce from \$1,000 to \$2,000 annually. Motion failed 2-3 (Sherman, Quade and Grunig).

ARPA Funds & General Fund Reserve – Nasby said that in the September property tax memo he had suggested using ARPA funds to purchase the dump truck\snow plows and absorb the balance of the fire engine purchase through the reserve. He noted that the original plan was to issue an equipment bond to cover the purchases, but with the delays to the ability to order dump truck\snow plows that financing plan was difficult. If the Council wished to use the remaining ARPA funds then the City would not be looking to issue any debt in 2022 or 2023.

ARPA funds were previously approved by the Council to purchase new radars and a drone for the Police Department, but all remaining funds would go to the dump truck\snow plows with a little left over to help cover the fire engine. Consensus of the Council was to approve the plan for using the ARPA funds and use the General Fund Reserve to cover any costs of the fire engine not already budgeted for or covered by any remaining ARPA funds.

Future Budget Item – Nasby said that Council previously discussed the possibility of doing a Special Census as the 2020 Census did not include the Lakeside Apartments and Guardian Inn conversion. Additionally, there are 60 apartments being constructed on the Spec Building site with 45 more planned for 2023/24 in the Cemstone area. Council asked staff to do some research into potential costs for a future discussion.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:18 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Monday Expenses:

- Entertainment: Lynn Stone King – \$500
- Community Cookout: (pop, water, etc.) TBD
- Picnic Table Rental: TBD
- Electrical Usage: TBD

Wednesday Expenses:

- Bingo Cards: TBD
- Gambling License: TBD
- Windom Country Club Rental: TBD
- Bingo Daubers: TBD

Thursday Expenses:

- Pedal Pull: \$810
- Matchbox Racing: TBD

Friday Expenses:

- Fireworks: \$8,000
- Evening Entertainment: TBD
- Shelter House: TBD

Saturday Expenses:

- Face Painting: \$2,000
- Additional Entertainment: TBD
- Band Entries: TBD
- Shelter House Use (Cribbage Tournament, Fishing Contest): Included

Sunday Expenses:

- Face Painting (2nd Day): \$2,000
- Bouncy Houses: \$945
- Petting Zoo: \$1,200 (includes \$200 deposit)
- Ski Show: \$6,000
- Community Center Rental (2025): \$400
- Shelter House: TBD

Summary Table of Key Financials (2025):

Category	Description	Estimated Cost
Sanitation Services	Hometown Sanitation	\$2,144
Restroom Facilities	Bob's Biffy (multiple units & pumpings)	\$1,275
Entertainment	Fireworks, music, shows	\$14,500+
Face Painting (2 days)	Children's entertainment	\$4,000
Petting Zoo	Sunday activity	\$1,200
Bouncy Houses	Sunday activity	\$945
Ski Show	Featured entertainment	\$6,000
Community Center Rental	Facility rental for Sunday	\$400
Advertising	Radio & Newspaper	TBD

City-Provided Resources & Operational Support:

Resource/Service	Description	Estimated Value/Cost
Staff Wages	8 hours @ \$85/hour	\$680
Bleacher Setup	2 hours of city labor	TBD
Picnic Table Setup	4 total hours over 2 days	TBD
Electricity Usage	Power supplied for events	TBD
Water Usage	Water access for cookouts, activities	TBD
Shelter House Rentals	Use of park shelter spaces	TBD

Chamber Staff Time (Internal Contribution):

Staff Role	Rate / Hours	Estimated Cost
Executive Director	Included in annual salary	Included
Youth Staff	\$12.00/hour × 71 hours	\$852.00
Office Staff	\$20.00/hour × 40 hours + \$30.00/hour × 31 hours	\$1,630.00

Appreciation for City Involvement: The Windom Area Chamber of Commerce and the Riverfest Planning Committee would like to express our sincere appreciation to the City of Windom for its support of Riverfest. We are especially grateful for the efforts and involvement of the Windom Fire Department, EMTs, and Police Department — not only for ensuring the safety and smooth operation of the festival, but also for their active participation in the parade and other public activities. Your presence and service are vital to the success and spirit of this celebration.

Conclusion: Riverfest is a valuable tradition that boosts Windom's economy, unites the community, and enhances tourism. With growing size and complexity, it is no longer sustainable under the Chamber's sole direction. A shared commitment from the City is essential. We look forward to building this collaborative model together.

RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

2025 NATIONAL HOSPITAL WEEK PROCLAMATION

WHEREAS, National Hospital Week is May 11-17, 2025, “We Are Healthcare” #WeAreHealthcare stands with the more than 5,000 other U.S. hospitals in providing quality patient care to all Americans #HospitalWeek; and

WHEREAS, individuals all across the country will be celebrating this event; and

WHEREAS, our hospital and health care workers represent care, community, and comfort; and

WHEREAS, the hard-working people who compose our hospitals deserve universal regard and appreciation for keeping our community healthy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that in recognition of this event, the City Council does hereby proclaim the week of May 11-17, 2025, as

NATIONAL HOSPITAL WEEK.

The Mayor and City Council encourage the community members to express their appreciation with a sincere “Thank You” to all the dedicated people who provide the skill, facilities and technologies that make trustworthy, reliable, quality patient health care possible in our community.

Adopted by the Council this 6th day of May, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2025

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

City of Windom 2025 EMS Week Proclamation

WHEREAS, emergency medical services are vital public services; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system has grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out-of-hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council in recognition of this event with the theme, *“We Care. For Everyone”*, does hereby proclaim the week of May 18-24, 2025, as

EMERGENCY MEDICAL SERVICES WEEK.

The Mayor and City Council encourage the community to observe this week with a sincere “Thank You” to all our dedicated Emergency Medical Services members.

Adopted by the Council this 6th day of May, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2025

INTRODUCED:

SECONDED:

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

CITY OF WINDOM PROCLAMATION RECOGNIZING LAW ENFORCEMENT OFFICERS

WHEREAS, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, there are more than 1,280,000 law enforcement officers serving in communities across the United States, including the full-time uniformed law enforcement officers serving in Windom, Minnesota; and

WHEREAS, members of law enforcement deserve the appreciation and respect of the people of Windom, Minnesota for the merit, dignity, bravery, and reliability they exhibit each and every day. We must also honor the sacrifices made by families of police officers, as each day they must face constant fear as their loved ones work to protect us; and

WHEREAS, the names of these dedicated public servants who made the ultimate sacrifice are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, Minnesota's fallen officers will never be forgotten, nor will their service to their respective communities. By choosing to commit themselves to law enforcement, these brave individuals answered the call for service and willingly put their lives in jeopardy. We commend them for recognizing service as a noble career, and protecting the public safety; and also recognize all of those who are serving without incident to date; and

WHEREAS, the City of Windom and all Minnesota citizens have turned to members of law enforcement for assistance and support in times of distress, whether they are coping with a personal crisis, or struggling through civil disorder or a natural disaster. Our communities rely on these courageous individuals when it is difficult to stand on our own, and we are indebted to the unwavering public service of our local and state police. We are indeed fortunate and grateful for the contributions of law enforcement officers to the people of this community and state.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council in recognition of this event publicly salutes the service of law enforcement officers in our community as well as those of our state and nation and honors officers who place their lives on the line for the safety and security of their communities.

The Mayor and City Council encourage the community to recognize all our dedicated law enforcement officers with a sincere "Thank You".

Adopted by the Council this 6th day of May, 2025.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

NOTICE OF PUBLIC HEARING

2025 Street Improvement Project

TO WHOM IT MAY CONCERN:

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

Windom Original Townsite Subdivision

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

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

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

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

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

within the corporate city limits, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements is the property abutting the improvements and part of the above-described boundaries. The estimated cost of the improvements may be up to a maximum amount of \$1,200,000. A reasonable estimate of the impact of the assessment will be available at the hearing on May 6, 2025.

Such persons as desire to be heard with reference to the proposed improvements will be heard at the May 6, 2025 meeting.

By Order of the Windom City Council:

Steve Nasby
City Administrator

Published April 23 & April 30, 2025

**Preliminary Assessment
Plat and Schedule**

2025 Alley Improvements



**The City of
Windom**

Windom, Minnesota

May 2025

DGR Project No. 373179



Preliminary Assessment Plat and Schedule

2025 Alley Improvements

Windom, Minnesota

May 2025



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By Dan L. Van Schepen 5-6-25
Dan L. Van Schepen, P.E. (date)

License Number: 45596

My license renewal date is June 30, 2026

Pages or sheets covered by this seal: All

DGR Project No. 373179

DGR Engineering

1302 South Union Street

Rock Rapids, IA

(712) 472-2531

dgr@dgr.com

Preliminary Assessment Plat and Schedule

2025 Alley Improvements

Windom, Minnesota

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

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

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

1. Assessment Number: See attached assessment plat.
2. Name of Owner and Courthouse Parcel Number: From County Auditor's Office.
- 3-4. Description: The legal description of the parcel in which all or a portion thereof is within the assessment limits.
5. Street Assessment: Cost to remove and replace curb and gutter, and Bituminous.
6. Total Assessment: That portion of the Total Cost of the alley improvements levied against the property.

**DGR Engineering
Rock Rapids, Iowa**

May 2025

**2025 Alley Improvements
Windom, Minnesota**

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

I. Alleys to be paved -

- A. 3rd Avenue and 11th Street Alley:
From the east line of 5th Avenue to the west line of 3rd Avenue. [between 11th & 10th Streets]
- B. 4th Avenue and 3rd Avenue Alley:
From the east line of 4th Avenue to the west line of 3rd Avenue. [between 9th & 8th Streets]

50% of the cost of the above described improvements will be assessed against the benefitted property based on the alley way frontage (abutting alley way width) and side (alley way side frontage).

II. Benefitted District

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

**2025 3rd Ave. and 11th St. Alley Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota**

March 28, 2025

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST		TOTAL ITEM COST
<u>Paving</u>					
1.	1 L.S.	Mobilization and Traffic Control	\$55,000.00 /L.S.	=	\$55,000.00
2.	2700 sq. yds	Pavement Milling/Removal	\$8.00 /sq. yd.	=	\$21,600.00
3.	1300 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$19,500.00
4.	2,700.0 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$10,800.00
5.	2,700.0 sq. yd.	Aggregate Base, 12"	\$18.00 /sq. yd.	=	\$48,600.00
6.	150 ln. ft.	Curb and Gutter	\$40.00 /ln. ft.	=	\$6,000.00
7.	50 sq. yd.	Valley Gutter	\$150.00 /sq. yd.	=	\$7,500.00
8.	680 ton	Bituminous Pavement, 4"	\$145.00 /ton	=	\$98,600.00
9.	100 sq. yd.	6" Concrete Driveway Pavement	\$100.00 /sq. yd.	=	\$10,000.00
10.	230 sq. yd.	6" Concrete Walk	\$150.00 /sq. yd.	=	\$34,500.00
11.	250 ln. ft.	Pavement Marking-4" Parking Stalls	\$1.50 /ln. ft.	=	\$375.00
12.	1 L.S.	Maintain & Restoration of Access	\$3,000.00 /L.S.	=	\$3,000.00
Construction Subtotal					\$315,475.00
Contingencies (10%)					\$31,525.00
Engineering and Testing					\$45,000.00
Estimated Subtotal					\$392,000.00
Estimated Assessable Subtotal					\$196,000.00

**2025 4th and 3rd Ave Alley Improvements
Preliminary Assessable Quantities & Cost Opinion
Windom, Minnesota**

March 28, 2025

ITEM NO.	NO. OF UNITS	ITEM DESCRIPTION	UNIT COST		TOTAL ITEM COST
<u>Paving</u>					
1.	1 L.S.	Mobilization and Traffic Control	\$35,000.00 /L.S.	=	\$35,000.00
2.	1650 sq. yds	Pavement Milling/Removal	\$8.00 /sq. yd.	=	\$13,200.00
3.	760 cu. yd.	Common excavation	\$15.00 /cu. yd.	=	\$11,400.00
4.	1650 sq. yd.	12" Subgrade preparation	\$4.00 /sq. yd.	=	\$6,600.00
5.	1650 sq. yd.	Aggregate Base, 12"	\$18.00 /sq. yd.	=	\$29,700.00
6.	160 ln. ft.	Curb and Gutter	\$50.00 /ln. ft.	=	\$8,000.00
7.	35 sq. yd.	Valley Gutter	\$150.00 /sq. yd.	=	\$5,250.00
8.	350 ton	Bituminous Pavement, 4"	\$145.00 /ton	=	\$50,750.00
9.	70 sq. yd.	6" Concrete Driveway Pavement	\$100.00 /sq. yd.	=	\$7,000.00
10.	100 sq. yd.	6" Concrete Walk	\$150.00 /sq. yd.	=	\$15,000.00
11.	20 sq. ft.	Detectable Warning	\$80.00 /sq. ft.	=	\$1,600.00
12.	1 L.S.	Maintain & Restoration of Access	\$10,000.00 /L.S.	=	\$10,000.00
Construction Subtotal					\$193,500.00
Contingencies (10%)					\$19,500.00
Engineering and Testing					\$28,000.00
Estimated Subtotal					\$241,000.00
Estimated Assessable Subtotal					\$120,500.00

PRELIMINARY ASSESSMENT SCHEDULE
2025 Alley Improvements
Windom, Minnesota

1	2	3	4	5	6	
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ableStreet Cost	As'ableParking Cost	Rnd'd Total Assessment
3rd Ave/11th St Alley						
10.	COTTONWOOD COUNTY DAC 25-820-1461	L3, L4 & L5	BLK 17 WINDOM ORIGINAL TOWNSITE	\$24,828.74	-	\$24,830.00
11.	EVANGELICAL FREE CHURCH WINDOM 25-820-1430	L1, L2 & L3	BLK 17 WINDOM ORIGINAL TOWNSITE	\$24,175.35	\$6,302.20	\$30,480.00
12.	COTTONWOOD COUNTY DAC 25-820-1470	L6 & L7	BLK 17 WINDOM ORIGINAL TOWNSITE	\$10,290.86	-	\$10,300.00
13.	EVANGELICAL FREE CHURCH WINDOM 25-820-1480	L8 & L9	BLK 17 WINDOM ORIGINAL TOWNSITE	\$10,290.86	-	\$10,300.00
14.	EVANGELICAL FREE CHURCH WINDOM 25-820-1490	L10, L11, L12 & L13	BLK 17 WINDOM ORIGINAL TOWNSITE	\$20,581.72	-	\$20,590.00
15.	HALL-MARCY/TYANN 25-820-1510	L14 & L15	BLK 17 WINDOM ORIGINAL TOWNSITE	\$7,840.65	-	\$7,850.00
16.	RICK/DENNIS L & JULIE A 25-820-1040	L4 & L5	BLK 14 WINDOM ORIGINAL TOWNSITE	\$20,255.02	-	\$20,260.00
17.	CITY OF WINDOM 25-820-1000	L3	BLK 14 WINDOM ORIGINAL TOWNSITE	\$9,474.12	-	\$9,480.00
18.	HARRIS/WILLIAM I 25-820-0990	L1 & L2	BLK 14 WINDOM ORIGINAL TOWNSITE	\$2,286.86	\$5,029.40	\$7,320.00
19.	MINNESOTA INVESTMENT PROP LLC 25-820-0980	L1 & L2	BLK 14 WINDOM ORIGINAL TOWNSITE	\$16,988.08	\$12,246.00	\$29,240.00
20.	JOSE AGUSTIN-LOPEZ 25-820-1070	L6	BLK 14 WINDOM ORIGINAL TOWNSITE	\$3,920.33	-	\$3,930.00
21.	FLYING PIGS HOLDINGS LLC 25-820-1080	L7	BLK 14 WINDOM ORIGINAL TOWNSITE	\$5,145.43	-	\$5,150.00

PRELIMINARY ASSESSMENT SCHEDULE
2025 Alley Improvements
Windom, Minnesota

1		2	3	4	5	6	
Assm't. No.		Name of Owner	Parcel	Block/ Addition	As'ableStreet Cost	As'ableParking Cost	Rnd'd Total Assessment
22.	FLYING PIGS HOLDINGS LLC 25-820-1090	L8	BLK 14 WINDOM ORIGINAL TOWNSITE	\$3,511.96	-	\$3,520.00	
23.	MAR SOE 25-820-1100	L8 & L9	BLK 14 WINDOM ORIGINAL TOWNSITE	\$5,553.80	-	\$5,560.00	
24.	JCHB, LLC 25-820-1111	L10	BLK 14 WINDOM ORIGINAL TOWNSITE	\$4,100.01	-	\$4,110.00	
25.	LACANNE FUNERAL HOMES LLC 25-820-1110	L10 & L11	BLK 14 WINDOM ORIGINAL TOWNSITE	\$4,345.03	-	\$4,350.00	
26.	LACANNE FUNERAL HOMES LLC 25-820-1112	L11 & L12	BLK 14 WINDOM ORIGINAL TOWNSITE	\$4,900.41	-	\$4,910.00	
27.	LACANNE FUNERAL HOMES LLC 25-820-1120	L12 & L13	BLK 14 WINDOM ORIGINAL TOWNSITE	\$7,219.93	-	\$7,220.00	
28.	FREDLIN/TERRY L & KAREN 25-820-1130	L14	BLK 14 WINDOM ORIGINAL TOWNSITE	\$6,370.53	-	\$6,380.00	
29.	HILDALGO PARRA/EMMANUEL/& IRAIS LARA VICENTE 25-820-1160	L15	BLK 14 WINDOM ORIGINAL TOWNSITE	\$3,920.33	-	\$3,930.00	
Block Total				\$196,000.00		\$219,710.00	

PRELIMINARY ASSESSMENT SCHEDULE
2025 Alley Improvements
Windom, Minnesota

1	2	3	4	5	6	
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ableStreet Cost	As'ableParking Cost	Rnd'd Total Assessment
4th/3rd Ave Alley						
50.	IRYNA JOHNSON 25-820-0890	L6 & L7	BLK 12 WINDOM ORIGINAL TOWNSITE	\$21,188.28		\$21,190.00
51.	MINN-KOTA PROPERTIES INC 25-820-0900	L8, L9, L10 & L11	BLK 12 WINDOM ORIGINAL TOWNSITE	\$28,933.99		\$28,940.00
52.	WILLIAM A & VANESSA TJENTLAND 25-820-0930	L11	BLK 12 WINDOM ORIGINAL TOWNSITE	\$5,247.10		\$5,250.00
53.	RICHARD L HOFFMAN 25-820-0940	L12 & L13	BLK 12 WINDOM ORIGINAL TOWNSITE	\$7,912.29		\$7,920.00
54.	THOMAS WHITE 25-820-0950	L13, L14 & L15	BLK 12 WINDOM ORIGINAL TOWNSITE	\$10,577.48		\$10,580.00
55.	RUIZ/LUIZ A ETAL 25-820-0870	L4 & L5	BLK 12 WINDOM ORIGINAL TOWNSITE	\$17,656.90		\$17,660.00
56.	WILLIAM A & VANESSA TJENTLAND 25-820-0851	L3	BLK 12 WINDOM ORIGINAL TOWNSITE	\$11,660.22		\$11,670.00
57.	EMILY & MATTHEW MASTERS 25-820-0840	L1 & L2	BLK 12 WINDOM ORIGINAL TOWNSITE	\$17,323.75		\$17,330.00
Block Total				\$120,500.00		\$120,540.00

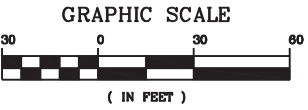
PRELIMINARY ASSESSMENT SCHEDULE
2025 Alley Improvements
Windom, Minnesota

1	2	3	4	5		6
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ableStreet Cost	As'ableParking Cost	Rnd'd Total Assessment
Summary Sheet						
	3rd Ave/11th St Alley			\$196,000.00		\$219,710.00
	4th/3rd Ave Alley			\$120,500.00		\$120,540.00
Total				\$316,500.00		\$340,250.00

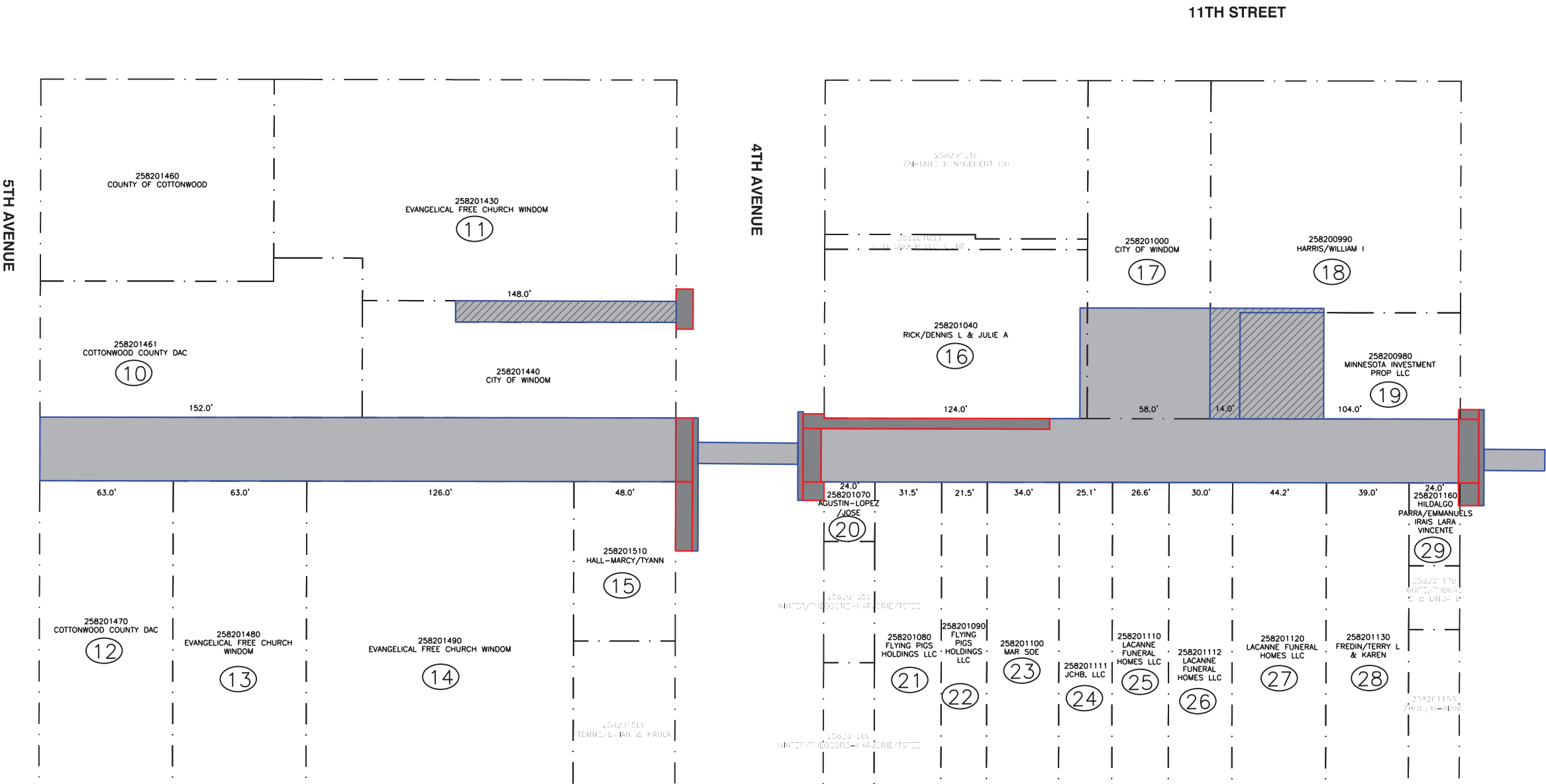
PRELIMINARY ASSESSMENT PLAT

2025 ALLEY IMPROVEMENTS

WINDOM, MINNESOTA



LEGEND		
EXISTING	PROPOSED	
		LOT LINE
		EDGE OF PAVEMENT
		EDGE OF SIDEWALK
2		BLOCK NO.
		ASSESSMENT NO.
		PROPOSED PAVING
		PROPOSED PARKING LOT
		PROPOSED SIDEWALK/DRIVEWAY



- IMPROVEMENTS ASSESSED:
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" AGGREGATE BASE
 - 4" BITUMINOUS ALLEY AND PARKING RECONSTRUCTION
 - SIDEWALK
 - DRIVEWAYS
 - DETECTABLE WARNING
 - PCC CURB AND GUTTER
 - MOBILIZATION
 - TRAFFIC CONTROL

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

Daniel L. Van Schepen

Daniel L. Van Schepen, P.E.

DATE: 5-6-2025 REG. NO. 45596



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

2025 ALLEY IMPROVEMENTS
WINDOM, MN

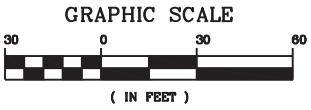
3RD AVE & 11TH ST ALLEY IMPROVEMENTS
PRELIMINARY ASSESSMENT PLAT

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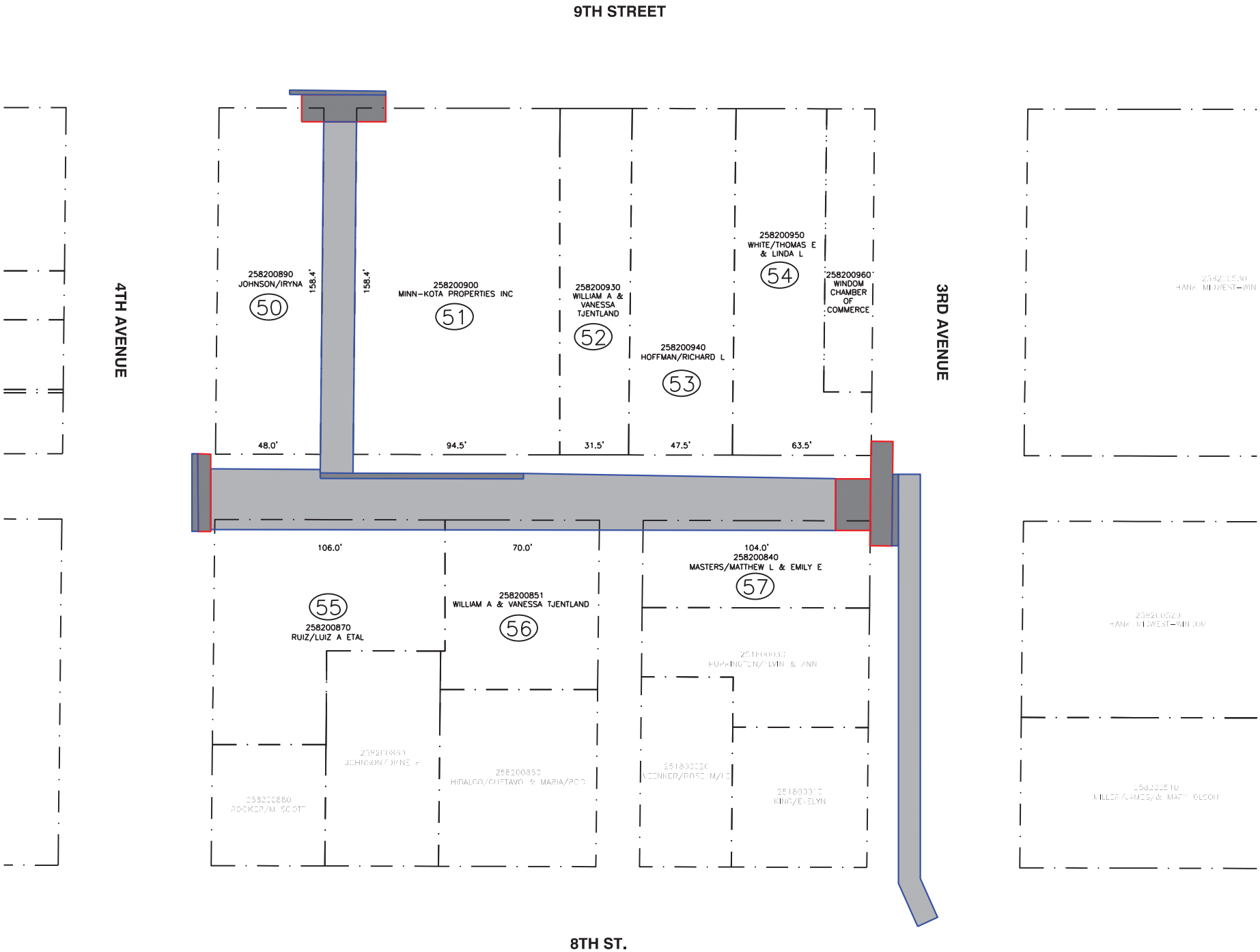
PRELIMINARY ASSESSMENT PLAT

2025 ALLEY IMPROVEMENTS

WINDOM, MINNESOTA



LEGEND		
EXISTING	PROPOSED	
		LOT LINE
		EDGE OF PAVEMENT
		EDGE OF SIDEWALK
2		BLOCK NO.
		ASSESSMENT NO.
		PROPOSED PAVING
		PROPOSED SIDEWALK/DRIVEWAY



- IMPROVEMENTS ASSESSED:
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" AGGREGATE BASE
 - 4" BITUMINOUS ALLEY AND PARKING RECONSTRUCTION
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Daniel L. Van Schepén

Daniel L. Van Schepén, P.E.

DATE: 5-6-2025 REG. NO. 45596



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

2025 ALLEY IMPROVEMENTS
WINDOM, MN

4TH AND 3RD AVE ALLEY IMPROVEMENTS
PRELIMINARY ASSESSMENT PLAT

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RESOLUTION #2025-

INTRODUCED:

SECONDED:

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

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE “2025 STREET IMPROVEMENT PROJECT” (Super majority of 4/5 is necessary to pass resolution)

WHEREAS, a resolution of the City Council adopted the 15th day of April, 2025, fixed a date for a public hearing on the proposed street improvements to city streets within the corporate city limits; and

WHEREAS, ten days’ mailed notice and two weeks’ published notice of the hearing was given, and the hearing was held thereon on the 6th day of May, 2025, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

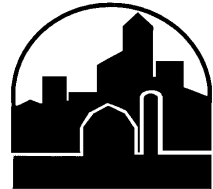
1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 15th day of April, 2025.
3. DGR Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

Adopted by the Council this 6th day of May, 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: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: **April 25, 2025**
RE: Street Closure on 4th Ave
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 4th Ave around the square, from 5pm to 7:30 pm on June 9th for Riverfest. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

The Chamber will have a Cook out, Ice cream truck and Entertainment on 4th Ave side of the square. This will be the time they paint the American flag on the road with washable paint in front of the movie Theater. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: **April 25, 2025**
RE: Street Closure on 4th Ave & 9th Street
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 4th Ave & 9th Street around the square, from 5pm to 8:30 pm on June 12th for Riverfest. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

The Chamber will have food trucks on 9th St. 4th Ave will have the pedal pull and match box races. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: **April 25, 2025**
RE: Street Closure on 3rd Ave, 4th Ave, 9th Street & Parade route
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close 3rd Ave 4th Ave & 9th Street around the square, from 7am to the end of the parade. The parade route starting at 6pm on June 14th for Riverfest. See map of parade route. The Street Superintendent and Police Chief both approve of the street closure.

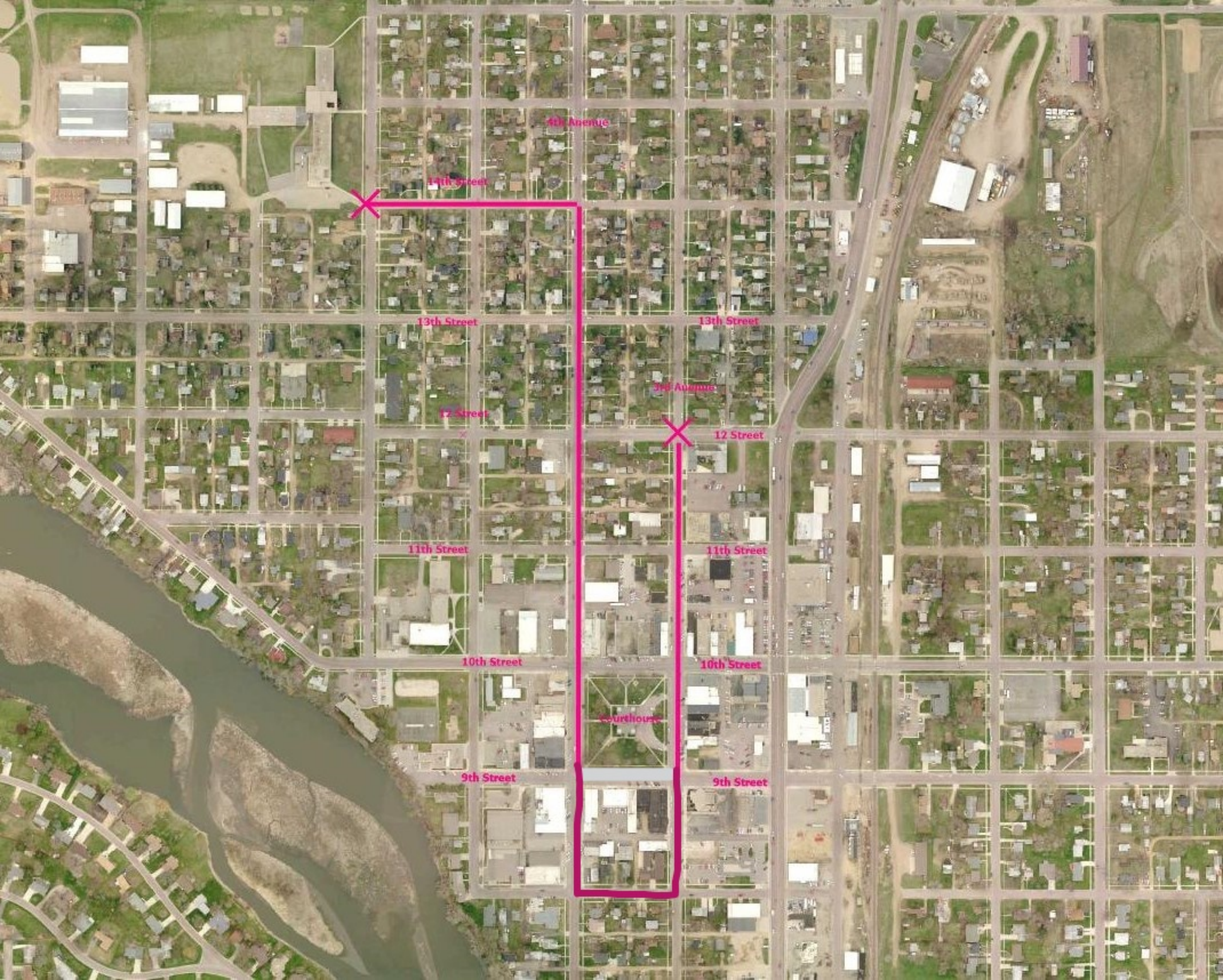
Issue Summary/Background:

The Chamber will have food trucks on 9th St. 3rd Ave Turtle races, face painting & the fire department. 4th Ave musical entertainment. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments



ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: **April 25, 2025**
RE: Street Closure on Cottonwood Lake Dr
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The Windom Chamber has requested that the city close Cottonwood Lake Dr between 16th St and 24th St, from 7am to 4 pm on June 15th for Riverfest. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

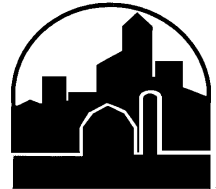
The Chamber will have food trucks Bouncy Houses, Petting Zoo and Face Painters by the Community center. Tegals Park has the Karz's show and food trucks. The Street Department will bring barricades up for them and pick them up.

Fiscal Impact:

None.

Attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Jason Sykora, Electric Utility Manager
DATE: May 1, 2025
RE: Purchase- AMI Metering
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Utility Commission and Staff recommends that the City Council take the following action:

1. Accept the bid from Tantalus to do an entire AMI deployment (option 2) at a cost of \$767,172.24.

Issue Summary/Background

In 2014 an AMR metering system was installed for both electric and water. This system requires an employee to drive around in a vehicle equipped with a laptop that picks up the meter reads that are broadcast over a radiofrequency. This type of system only allows information to flow one way.

The proposed system would only require the replacement of the electric meters, but would benefit both the electric and water departments. The electric meters will collect the information from the water meters and send the water and electric readings back to billing (two-way information flow). This allows the water meters to remain and receive the benefits of AMI metering.

AMI metering will allow remote disconnections, real-time power monitoring, outage notifications, and meter tampering alarms. The system provides growth in the future with prepay options, load control features, allows time-of-use billing, and a customer portal that would allow customers to view their usage nearly instantaneously.

Fiscal Impact

The Electric Department capital outlay for AMI metering in 2025 was budgeted at \$650,000.00. The money for the AMI metering system will come from the Electric Reserve.

Attachments

1. Option 2 Full deployment

OPTION 2				
WINDOM MUNICIPAL UTILITIES				
FULL DEPLOYMENT - DISCONNECT RESIDENTIAL METERS				
TRUConnect™ AMI Equipment and Services				
TRUConnect WAN/LAN Equipment	Quantity	Unit Price	Ext. Price	
RT-4220 TRUSense Fiber Gateway	20	\$ 622.00	\$	12,440.00
DT-116 Centron Reset Key	1	\$ 39.68	\$	39.68
DT-410-BUN Programming Kit	1	\$ 2,600.00	\$	2,600.00
TRUConnect Infrastructure Subtotal				\$ 15,079.68
TRUConnect Edge - Modules ¹	Quantity	Unit Price	Ext. Price	
TC-1216 Tantalus Single Phase Module - Itron	271	\$ 85.00	\$	23,035.00
TC-1220RD Tantalus Single Phase Remote Disconnect Module - Itron	2100	\$ 91.00	\$	191,100.00
PP-1320 Tantalus Poly Phase Module - Itron CP3	249	\$ 242.00	\$	60,258.00
Endpoint Subtotal				\$ 274,393.00
TRUConnect Server & Software	Quantity	Unit Price	Ext. Price	
SV-4001 TRUConnect AMI Hosting - Year 1 Only	1	\$ 4,800.00	\$	4,800.00
TCC-2001 TRUConnect Insight Head End Software	1	\$ 42,550.00	\$	42,550.00
NSE-201 TRUConnect Software License - per Endpoint	2,620	\$ 3.75	\$	9,825.00
PPA-100 Polyphase Software - per Endpoint (100 endpoint license)	3	\$ 1,300.00	\$	3,900.00
NSE-420 TRUScan - Itron Water ERT Reading - One Time	2,300	\$ 2.00	\$	4,600.00
TAL-601-1 TRUConnect Application License - Consumption Alarms	1	\$ 3,750.00	\$	3,750.00
Server and Software Total				\$ 69,425.00
TRUConnect System Services	Quantity	Unit Price	Ext. Price	
SV-1000 Deployment Services				
-Project engineering, training, project mgt, system design, deployment prep	1	\$ 67,070.00	\$	67,070.00
-Database configuration, set up, and commissioning.				
-Billing integration.				
-Travel and Travel Expenses included.				
TRUConnect System Services Subtotal				\$ 67,070.00
TRUConnect Equipment and Services - Grand Total				\$ 425,967.68
Electric Meters				
Itron Electric Meters ²	Quantity	Unit Price	Ext. Price	
*To be ordered separately by Customer through Border States				
Itron C2SXD 1S CL200 240V w/ Disconnect w/ Tantalus Installed	50	\$ 174.04	\$	8,702.00
Itron C2SXD 2S CL200 240V w/ Disconnect w/ Tantalus Installed	1950	\$ 105.73	\$	206,173.50
Itron C2SXD 12S CL200 240V w/ Disconnect w/ Tantalus Installed	100	\$ 191.25	\$	19,125.00
Itron C1SX 2S CL320 240V w/ Tantalus Installed	251	\$ 120.86	\$	30,335.86
Itron C1SX 3S w/ Tantalus Installed	5	\$ 120.86	\$	604.30
Itron C1SX 4S w/ Tantalus Installed	15	\$ 120.86	\$	1,812.90
Itron Centron Poly 3 - 16S w/ Tantalus Installed	148	\$ 299.00	\$	44,252.00
Itron Centron Poly 3 - 8/9S w/ Tantalus Installed	101	\$ 299.00	\$	30,199.00
Itron Electric Meter - Grand Total ²				\$341,204.56
TRUConnect Equipment and Services + Itron Meters - Grand Total				\$ 767,172.24
TRUConnect System Annual Fees - Starting Year 2 of Deployment	Quantity	Unit Price	Ext. Price	
TRUConnect Annual AMI Hosting	1	\$ 4,800.00	\$	4,800.00
TRUConnect Annual Maintenance	1	\$ 10,908.65	\$	10,908.65
SL-2001 TRUConnect Technical Support - Standard	1	\$ 6,250.00	\$	6,250.00
GRAND TOTAL - TRUConnect System Annual Fees - Year 2 and Beyond				\$ 21,958.65

Pricing Notes & Assumptions:

¹ **5% Discount on TRUConnect™ Edge modules if Purchase Order is received by Tantalus on or before 5/31/2025.**

² Meters are Third-Party Products. Tantalus does not guarantee pricing of Third-Party Products, which are quoted pursuant to and subject to the respective third-party meter manufacturer's terms and conditions (including warranty). Notwithstanding anything to the contrary and unless otherwise expressly and mutually agreed to in writing (including applicable pass-through terms and conditions) between the Customer, Tantalus and the third-party manufacturer, the third-party terms and conditions shall govern and control over all purchases involving Third-Party Products (as defined in the NSA). Any associated price validity terms set forth herein have been provided by the third-party manufacturer, in its sole discretion.

- The pricing provided is limited to the equipment, software and services as proposed in this offer. Changes to quantities, deal structure or third-party partners that are part of this proposal may change the prices contained in this offer. If any pricing component is split, Tantalus reserves the right to reprice. Additional or incremental functionalities are subject to additional fees.

- Prices quoted for Tantalus' Network Equipment and Services may contain allowances, discounts and/or promotional pricing which are available for a period of 90 days from the date of bid opening. Price does not include shipping. All products are shipped FOB Shipping Point.

- Final performance criteria are contingent upon installation of equipment and deployment per the final AMI network design and in accordance with Tantalus' specifications. Regardless of the party performing the installation, it is the responsibility of the Utility to provide utility specific information that may have an impact on the final design and/or performance criteria (i.e. location, conditions of water pits and type of pit lids, etc.) prior to contractual commitment to ensure that all equipment is installed in a manner that mitigates communication issues. Tantalus' network is designed to provide full connectivity and is based on Customer supplied site location data. To allow for variances in data accuracy or completeness Tantalus is willing to quote a Network Design Reserve as part of the contracting phase, upon request.

- The standard warranty terms and conditions set forth in Tantalus' Network System & Services Agreement (NSA) apply unless otherwise expressly agreed to by Tantalus in the final contract.

- Final commitments shall be exclusive of failures resulting from the acts, omissions or performance of systems, services or networks provided by third parties or not otherwise within the control of Tantalus; and contingent upon the Customer's taking commercially reasonable actions in connection with maintaining the system, including, without limitation, entering into and complying with the terms of End User License Agreement and Technical Support contained in Tantalus' NSA.

- A minimum lead time of [TBD] days is required on all Purchase Orders.

- Notwithstanding anything to the contrary in the Customer's RFP or Tantalus' response thereto, Tantalus' Response, including the pricing provided, is based upon its Network System & Services Agreement (as attached) and the absence of a specific response or annotation by Tantalus to any of the specifications, the Customer's requirements or terms and conditions in the RFP does not otherwise limit Tantalus' ability and right to negotiate such details during contract negotiations.

- Integration to existing vendor supported interfaces are included in the Initial Deployment Services – Custom services, including custom integration(s) with third-party applications that are not existing vendor supported interfaces, are subject to additional fees and agreement between Tantalus, Customer and any applicable third party.

- Annual System Support is available in both Premium and Standard levels. Premium level support is subject to an additional cost at the time of such election.

- Meters are Third-Party Products. Tantalus does not guarantee pricing of Third-Party Products, which are quoted pursuant to and subject to the respective third-party meter manufacturer's terms and conditions (including warranty). Notwithstanding anything to the contrary and unless otherwise expressly and mutually agreed to in writing (including applicable pass-through terms and conditions) between the Customer, Tantalus and the third-party manufacturer, the third-party terms and conditions shall govern and control over all purchases involving Third-Party Products (as defined in the NSA). Any associated price validity terms set forth herein have been provided by the third-party manufacturer, in its sole discretion.

- If applicable, optional Network Equipment and services may be subject to additional terms and conditions, including without limitation those related to use of the software.

- If applicable, a markup has been applied to meters and installation services. Customer would realize cost savings by contracting directly with third party providers for installation and meter purchases.

- If applicable, water meters encoder registers, connectors, RF endpoint and thru the lid antenna pricing is estimated and not included in the total cost.

BILLING SERVICES AGREEMENT

THIS BILLING SERVICES AGREEMENT (hereinafter "Agreement"), is entered into this _____ day of _____ 2025, between EMS MANAGEMENT & CONSULTANTS, INC. (hereinafter "EMS|MC") and the CITY OF WINDOM, (hereinafter "Client").

WITNESSETH:

WHEREAS, EMS|MC is an ambulance billing service company with experience in providing medical billing and collection services to medical transport providers, including fire and rescue and emergency medical service (EMS) providers; and

WHEREAS, Client is normally engaged in the business of providing emergency medical services, and billable medical transportation services; and

WHEREAS, Client wishes to retain EMS|MC to provide medical billing, collection and related services as set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual agreements described below and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. ENGAGEMENT.

a. During the term of this Agreement, EMS|MC shall provide routine billing, bill processing and fee collection services reasonably required and customary for service providers of similar size and situation to Client (the "Revenue Cycle Management Services" or "RCM Services"). The RCM Services shall include: (1) preparing and submitting initial and secondary claims and bills for Client to insurers and others responsible for payment; (2) performing reasonable and diligent routine collection efforts to secure payments from primary and secondary payers and patients or other entities, (as EMS|MC, in its sole discretion deems appropriate); (3) issuing up to three patient statements for all unpaid balances; and (4) referring accounts which have not been collected during EMS|MC normal billing cycle to an outside collection agency if so directed by Client.

b. Collectively, the RCM Services that EMS|MC provides to Client shall be referred to as the "Services".

2. EMS|MC Responsibilities.

a. EMS|MC will provide the RCM Services in material compliance with all applicable state and federal laws and regulations.

b. EMS|MC will submit all “Completed Claims” to the applicable third-party payer. A “Completed Claim” is a claim for emergency medical services and billable medical transportation services that (i) is received by EMS|MC and supported by an ePCR record that contains all necessary and accurate information; (ii) has been reviewed and any identified issues sent to Client for remediation have been rectified; (iii) is for a patient encounter that has been electronically signed off by Client in the ePCR; (iv) has been reviewed by Client and deemed ready for billing; and (v) is not subject to a billing hold. EMS|MC will not have any responsibility for any adverse impact to Client that may result from any delay of Client in completing claims.

c. Accounts with outstanding balances after the insurance and/or third-party payer has determined benefits due will be billed by EMS|MC to the patient. EMS|MC will send up to three patient statements to the patient or responsible party, except as to those accounts on which an insurance carrier or third-party payer has accepted responsibility to pay. Once Client has submitted all necessary information, EMS|MC will bill all uninsured patients directly.

d. Within ten (10) business days of the last business day of the month, EMS|MC will provide to Client a month end report, which shall include an account analysis report, aging report and accounts receivables reconciliation report for the previous month. Deposit reports will be provided daily.

e. During the term of this Agreement, EMS|MC shall maintain, provide appropriate storage and data back-up for all billing records pertaining to the RCM Services provided by EMS|MC hereunder. Upon at least five (5) business days’ prior written notice, EMS|MC shall make such records accessible to Client during EMS|MC business hours. Upon termination of this Agreement, trip data pertaining to the RCM Services shall be returned to Client. Notwithstanding anything to the contrary herein, Client acknowledges and agrees that EMS|MC is not a custodian of clinical records nor a clinical records repository. Client is responsible for maintaining all clinical records in accordance with Section 3(d).

f. EMS|MC shall notify Client of (i) all patient complaints about clinical services within five (5) business days of receipt; (ii) all patient complaints about billing within ten (10) business days of receipt; and (iii) all notices of audit, requests for medical records or other contacts or inquiries out of the normal course of business from representatives of Medicare, Medicaid or private payers with which Client contracts or any law enforcement

or government agency ("Payer Inquiries") within ten (10) business days of receipt, unless such agency prohibits EMS|MC from disclosing its inquiry to Client.

g. EMS|MC will reasonably assist Client in responding to Payer Inquiries which occur in the normal course of Client's business and arise from EMS|MC's provision of the Services. If EMS|MC, in its sole discretion, determines that (i) Client is excessively utilizing EMS|MC's assistance in responding to Payer Inquiries, (ii) a Payer Inquiry is outside the normal course of Client's business; or (iii) a Payer Inquiry does not arise from the Services provided by EMS|MC, EMS|MC may charge Client, and Client shall pay, for any assistance provided by EMS|MC at EMS|MC's then current hourly rates.

h. EMS|MC is appointed as the agent of Client under this Agreement solely for the express purposes of this Agreement relating to billing and receiving payments and mail, receiving and storing documents, and communicating with hospitals and other entities to facilitate its duties. EMS|MC will have no authority to pledge credit, contract, or otherwise act on behalf of Client except as expressly set forth herein.

i. As to all payments received from Medicare, Medicaid and other government funded programs, the parties specifically acknowledge that EMS|MC will only prepare claims for Client and will not negotiate checks payable or divert electronic fund transfers to Client from Medicare, Medicaid or any other government funded program. All Medicare, Medicaid and any other government funded program payments, including all electronic fund transfers, will be deposited directly into a bank account designated by Client to receive such payments and as to such account only Client, through its officers and directors, shall have access.

j. The Services provided by EMS|MC to Client under this Agreement are conditioned on Client's fulfillment of the responsibilities set forth in this Agreement.

k. EMS|MC shall have no responsibility to provide any of the following services:

- i. Determining the accuracy or truthfulness of documentation and information provided by Client;
- ii. Providing services outside the EMS|MC billing system;
- iii. Submitting any claim that EMS|MC believes to be inaccurate or fraudulent; or
- iv. Providing any service not expressly required of EMS|MC by this Agreement.

I. For Client's service dates that occurred prior to the mutually agreed go live date for the Services, Client agrees and understands that EMS|MC is not responsible for any services including, but not limited to, submitting claims or managing any denials, refunds or patient calls. As between Client and EMS|MC, Client is fully responsible for the proper billing and accounting of any remaining balances related to service dates that occurred prior to such go live date.

3. RESPONSIBILITIES OF CLIENT. The following responsibilities of Client are a condition of EMS|MC's services under this Agreement, and EMS|MC shall have no obligation to provide the Services to the extent that Client has not fulfilled these responsibilities:

- a. Client will pay all amounts owed to EMS|MC under this Agreement.
- b. Client will implement standard commercially reasonable actions and processes as may be requested by EMS|MC from time-to-time to allow EMS|MC to properly and efficiently provide the RCM Services. These actions and processes include, but are not limited to, the following:
 - i. Providing EMS|MC with complete and accurate demographic and charge information necessary for the processing of professional and/or technical component billing to third parties and/or patients including, without limitation, the following: patient identification (name, address, phone number, birth date, gender); guarantor identification and address; insurance information; report of services; special claim forms; pre-authorization numbers; and such additional information as is requested by EMS|MC;
 - ii. Providing EMS|MC with complete and accurate medical record documentation for each incident or patient service rendered for reimbursement, which is necessary to ensure proper billing and secure claim payment;
 - iii. Providing EMS|MC, in a timely manner, with Patient Care Reports (PCRs) that thoroughly detail the patient's full medical condition at the time of service and include a chronological narrative of all services and treatment rendered;
 - iv. Obtaining authorizations and signatures on all required forms, including consent to treat, assignment of benefits, release of information and claims;

- v. Obtaining physician certification statements (PCS) forms for all non-emergency transports and other similar medical necessity forms or prior authorization statements as deemed necessary by the payer;
- vi. Obtaining or executing all forms or documentation required by Medicare, Medicaid, CHAMPUS, and any other payer or insurance carriers to allow EMS|MC to carry out its billing and other duties under this Agreement; and
- vii. Implementing reasonable and customary charges for complete, compliant billing.

c. Client represents and warrants that the PCR and any and all associated medical records, forms and certification statements provided to EMS|MC are true and accurate and contain only factual information observed and documented by the attending field technician during the course of the treatment and transport.

d. Client shall maintain Client's own files with all original or source documents, as required by law, and only provide to EMS|MC copies of such documents. Client acknowledges that EMS|MC is not the agent of Client for storage of source documentation.

e. Client will provide EMS|MC with a copy of any existing billing policy manuals or guidelines, Medicare or Medicaid reports, or any other record or document related to services or billing of Client's accounts.

f. Client will report to EMS|MC within ten (10) business days of payments received directly by Client, and promptly notify EMS|MC of any cases requiring special handling or billing. Client shall advise EMS|MC of any Payer Inquiries within ten (10) business days of receipt.

g. Client shall ensure that any refunds posted by EMS|MC are actually issued and paid to the patient, insurer, or other payer as appropriate.

h. Client agrees to provide EMS|MC with administrative access to the ePCR system or similar access in order to run reports and review documents and attachments to better service Client's account.

i. Client shall provide EMS|MC with access to its facilities and personnel for the purpose of providing on-site and/or online training to such personnel. Client shall cooperate with EMS|MC and facilitate any training that EMS|MC wishes to provide.

j. Client shall complete EMS|MC's online training course within 90 days of the contract start date and all new hires will complete EMS|MC's online documentation

training within 90 days of hire date. Newly developed training materials by EMS|MC should be mutually agreed upon by the parties to be required training.

k. Client shall comply with all applicable federal, state, and local laws, rules, regulations, and other legal requirements that in any way affect this Agreement or the duties and responsibilities of the parties hereunder.

4. EMS|MC WEB PORTALS.

a. EMS|MC shall provide Client and those individuals appointed by Client (“Users”) with access to EMS|MC Web Portals (the “Portals”), which shall be subject to the applicable Terms of Use found on the Portals. To be appointed as a User, the individual must be an employee of Client or otherwise approved by Client and EMS|MC. Client is responsible for all activity of Users and others accessing or using the Portals through or on behalf of Client including, but not limited to, ensuring that Users do not share credentials for accessing the Portals. Client is also responsible for (i) identifying individuals who Client determines should be Users; (ii) determining and notifying EMS|MC of each User’s rights; (iii) monitoring Users’ access to and use of the Portals; (iv) acting upon any suspected or unauthorized access of information through the Portals; (v) ensuring each User’s compliance with this Agreement and the Terms of Use governing the use of the Portals; and (vi) notifying EMS|MC to deactivate a User account whenever a User’s employment, contract or affiliation with Client is terminated or Client otherwise desires to suspend or curtail a User’s access to and use of the Portals. Client agrees to follow best practices to ensure compliance with this provision.

b. Client acknowledges that EMS|MC may suspend or terminate any User’s access to the Portals (i) for noncompliance with this Agreement or the applicable Terms of Use; (ii) if such User poses a threat to the security or integrity of the Portals or information available therein; (iii) upon termination of Client; or (iv) upon notice of suspension or termination of such User by Client. Client may suspend or terminate a User’s access to the Portals at any time.

5. COMPENSATION OF EMS|MC.

a. Client shall pay a fee for the Services of EMS|MC hereunder, on a monthly basis, in an amount equal to 5.0% percent of “Net Collections” as defined below (the “RCM Fee”). Net Collections shall mean all cash and check amounts including electronic fund transfers (EFTs) received by EMS|MC from payers, patients, attorney’s offices, court settlements, collection agencies, government institutions, debt set-off programs, group health insurance plans, private payments, credit cards, healthcare facilities or any person or entity submitting funds on a patient’s account, or any amounts paid directly to Client with or without the knowledge of EMS|MC that are paid, tendered, received or collected

each month for Client's transports, less refunds processed or any other necessary adjustments to those amounts. Price adjustments for such services shall be allowed at the completion of each contract year. Price adjustments shall not exceed the change in the average of the Consumer Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted, Area: U.S. city average, Item: All item, Base Period: 1982-84=100 over the twelve months prior.

b. Client shall also pay 2% of the credit card convenience fees charged by Virtual Credit Card Payors; provided, however, Contractor will continue to try to convert payers from credit card to ACH, as it is the preferred method of payment. Together, the RCM Fee and the credit card convenience fee are referred to as the "Compensation".

c. EMS|MC shall submit an invoice to Client by the tenth (10th) day of each month for the Compensation due to EMS|MC for the previous calendar month. The Compensation amount reflected on the invoice shall be paid in full by the 20th day of the month in which the invoice is first presented to Client (the "Payment Date"). Such amount shall be paid without offset unless the calculation of the amount is disputed in good faith, in which case Client shall pay the undisputed amount and shall provide EMS|MC with detailed written notice of the basis for the disputed portion no later than the Payment Date. Any invoices not disputed in writing by the Payment Date shall be deemed "undisputed" for all purposes of the Agreement. All invoices are to be paid directly from Client's banking institution to EMS|MC via paper check, direct deposit or ACH draft initiated by EMS|MC into EMS|MC's bank account.

d. A one-time late fee of 5% shall be added to any invoices that remain unpaid by the 5th day of the calendar month following the Payment Date. Interest shall begin to accrue on all unpaid balances starting thirty (30) days after the presentment of said invoice for any unpaid balances at the rate of 1½% per month or the highest rate allowed under applicable law, whichever is lower. Client shall be responsible for all costs of collection incurred by EMS|MC or others in attempting to collect any amounts due from Client under this Agreement, including, but not limited to, reasonable attorney fees.

e. In the event of a material change to applicable law, the billing process and/or scope of Services provided in this Agreement or a material difference in any of the patient demographics provided by the Client and set forth in Exhibit A, EMS|MC reserves the right to negotiate a fee change with Client and amend this Agreement accordingly or terminate this Agreement.

f. EMS|MC may, in its sole discretion, immediately cease to provide Services for Client should the outstanding balance owed to EMS|MC become in arrears. Claims

processing will not resume until all outstanding balances are paid in full or arrangements approved by EMS|MC have been made to wholly resolve any outstanding balances.

6. TERM OF AGREEMENT.

a. This Agreement shall be effective commencing on June 15, 2025, and shall thereafter continue through June 14, 2028, ("Initial Term"). This Agreement shall be binding upon the parties hereto and their respective successors, assigns, and transferees. The Agreement shall automatically renew on the same terms and conditions as stated herein, for successive one (1) year terms (each a "Renewal Term"), unless either party gives written notice of intent not to renew at least 60 days before expiration of any term. Notwithstanding anything herein to the contrary, this Agreement may be terminated under the provisions provided below. (The Initial Term and any Renewal Terms are referred to as the "Term".)

b. **Termination for Cause.** Notwithstanding Section 6(a), either party may terminate this Agreement if the other party materially breaches this Agreement, unless (i) the breaching party cures the breach within 10 days following receipt of notice describing the breach in reasonable detail, or (ii) with respect to a breach which may not reasonably be cured within a 10-day period, the breaching party commences, is diligently pursuing cure of, and cures the breach as soon as practical following receipt of notice describing the breach in reasonable detail.

c. **Immediate Termination.** Either party may terminate this Agreement immediately as a result of the following:

- i. Failure of Client to make timely payments due under this Agreement;
- ii. Injury to any customer, independent contractor, employee or agent of the other party hereto arising from the gross negligence or willful misconduct of a party;
- iii. Harassment of any employee or contractor of a party or commitment of any act by a party which creates an offensive work environment; or
- iv. Commitment of any unethical or immoral act which harms the other party or could have the effect of harming the other party.

7. RESPONSIBILITIES UPON TERMINATION.

a. Subject to Client's payment of all amounts due hereunder, upon any termination of this Agreement, and during the period of any notice of termination, EMS|MC will make available to Client or its authorized representatives data from the billing system regarding open accounts in an electronic format, and will otherwise reasonably cooperate

and assist in any transition of the Services to Client, or its successor billing agent. Upon request, EMS|MC will provide to Client trip data associated with the claims submitted by EMS|MC on behalf of Client pursuant to this Agreement. EMS|MC shall retain financial and billing records not tendered or returned to Client on termination hereof for at least ten (10) years following the date of service.

b. Following termination of this Agreement, for a period of ninety (90) days (the “Wind Down”), EMS|MC will continue its billing and collection efforts as to those accounts with dates of services prior to termination, subject to the terms and conditions of this Agreement including, but not limited to, Section 5. Client will continue to provide EMS|MC with copies of checks and payments on those accounts which were filed by EMS|MC under this Agreement. EMS|MC shall have no further responsibilities as to such accounts after the Wind Down; however, EMS|MC shall be entitled to compensation as provided in Section 5(a) for such amounts filed by EMS|MC, regardless of whether such amounts are collected by Client during or after the Wind Down period. During the Wind Down and for up to twelve months following termination of this Agreement, EMS|MC shall continue to make the Portals available to Client, subject the applicable Terms of Use. Notwithstanding the foregoing, in the event EMS|MC terminated this Agreement pursuant to Sections 6(b) or 6(c), EMS|MC shall have no obligation to provide any Services after the date of termination.

8. EXCLUSIVITY AND MISCELLANEOUS BILLING POLICIES.

a. During the term of this Agreement, EMS|MC shall be Client’s exclusive provider of the RCM Services. Client may not directly file, submit or invoice for any medical or medical transportation services rendered while this Agreement is in effect.

b. In addition, Client agrees not to collect or accept payment for services from any patient unless the service requested does not meet coverage requirements under any insurance program in which the patient is enrolled or the patient is uninsured. Payments received directly by Client for these services must be reported to EMS|MC as provided in Section 3(f) hereof and shall be treated as Net Collections for purposes of Section 5(a) hereof.

c. In compliance with CMS regulations, Medicare patients will not be charged by Client a higher rate or amount for identical covered services charged to other insurers or patients. Accordingly, only one fee schedule shall exist and be used in determining charges for all patients regardless of insurance coverage.

d. EMS|MC reserves the right not to submit a claim for reimbursement on any patient in which the PCR and/or associated medical records are incomplete or appear to be inaccurate or do not contain enough information to substantiate or justify

reimbursement. This includes missing patient demographic information, insurance information, Physician Certification Statements (PCS) or any required crew and/or patient signatures, or otherwise contradictory medical information.

e. Client shall implement and maintain a working compliance plan ("Compliance Plan") in accordance with the most current guidelines of the U.S. Department of Health and Human Services ("HHS"). The Compliance Plan must include, but not be limited to, formal written policies and procedures and standards of conduct, designation of a compliance officer, quality assurance policy and effective training and education programs.

f. In accordance with the HHS Office of Inspector General ("OIG") Compliance Program Guidance for Third-Party Medical Billing Companies, EMS|MC is obligated to report misconduct to the government, if EMS|MC discovers credible evidence of Client's continued misconduct or flagrant, fraudulent or abusive conduct. In the event of such evidence, EMS|MC has the right to (a) refrain from submitting any false or inappropriate claims, (b) terminate this Agreement and/or (c) report the misconduct to the appropriate authorities.

9. COOPERATIVE PROCUREMENT. "The Contractor shall extend the same pricing and terms of this contract to any other eligible public agency that wishes to participate in this cooperative agreement."

10. NON-INTERFERENCE/NON-SOLICITATION OF EMS|MC EMPLOYEES. Client understands and agrees that the relationship between EMS|MC and each of its employees constitutes a valuable asset of EMS|MC. Accordingly, Client agrees that both during the term of this Agreement and for a period beginning on the date of termination of this Agreement, whatever the reason, and ending three (3) years after the date of termination of this Agreement (the "Restricted Period"), Client shall not, without EMS|MC's prior written consent, directly or indirectly, solicit or recruit for employment; attempt to solicit or recruit for employment; or attempt to hire or accept as an employee, consultant, contractor, or otherwise, or accept any work from EMS|MC's employees with whom Client had material contact during the term of this Agreement, in any position where Client would receive from such employees the same or similar services that EMS|MC performed for Client during the term of this Agreement. Client also agrees during the Restricted Period not to unlawfully urge, encourage, induce, or attempt to urge, encourage, or induce any employee of EMS|MC to terminate his or her employment with EMS|MC. Client has carefully read and considered the provisions of Section 9 hereof, and having done so, agrees that the restrictions set forth in such section (including, but not limited to, the time period) are fair and reasonable and are reasonably required for

the protection of the legitimate interests of EMS|MC, its officers, directors, shareholders, and employees.

11. PRIVACY.

a. *Confidentiality.* The Parties acknowledge that they will each provide to the other Confidential Information as part of carrying out the terms of this Agreement. EMS|MC and Client will be both a Receiving Party and a Disclosing Party at different times. The Receiving Party agrees that it will not (i) use any such Confidential Information in any way, except for the exercise of its rights and performance of its obligations under this Agreement, or (ii) disclose any such Confidential Information to any third party, other than furnishing such Confidential Information to its employees, consultants, and subcontractors, who are subject to the safeguards and confidentiality obligations contained in this Agreement and who require access to the Confidential Information in the performance of the obligations under this Agreement. In the event that the Receiving Party is required by applicable law to make any disclosure of any of the Disclosing Party's Confidential Information, by subpoena, judicial or administrative order or otherwise, the Receiving Party will first give written notice of such requirement to the Disclosing Party, and will permit the Disclosing Party to intervene in any relevant proceedings to protect its interests in the Confidential Information, and provide full cooperation and assistance to the Disclosing Party in seeking to obtain such protection, at the Disclosing Party's sole expense. "Confidential Information" means the provisions of the Agreement (including, but not limited to, the financial terms herein) and any information disclosed by a Party (the "Disclosing Party") to the other Party (the "Receiving Party"). Information will not be deemed Confidential Information hereunder if the Receiving Party can prove by documentary evidence that such information: (a) was known to the Receiving Party prior to receipt from the Disclosing Party directly or indirectly from a source other than one having an obligation of confidentiality to the Disclosing Party; (b) becomes known (independently of disclosure by the Disclosing Party) to the Receiving Party directly or indirectly from a source other than one having an obligation of confidentiality to the Disclosing Party; (c) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the Receiving Party; or (d) is independently developed by the Receiving Party without the use of any Confidential Information of the Disclosing Party.

b. *HIPAA Compliance.* The parties agree to comply with the Business Associate Addendum, attached hereto and incorporated by reference herein as Attachment 1, documenting the assurances and other requirements respecting the use and disclosure of Protected Health Information. It is Client's responsibility to ensure that it obtains all appropriate and necessary authorizations and consents to use or disclose

any individually identifiable health information in compliance with all federal and state privacy laws, rules and regulations, including but not limited to the Health Insurance Portability and Accountability Act. In the event that this Agreement is, or activities permitted or required by this Agreement are, inconsistent with or do not satisfy the requirements of any applicable privacy or security law, rule or regulation, the parties shall take any reasonably necessary action to remedy such inconsistency.

12. DISCLAIMERS, LIMITATIONS OF LIABILITY AND DISPUTE RESOLUTION

a. Each Party acknowledges that the liability limitations and warranty disclaimers in the Agreement are independent of any remedies hereunder and shall apply regardless of whether any remedy fails of its essential purpose. Client acknowledges that the limitations of liability set forth in this Agreement are integral to the amount of consideration offered and charged in connection with the Services and that, were EMS|MC to assume any further liability other than as provided in the Agreement, such consideration would of necessity be set substantially higher.

b. EMS|MC and Client acknowledge and agree that despite their best efforts, billing errors may occur from time to time. Each party will promptly notify the other party of the discovery of a billing error. EMS|MC's sole obligation in the event of a billing error will be to correct the error by making appropriate changes to the information in its system, posting a refund if appropriate, and re-billing the underlying claim if permissible.

c. Except for any express warranty provided herein or in the applicable exhibit, the services are provided on an "as is," "as available" basis. Client agrees that use of the services is at client's sole risk; and, to the maximum extent permitted by law, EMS|MC expressly disclaims any and all other express or implied warranties with respect to the services including, but not limited to, warranties of merchantability, fitness for a particular purpose, title, non-infringement or warranties alleged to arise as a result of custom and usage.

d. A "Claim" is defined as any claim or other matter in dispute between EMS|MC and Client that arises from or relates in any way to this Agreement or to the Services, or data provided by EMS|MC hereunder, regardless of whether such claim or matter is denominated as a contract claim, tort claim, warranty claim, indemnity claim, statutory claim, arbitration demand, or otherwise.

e. To the fullest extent allowed by law, the total liability of EMS|MC to Client regarding any and all Claims shall be capped at, and shall in no event exceed, the total fees paid by Client to EMS|MC under this Agreement in the twelve (12) months prior to the event giving rise to the Claim (the "Liability Cap"). All amounts that may be potentially awarded against EMS|MC in connection with a Claim are included in and subject to the

Liability Cap and shall not cause the Liability Cap to be exceeded, including, without limitation, all direct compensatory damages, interest, costs, expenses, and attorneys' fees. Provided, however, that nothing in the foregoing shall be construed as an admission of liability by EMS|MC in any amount or as a waiver or compromise of any other defense that may be available to EMS|MC regarding any Claim.

f. To the fullest extent allowed by law, and notwithstanding any statute of limitations, statute of repose, or other legal time limit to the contrary, no Claim shall be brought by Client against EMS|MC after the earlier of the following to occur (the "Claim Time Limit"): (i) the time period for bringing an action under any applicable state or federal statute of limitations; one (1) year after the date upon which Client discovered, or should have discovered, the facts giving rise to an alleged claim; or (ii) two (2) years after the first act or omission giving rise to an alleged claim. Any Claim not brought within the Claim Time Limit is waived. The Claim Time Limit applies, without limitation, to any Claim brought in arbitration under the arbitration clause below, and shall be deemed to have been satisfied if an arbitration demand asserting such Claim is received by the American Arbitration Association (or other arbitration administrator as may be mutually agreed on by EMS|MC and Client) within the Claim Time Limit. Notwithstanding the foregoing, if a Claim has been asserted in arbitration within the Claim Time Limit, a proceeding in court to confirm, enforce, vacate, modify, correct, or amend an arbitration award resulting from such arbitration may be brought outside the Claim Time Limit as long as it is brought within the time period required by applicable law.

g. Client agrees that any Claim Client may have against EMS|MC, including EMS|MC's past or present employees or agents, shall be brought individually and Client shall not join such Claim with claims of any other person or entity or bring, join or participate in a class action against EMS|MC.

h. To the fullest extent allowed by law, EMS|MC and Client waive claims against each other for consequential, indirect, incidental, special, punitive, exemplary, and treble damages, and for any other damages in excess of direct, compensatory damages including, but not limited to, loss of profits, loss of data, or loss of business, regardless of whether such claim or matter is denominated as a contract claim, tort claim, warranty claim, indemnity claim, statutory claim, arbitration demand, or otherwise, even if a party has been apprised of the possibility or likelihood of such damages occurring (the "Non-Direct Damages Waiver").

i. Subject to the Liability Cap, the Claim Time Limit and the Non-Direct Damages Waiver, EMS|MC agrees to indemnify, hold harmless, and defend Client, with reasonably acceptable counsel, from and against any fines, penalties, damages, and

judgments that Client becomes legally obligated to pay to a third party proximately caused by EMS|MC's gross negligence or willful misconduct. Provided, however, that this indemnity is subject to the following further conditions and limitations: (i) Client must provide prompt written notice to EMS|MC of the matter for which indemnity is or may be sought, within such time that no right of EMS|MC is prejudiced, and in no event no later than thirty (30) days after Client first becomes aware of the facts that give rise or may give rise to a right of indemnity; (ii) Client must allow EMS|MC the opportunity to direct and control the defense and handling of the matter for which indemnity is or may be sought; (iii) Client must not agree to any settlement or other voluntary resolution of a matter for which indemnity is or may be sought without EMS|MC's express consent; and (iv) Client shall not seek or be entitled to indemnify for amounts that Client reimburses or refunds to Medicaid, Medicare, any governmental entity, any insurer, or any other payer as a result of medical services or medical transportation services for which Client should not have received payment in the first place under applicable rules, regulations, standards and policies. Client waives all rights of indemnity against EMS|MC not in accordance with this subsection.

j. All Claims between EMS|MC and Client shall be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association then in effect, except that either party may, at that party's option, seek appropriate equitable relief in any court having jurisdiction. The hearing in such arbitration proceeding shall take place in Charlotte, North Carolina, or in such other location as may be mutually agreed on by EMS|MC and Client. The arbitrator in such proceeding, or if more than one arbitrator, each arbitrator, shall be an attorney with at least fifteen (15) years of experience in commercial litigation or in health care law. The arbitrator(s) shall have no authority to enter an award against EMS|MC that: (i) exceeds the Liability Cap; (ii) is based on a Claim brought after the Claim Time Limit; (iii) includes any damages waived by the Non-Direct Damages Waiver; or (iv) is otherwise in contravention of this Agreement. An award entered by the arbitrator(s) shall be enforceable in the United States District Court for the Western District of North Carolina or in any other court having jurisdiction.

k. In any arbitration proceeding or permitted court proceeding regarding any Claim, the prevailing party shall be entitled to recover from the non-prevailing party the reasonable costs and expenses incurred by the prevailing party in connection with such proceeding, including, without limitation, the reasonable attorneys' fees, arbitration or court filing fees, arbitrator compensation, expert witness charges, court reporter charges, and document reproduction charges incurred by the prevailing party. Which party is the prevailing party shall be determined in light of the surrounding circumstances, such as

comparing the relief requested with that awarded, and shall not be determined simply by whether one party or the other receives a net monetary recovery in its favor.

13. GENERAL.

a. Status of Parties. Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between EMS|MC and Client, or as establishing an agency relationship beyond EMS|MC's service as a billing and collection agent of Client under the express terms of this Agreement. EMS|MC and its employees and representatives shall have no legal authority to bind Client.

b. Assignment. Neither this Agreement nor any rights or obligations hereunder shall be assigned by either party without prior written consent of the other party, except that this Agreement may be assigned without consent to the survivor in any merger or other business combination including either party, or to the purchaser of all or substantially all of the assets of either party.

c. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns (where permitted), and transferees.

d. Notices. All notices required or permitted by this Agreement shall be in writing and shall be deemed to have been given: (i) on the day received, if personally delivered; (ii) on the day received if sent by a recognized overnight delivery service, according to the courier's record of delivery; and (iii) on the 5th (fifth) calendar day after the date mailed by certified or registered mail. Such notices shall be addressed as follows:

Client:

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

EMS|MC:

EMS Management & Consultants, Inc.
Chief Executive Officer
2540 Empire Drive
Suite 100
Winston-Salem, NC 27103

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this section.

e. Governing Law. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the laws of the State of North Carolina, notwithstanding any conflicts of law rules to the contrary.

f. Integration of Terms. This instrument together with all attachments, exhibits and schedules constitutes the entire agreement between the parties, and supersedes all prior negotiations, commitments, representations and undertakings of the parties with respect to its subject matter. Without limiting the foregoing, this Agreement supersedes and takes precedence over any inconsistent terms contained in any Request for Proposal (“RFP”) from Client and any response to that RFP from EMS|MC.

g. Amendment and Waiver. This Agreement may be amended or modified only by an instrument signed by all of the parties. A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

h. Severability. If any provision of this Agreement shall not be valid for any reason, such provision shall be entirely severable from, and shall have no effect upon, the remainder of this Agreement. Any such invalid provision shall be subject to partial enforcement to the extent necessary to protect the interest of the parties hereto.

i. Force Majeure. With the exception of Client’s payment obligation, a Party will not be in breach or liable for any delay of its performance of this Agreement caused by natural disasters or other unexpected or unusual circumstances reasonably beyond its control.

j. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

k. Counterparts. This Agreement may be executed in multiple counterparts by a duly authorized representative of each party.

l. Survival. All terms which by their nature survive termination shall survive termination or expiration of the Agreement including, but not limited to, Sections 3(c), 3(f) – (h), 5(a), 5(c), 7, 9 – 12.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed on the later of the dates set forth below.

Each person whose signature appears hereon represents, warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement on behalf of the party on whose behalf this Agreement is executed.

EMS|MC:

CLIENT:

EMS Management & Consultants, Inc.

City of Windom

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment 1

Business Associate Addendum

This Business Associate Addendum (the “Addendum”) is made effective the ____ day of _____ 2025, by and between the City of Windom, hereinafter referred to as “Covered Entity,” and EMS Management & Consultants, Inc., hereinafter referred to as “Business Associate” (individually, a “Party” and collectively, the “Parties”).

WITNESSETH:

WHEREAS, the Parties wish to enter into a Business Associate Addendum to ensure compliance with the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA Privacy and Security Rules”) (45 C.F.R. Parts 160 and 164); and

WHEREAS, the Health Information Technology for Economic and Clinical Health (“HITECH”) Act of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, modified the HIPAA Privacy and Security Rules (hereinafter, all references to the “HIPAA Privacy and Security Rules” include all amendments thereto set forth in the HITECH Act and any accompanying regulations); and

WHEREAS, the Parties have entered into a Billing Services Agreement (the “Agreement”) whereby Business Associate will provide certain services to Covered Entity and, pursuant to such Agreement, Business Associate may be considered a “business associate” of Covered Entity as defined in the HIPAA Privacy and Security Rules; and

WHEREAS, Business Associate may have access to Protected Health Information or Electronic Protected Health Information (as defined below) in fulfilling its responsibilities under the Agreement; and

WHEREAS, Covered Entity wishes to comply with the HIPAA Privacy and Security Rules, and Business Associate wishes to honor its obligations as a Business Associate to Covered Entity.

THEREFORE, in consideration of the Parties’ continuing obligations under the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Addendum.

I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Addendum shall have the definitions set forth in the HIPAA Privacy and Security Rules. In the event of an inconsistency between the provisions of this Addendum and mandatory provisions of the HIPAA Privacy and Security Rules, as amended, the HIPAA Privacy and Security Rules in effect at the time shall control. Where provisions of this Addendum are different than those mandated by the HIPAA Privacy and Security Rules, but are nonetheless permitted by the HIPAA Privacy and Security Rules, the provisions of this Addendum shall control.

The term “Breach” means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information. The term “Breach” does **not** include: (1) any unintentional acquisition, access, or use of protected health information by any employee or individual acting under the authority of a covered entity

or business associate if (a) such acquisition, access, or use was made in good faith and within the course and scope of the employment or other professional relationship of such employee or individual, respectively, with the covered entity or business associate, and (b) such information is not further acquired, accessed, used, or disclosed by any person; or (2) any inadvertent disclosure from an individual who is otherwise authorized to access protected health information at a facility operated by a covered entity or business associate to another similarly situated individual at same facility; and (3) any such information received as a result of such disclosure is not further acquired, accessed, used, or disclosed without authorization by any person.

The term “Electronic Health Record” means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.

The term “HIPAA Privacy and Security Rules” refers to 45 C.F.R. Parts 160 and 164 as currently in effect or hereafter amended.

The term “Protected Health Information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, limited to the information Business Associate receives from, or creates, maintains, transmits, or receives on behalf of, Covered Entity.

The term “Electronic Protected Health Information” means Protected Health Information which is transmitted by or maintained in Electronic Media (as now or hereafter defined in the HIPAA Privacy and Security Rules).

The term “Secretary” means the Secretary of the Department of Health and Human Services.

The term “Unsecured Protected Health Information” means Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in guidance published in the Federal Register at 74 Fed. Reg. 19006 on April 27, 2009 and in annual guidance published thereafter.

II. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

a. Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement or this Addendum, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rules if done by Covered Entity. Until such time as the Secretary issues regulations pursuant to the HITECH Act specifying what constitutes “minimum necessary” for purposes of the HIPAA Privacy and Security Rules, Business Associate shall, to the extent practicable, disclose only Protected Health Information that is contained in a limited data set (as defined in Section 164.514(e)(2) of the HIPAA Privacy and Security Rules), unless the person or entity to whom Business Associate is making the disclosure requires certain direct identifiers in order to accomplish the intended purpose of the disclosure, in which event Business Associate may disclose only the minimum necessary amount of Protected Health Information to accomplish the intended purpose of the disclosure.

b. Business Associate may use Protected Health Information in its possession for its proper management and administration and to fulfill any present or future legal responsibilities of Business Associate, provided that such uses are permitted under state and federal confidentiality laws.

c. Business Associate may disclose Protected Health Information in its possession to third parties for the purposes of its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate, provided that:

1. the disclosures are required by law; or

2. Business Associate obtains reasonable assurances from the third parties to whom the Protected Health Information is disclosed that the information will remain confidential and be used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party, and that such third parties will notify Business Associate of any instances of which they are aware in which the confidentiality of the information has been breached.

d. Until such time as the Secretary issues regulations pursuant to the HITECH Act specifying what constitutes “minimum necessary” for purposes of the HIPAA Privacy and Security Rules, Business Associate shall, to the extent practicable, access, use, and request only Protected Health Information that is contained in a limited data set (as defined in Section 164.514(e)(2) of the HIPAA Privacy and Security Rules), unless Business Associate requires certain direct identifiers in order to accomplish the intended purpose of the access, use, or request, in which event Business Associate may access, use, or request only the minimum necessary amount of Protected Health Information to accomplish the intended purpose of the access, use, or request. Covered Entity shall determine what quantum of information constitutes the “minimum necessary” amount for Business Associate to accomplish its intended purposes.

e. Business Associate may use Protected Health Information to de-identify such information in accordance with 45 C.F.R. § 164.514(b) for Business Associate’s own business purposes or in connection with the services provided pursuant to the Agreement or to provide Data Aggregation services to Customer as permitted by 45 C.F.R. 164.504(e)(2)(i)(b). Once the Protected Health Information has been de-identified or aggregated, it is no longer considered Protected Health Information governed by this Addendum.

III. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

a. Business Associate acknowledges and agrees that all Protected Health Information that is created or received by Covered Entity and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by Covered Entity or its operating units to Business Associate or is created or received by Business Associate on Covered Entity’s behalf shall be subject to this Addendum.

b. Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement, this Addendum or as required by law.

c. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of Protected Health Information other than as provided for by this Addendum. Specifically, Business Associate will:

1. implement the administrative, physical, and technical safeguards set forth in Sections 164.308, 164.310, and 164.312 of the HIPAA Privacy and Security Rules that reasonably and appropriately protect the confidentiality, integrity, and availability of any Protected Health Information that it creates, receives, maintains, or transmits on behalf of Covered Entity, and, in accordance with Section 164.316 of the HIPAA Privacy and Security Rules, implement and maintain reasonable and appropriate policies and procedures to enable it to comply with the requirements outlined in Sections 164.308, 164.310, and 164.312; and

2. report to Covered Entity any use or disclosure of Protected Health Information not provided for by this Addendum of which Business Associate becomes aware. Business Associate shall report to Covered Entity any Security Incident of which it becomes aware. Notice is deemed to have been

given for unsuccessful Security Incidents, such as (i) “pings” on an information system firewall; (ii) port scans; (iii) attempts to log on to an information system or enter a database with an invalid password or user name; (iv) denial-of-service attacks that do not result in a server being taken offline; or (v) malware (*e.g.*, a worms or a virus) that does not result in unauthorized access, use, disclosure, modification or destruction of Protected Health Information.

d. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply through this Addendum to Business Associate with respect to such information.

e. Business Associate agrees to comply with any requests for restrictions on certain disclosures of Protected Health Information to which Covered Entity has agreed in accordance with Section 164.522 of the HIPAA Privacy and Security Rules and of which Business Associate has been notified by Covered Entity. In addition, and notwithstanding the provisions of Section 164.522 (a)(1)(ii), Business Associate agrees to comply with an individual’s request to restrict disclosure of Protected Health Information to a health plan for purposes of carrying out payment or health care operations if the Protected Health Information pertains solely to a health care item or service for which Covered Entity has been paid by in full by the individual or the individual’s representative.

f. At the request of the Covered Entity and in a reasonable time and manner, not to extend ten (10) business days, Business Associate agrees to make available Protected Health Information required for Covered Entity to respond to an individual’s request for access to his or her Protected Health Information in accordance with Section 164.524 of the HIPAA Privacy and Security Rules. If Business Associate maintains Protected Health Information electronically, it agrees to make such Protected Health Information available electronically to the applicable individual or to a person or entity specifically designated by such individual, upon such individual’s request.

g. At the request of Covered Entity and in a reasonable time and manner, Business Associate agrees to make available Protected Health Information required for amendment by Covered Entity in accordance with the requirements of Section 164.526 of the HIPAA Privacy and Security Rules.

h. Business Associate agrees to document any disclosures of and make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy and Security Rules.

i. Business Associate agrees that it will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, available to the Secretary for the purpose of determining Covered Entity’s compliance with the HIPAA Privacy and Security Rules, in a time and manner designated by the Secretary, subject to attorney-client and other applicable privileges.

j. Business Associate agrees that, while present at any Covered Entity facility and/or when accessing Covered Entity’s computer network(s), it and all of its employees, agents, representatives and subcontractors will at all times comply with any network access and other security practices, procedures and/or policies established by Covered Entity including, without limitation, those established pursuant to the HIPAA Privacy and Security Rules.

k. Business Associate agrees that it will not directly or indirectly receive remuneration in exchange for any Protected Health Information of an individual without the written authorization of the individual or the individual’s representative, except where the purpose of the exchange is:

1. for public health activities as described in Section 164.512(b) of the Privacy and Security Rules;

2. for research as described in Sections 164.501 and 164.512(i) of the Privacy and Security Rules, and the price charged reflects the costs of preparation and transmittal of the data for such purpose;

3. for treatment of the individual, subject to any further regulation promulgated by the Secretary to prevent inappropriate access, use, or disclosure of Protected Health Information;

4. for the sale, transfer, merger, or consolidation of all or part of Business Associate and due diligence related to that activity;

5. for an activity that Business Associate undertakes on behalf of and at the specific request of Covered Entity;

6. to provide an individual with a copy of the individual's Protected Health Information pursuant to Section 164.524 of the Privacy and Security Rules; or

7. other exchanges that the Secretary determines in regulations to be similarly necessary and appropriate as those described in this Section III.k.

1. Business Associate agrees that it will not directly or indirectly receive remuneration for any written communication that encourages an individual to purchase or use a product or service without first obtaining the written authorization of the individual or the individual's representative, unless:

1. such payment is for a communication regarding a drug or biologic currently prescribed for the individual and is reasonable in amount (as defined by the Secretary); or

2. the communication is made on behalf of Covered Entity and is consistent with the terms of this Addendum.

m. Business Associate agrees that if it uses or discloses patients' Protected Health Information for marketing purposes, it will obtain such patients' authorization before making any such use or disclosure.

n. Business Associate agrees to implement a reasonable system for discovery of breaches and method of risk analysis of breaches to meet the requirements of HIPAA, The HITECH Act, and the HIPAA Regulations, and shall be solely responsible for the methodology, policies, and procedures implemented by Business Associate.

o. State Privacy Laws. Business Associate shall understand and comply with state privacy laws to the extent that state privacy laws are not preempted by HIPAA or The HITECH Act.

IV. BUSINESS ASSOCIATE'S MITIGATION AND BREACH NOTIFICATION OBLIGATIONS

a. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Addendum.

b. Following the discovery of a Breach of Unsecured Protected Health Information, Business Associate shall notify Covered Entity of such Breach without unreasonable delay and in no case later than forty-five (45) calendar days after discovery of the Breach. A Breach shall be treated as discovered by Business Associate as of the first day on which such Breach is known to Business Associate or, through the exercise of reasonable diligence, would have been known to Business Associate.

c. Notwithstanding the provisions of Section IV.b., above, if a law enforcement official states to Business Associate that notification of a Breach would impede a criminal investigation or cause damage to national security, then:

1. if the statement is in writing and specifies the time for which a delay is required, Business Associate shall delay such notification for the time period specified by the official; or

2. if the statement is made orally, Business Associate shall document the statement, including the identity of the official making it, and delay such notification for no longer than thirty (30) days from the date of the oral statement unless the official submits a written statement during that time.

Following the period of time specified by the official, Business Associate shall promptly deliver a copy of the official's statement to Covered Entity.

d. The Breach notification provided shall include, to the extent possible:

1. the identification of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, used, or disclosed during the Breach;

2. a brief description of what happened, including the date of the Breach and the date of discovery of the Breach, if known;

3. a description of the types of Unsecured Protected Health Information that were involved in the Breach, if known (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);

4. any steps individuals should take to protect themselves from potential harm resulting from the Breach; and

5. a brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches.

e. Business Associate shall provide the information specified in Section IV.d., above, to Covered Entity at the time of the Breach notification if possible or promptly thereafter as information becomes available. Business Associate shall not delay notification to Covered Entity that a Breach has occurred in order to collect the information described in Section IV.d. and shall provide such information to Covered Entity even if the information becomes available after the forty-five (45)-day period provided for initial Breach notification.

V. OBLIGATIONS OF COVERED ENTITY

a. Upon request of Business Associate, Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with Section 164.520 of the HIPAA Privacy and Security Rules.

b. Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by an individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.

c. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information to which Covered Entity has agreed in accordance with Section 164.522 of the HIPAA Privacy and Security Rules, and Covered Entity shall inform Business Associate of the termination of any such restriction, and the effect that such termination shall have, if any, upon Business Associate's use and disclosure of such Protected Health Information.

VI. TERM AND TERMINATION

a. Term. The Term of this Addendum shall be effective as of the date first written above, and shall terminate upon the later of the following events: (i) in accordance with Section VII.c., when all of the Protected Health Information provided by Covered Entity to Business Associate or created or received by Business Associate on behalf of Covered Entity is destroyed or returned to Covered Entity or, if such return or destruction is infeasible, when protections are extended to such information; or (ii) upon the expiration or termination of the Agreement.

b. Termination for Cause. Upon Covered Entity's knowledge of a material breach of this Addendum by Business Associate and Business Associate's failure to cure such breach within thirty (30) days of receiving notice of same from Covered Entity, Covered Entity shall have the right to terminate this Addendum and the Agreement.

c. Effect of Termination.

1. Except as provided in paragraph 2. of this subsection, upon termination of this Addendum, the Agreement or upon request of Covered Entity, whichever occurs first, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Neither Business Associate nor its subcontractors or agents shall retain copies of the Protected Health Information.

2. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible and shall extend the protections of this Addendum to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

VII. MISCELLANEOUS

a. **No Rights in Third Parties.** Except as expressly stated herein, the Parties to this Addendum do not intend to create any rights in any third parties.

b. **Survival.** The obligations of Business Associate under Section VII(c) of this Addendum shall survive the expiration, termination, or cancellation of this Addendum, the Agreement, and/or the business relationship of the parties, and shall continue to bind Business Associate, its agents, employees, contractors, successors, and assigns as set forth herein.

c. **Amendment.** This Addendum may be amended or modified only in a writing signed by the Parties. The Parties agree that they will negotiate amendments to this Addendum to conform to any changes in the HIPAA Privacy and Security Rules as are necessary for Covered Entity to comply with the current requirements of the HIPAA Privacy and Security Rules. In addition, in the event that either Party believes in good faith that any provision of this Addendum fails to comply with the then-current requirements of the HIPAA Privacy and Security Rules or any other applicable legislation, then such Party shall notify the other Party of its belief in writing. For a period of up to thirty (30) days, the Parties shall address in good faith such concern and amend the terms of this Addendum, if necessary to bring it into compliance. If, after such thirty (30)-day period, the Addendum fails to comply with the HIPAA Privacy and Security Rules or any other applicable legislation, then either Party has the right to terminate this Addendum and the Agreement upon written notice to the other party.

d. **Independent Contractor.** None of the provisions of this Addendum are intended to create, nor will they be deemed to create, any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Addendum and any other agreements between the Parties evidencing their business relationship.

e. **Interpretation.** Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Privacy and Security Rules.

f. **Certain Provisions Not Effective in Certain Circumstances.** The provisions of this Addendum relating to the HIPAA Security Rule shall not apply to Business Associate if Business Associate does not receive any Electronic Protected Health Information from or on behalf of Covered Entity.

g. **Ownership of Information.** Covered Entity holds all right, title, and interest in and to the PHI and Business Associate does not hold and will not acquire by virtue of this Addendum or by virtue of providing goods or services to Covered Entity, any right, title, or interest in or to the PHI or any portion thereof.

h. **Entire Agreement.** This Addendum is incorporated into, modifies and amends the Agreement, inclusive of all other prior amendments or modifications to such Agreement. The terms and provisions of this Addendum shall control to the extent they are contrary, contradictory or inconsistent with the terms of the Agreement. Otherwise, the terms and provisions of the Agreement shall remain in full force and effect and apply to this Addendum.

IN WITNESS WHEREOF, the Parties have executed this Addendum as of the day and year written above.

Each person whose signature appears hereon represents, warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement on behalf of the party on whose behalf this Agreement is executed.

Business Associate:

Covered Entity:

EMS Management & Consultants, Inc.

City of Windom

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

CONFIDENTIAL

**LIFE LINE BILLING SYSTEMS, LLC
MASTER SERVICES AGREEMENT**

This MASTER SERVICES AGREEMENT (the “Agreement”) is made and entered into as of this ____ day of _____, 2025, (the “Effective Date”) by and between the City of Windom (herein referred to as “Client”), an entity duly organized and existing under the laws of the State of Minnesota with principal offices located at 444 9th Street, PO Box 38, Windom, MN 56101, and Life Line Billing Systems, LLC, d/b/a LifeQuest Services, an EMS Management & Consultants, Inc. company duly organized and existing under the laws of the State of North Carolina, whose notice address is 2540 Empire Drive, Winston-Salem, NC 27103 (hereinafter referred to as “Agency”). Client and Agency are referred to herein individually as “Party” and, collectively, as the “Parties”.

RECITALS

WHEREAS, Client is engaged in the business of providing various services to customers resulting in account balances owed and desires to receive Services from Agency;

WHEREAS, Agency is engaged in the business of providing various accounts receivable management services and systems and is willing to provide services to Client in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, it is the intention of the Parties to establish this Agreement to govern the respective rights, duties and obligations of the Parties with respect to the services and matters related thereto.

NOW, THEREFORE, in consideration of the above promises and the mutual agreements hereinafter set forth, and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Parties hereby agree as follows:

1. DEFINITIONS.

- 1.1. “Account(s)” or “Customer Account(s)” generally refers to Client accounts for the servicing or collection of an outstanding balance due, as may be further defined by an applicable Statement of Work or Exhibit.
- 1.2. “Account Information” is all information related to an Account including, but not limited to, personally identifiable information, balance and service information.
- 1.3. “Agreement” is this Master Services Agreement, including all Statements of Work, Exhibits, and any other documents that are incorporated herein by reference, as may be amended by the Parties per the terms of this Agreement.
- 1.4. “Client Data” is all Client information that Client provides to Agency or that otherwise comes into Agency’s possession pursuant to this Agreement, including Account or Consumer Information.
- 1.5. “Client Systems” is any computers, equipment, systems, or applications owned or licensed by Client or a Client’s Third Party Client that may be used or accessed by Agency in connection with the Services.

CONFIDENTIAL

- 1.6. “Consumer Information” means customer information as defined in 16 C.F.R. § 314.2(b) as well as any information that identifies a customer or consumer (as such terms are defined by the Gramm-Leach-Bliley Act of 1999 (15 U.S.C. § 6801 et seq.), as amended from time to time) and information from which a customer’s or consumer’s identity can be ascertained, either from the information itself or by combining the information with information from other sources, including any information provided by Client to Agency, or that Agency shares with Client, that relates to an individual.
- 1.7. “Customer” means a person who is a customer of Client who purchases goods or services from Client resulting in an Account.
- 1.8. “Services” means all services performed by Agency for Client as set forth in a Statement of Work, or other Exhibit.
- 1.9. “Statement(s) of Work” or “SOW” mean the description of the Services provided under the Agreement as mutually agreed upon by the Parties.

2. SERVICES.

- 2.1. **Statement of Work.** During the Term (as defined below) of this Agreement, Client shall place Accounts with Agency for Agency to provide specific Services as described in the SOW(s) attached hereto and incorporated by reference. Should an SOW not be agreed upon by the Parties, this Agreement shall be terminated effective immediately with no recourse, consequence, or penalty to either Party.
- 2.2. **Reporting.** Agency shall supply appropriate reporting and information to Client regarding Agency’s provision of the Services as further described in an SOW or other Exhibit.
- 2.3. **Receipt of Payment.** Any collections received by Agency for a Customer Account shall be deposited immediately by Agency to a separate trust account maintained in a federally insured financial institution on behalf of Client.
- 2.4. **Cessation of Activity.** Client has the right to request Agency cease the servicing of any individual Account(s) upon Agency’s receipt of written Notice from Client.
- 2.5. **Legal Action.** Agency will not initiate legal action on any Account without the prior express written authorization by Client. Should Client desire Agency to initiate legal action on accounts, such terms shall be prepared under a separate SOW.
- 2.6. **Exclusivity.** Client hereby acknowledges that Agency is the exclusive provider of the Services specified herein, or otherwise referenced in an SOW or Exhibit, to Service Provider.

3. TERMS OF PAYMENT.

- 3.1. **Fees.** In consideration of Agency providing the Services, Client shall pay to Agency fees (“Fees”) to be determined as set forth in an SOW.

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- 3.2. Invoice.** Agency shall provide Client with a monthly invoice setting forth the Fees and amounts due Agency for the Services. Client will pay any undisputed Fees within thirty (30) days following its receipt of the invoice. If requested by Client, Agency invoices will contain such additional detail as the Parties shall mutually agree, which additional detail shall be identified in the SOW.
- 3.3. Dispute.** Client shall set forth in writing any amount(s) disputed in good faith and the basis or reason for the dispute, which shall be reasonably detailed (“Dispute Notice”). The Dispute Notice must be received by Agency on or prior to the payment due date of the invoice disputed. Upon receipt of the Dispute Notice, both Parties shall make reasonable, diligent, good faith efforts to resolve the dispute as soon as possible.
- 3.4. Electronic Funds Transfer.** When a check is used by Client for Agency’s payment, Client authorizes Agency to either use information from any check received by Agency to make a one-time EFT from the applicable account or to process the payment as a check transaction. When Agency uses an EFT, funds may be withdrawn from the applicable account as soon as the same day Agency receives payment and Client will not receive a cancelled check back from its financial institution.
- 3.5. Reasonable Costs.** Client shall compensate Agency for all reasonable costs incurred by Agency which are required in special instances to properly provide its Services.

4. REPRESENTATIONS, WARRANTIES, AND COVENANTS.

- 4.1. Client Representations and Warranties.** As an inducement to Agency to enter into this Agreement, Client represents and warrants to Agency and agrees to the following:
 - 4.1.1.** Client has the power and authority to place Accounts with Agency for Agency to provide Services.
 - 4.1.2.** Any amounts, fees, interest, or charges owing on the Accounts are authorized by law or the underlying agreement creating the amount due.
 - 4.1.3.** Client shall provide Agency with accurate and timely Consumer and Account Information necessary to provide Services on Client’s behalf, including, but not limited to, accurate balance information.
 - 4.1.4.** Client maintains in its possession all documentation sufficient to prove the accuracy of the information on any Account placed with Agency.
 - 4.1.5.** Accounts placed with Agency: (a) have not been discharged in bankruptcy or included in a presently pending bankruptcy; (b) have not been disputed, settled, or paid-in-full; (c) are not being represented or managed by a consumer attorney; and (d) have not been the subject of any previous litigation.
 - 4.1.6.** Client shall promptly notify Agency of any and all notices received by Client or Client representatives from a Customer with respect to an Account, or regarding Agency’s Services regarding any Account.

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- 4.1.7.** Client shall promptly notify Agency of Client's actual, constructive or reasonably conceived knowledge of any of the following events: (i) any customer of an Account files bankruptcy, is represented by an attorney or has submitted a dispute(s) regarding any Account placed with Agency, or is the subject of a complaint or a cease and desist notification by a debtor during the time in which Agency is providing Services; or (ii) Client receives any direct or indirect payment on an Account or a returned check on any such payment during the time in which Agency is providing Services to Client.
- 4.1.8.** Client owns or otherwise enjoys all licenses or other rights in its Systems necessary to provide any required interface with Agency's Systems.
- 4.1.9.** Client shall maintain Client Systems, and Hardware if provided by Agency, and its infrastructure at all times in good working order and repair consistent with industry IT standards and the requirements of this Agreement.
- 4.1.10.** Other than as expressly set forth in this Agreement, Client makes no representations or warranties, express or implied, concerning the Accounts.
- 4.2. Agency Representations and Warranties.** As an inducement to Client to enter into this Agreement, Agency represents and warrants to Client and agrees to the following:

 - 4.2.1.** Agency shall perform Services in a competent and business-like manner, and shall maintain its systems and employ personnel in compliance in all material respects with all federal, state and local laws, rules and regulations (collectively, "Laws") applicable to Agency and Client and in accordance with this Agreement and SOW, respectively.
 - 4.2.2.** Agency shall obtain and maintain all necessary licenses or registrations to perform the Services under this Agreement.
 - 4.2.3.** Agency owns or otherwise enjoys all licenses or other rights in the systems necessary to provide the interface with Client Systems and to perform the Services;
 - 4.2.4.** Agency shall maintain its systems and infrastructure at all times in good working order and repair consistent with IT standards and the requirements of this Agreement.
 - 4.2.5.** Other than as expressly set forth in this Agreement, Agency makes no representations or warranties, express or implied, concerning the Services.
- 5. INDEPENDENT CONTRACTOR STATUS.** Agency, including any and all Agency personnel, will perform the Services under the terms of this Agreement as an independent contractor. Agency and its agents shall not be, or represent themselves to be, officers, employees, agents or representatives of Client and will not bind, or attempt to bind, Client to any agreement, liability or obligation of any nature. This Agreement is not intended to create, nor does it create and shall not be construed to create, a relationship of partners, joint venturers, fiduciaries or any association for profit between and among the Parties or any of their respective affiliates. Nothing in this Agreement shall be construed as prohibiting or restricting Agency from providing services similar to the Services to other clients of

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Agency, provided that Agency does not violate any of its obligations under this Agreement including Agency confidentiality obligations thereunder.

6. COMPLIANCE WITH LAW.

- 6.1. Generally.** Agency shall comply with all federal, state and local statutes, ordinances, regulations, or guidance in its performance of any Services performed pursuant to this Agreement.
- 6.2. Protection of Data.** Agency will maintain safeguards and take technical, physical and organizational precautions to protect Client Data against loss, destruction, alteration, unauthorized access by or disclosure to third parties while in the possession or under the control of Agency.
- 6.3. PCI Compliance.** Agency will all times protect cardholder data, for Accounts serviced for Client, in its possession or in its systems as required by Payment Card Industry Data Security Standards (PCI DSS).
- 6.4. HIPAA Compliance.** Agency shall, in accordance with all applicable Laws, including, without limitation, the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act of the American Recovery and Reinvestment Act of 2009, and the regulations promulgated thereunder from time to time (collectively, the "HIPAA Rules"), maintain and safeguard the confidentiality of all patient information received or generated in connection with the services provided under this Agreement. Additionally, as required under the business associate provisions of the HIPAA Rules, Agency agrees to be bound by the language set forth in the separate Business Associate Agreement, which Business Associate Agreement is incorporated by reference into this Agreement. Agency agrees to take such action as is necessary to amend this Agreement and the Business Associate Agreement from time to time as may be necessary to comply with the requirements of the HIPAA Rules.

7. TERM AND TERMINATION.

- 7.1. Term.** This Agreement shall commence on the Effective Date set forth above for a period of June 15, 2025, through June 14, 2028, (the "Initial Term").
- 7.2. Renewal.** Upon the expiration of the Initial Term and unless otherwise terminated, this Agreement can be extended and consecutively renewed for individual 12-month terms, 24-month or 36-month terms based on clients discretion. (each shall be generically referred to herein as "Subsequent Term(s)") (the Initial Term and Subsequent Term(s) shall be jointly referred to as "Term").
- 7.3. Termination for Convenience.** Notwithstanding any provision to the contrary, this Agreement, whether in its entirety or in part with respect to one or more Statements of Work, may be terminated without cause by either Party upon at least ninety (60) day's written Notice to the other Party.
- 7.4. Termination for Insolvency/Discontinuance of Business.** This Agreement may be terminated immediately by a Party upon written Notice to the other Party: (i) upon the institution by or against the other Party of insolvency, receivership or bankruptcy proceedings or any other proceeding for

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the settlement of the other Party's debts; (ii) upon the other Party making an assignment for the benefit of creditors; or (iii) upon the other Party's dissolution or ceasing to do business.

7.5. Records Disclosure after Termination. Unless otherwise required by law or this Agreement, after termination of this Agreement Agency is not responsible to furnish Client with Account or Consumer Information.

7.6. Payment upon Termination. With respect to any termination of the Services (regardless of the reason), Client shall pay Agency any accrued but unpaid Fees and amounts due for Services performed through the effective date of termination in accordance with the invoices issued or to be issued by Agency therefor. Client shall also pay Agency any accrued and/or unpaid Fees for amounts due for any Customer payment received by Client due to Services performed by Agency up to one-hundred twenty (120) days after the date of termination.

8. CONFIDENTIAL INFORMATION.

8.1. Generally. In connection with the performance of the Services (including all periods prior hereto during which proposals to perform the Services were being made and the Services were being evaluated), each of the Parties has or may have disclosed, or will or may disclose to the other Party certain confidential and/or proprietary information and materials, including, but not limited to, trade secrets, products or services, customers, business and marketing strategies, software programs, methods, inventions, processes and techniques, and/or other information identified by the Disclosing Party as confidential and proprietary (collectively, "Confidential Information"). With respect to Client, Confidential Information also expressly includes, but is not limited to, all Account Information and Consumer Information (as defined herein).

8.2. Permitted Uses. For purposes of this Section, a Party who has disclosed or discloses its Confidential Information is referred to as the "Disclosing Party" and the Party to whom such Confidential Information is disclosed is referred to as the "Receiving Party". Except as set forth below, the Receiving Party shall not disclose to any person or entity any Confidential Information of the Disclosing Party that is disclosed to, or is otherwise obtained by or becomes known to the Receiving Party. The Receiving Party shall not use any Confidential Information of the Disclosing Party for any purpose other than to perform its obligations or enforce its rights under this Agreement ("Permitted Uses").

8.3. Limited Use and Disclosure. The Receiving Party may use the Confidential Information of the Disclosing Party only to perform its obligations or enforce its rights under this Agreement. The Receiving Party may disclose the Confidential Information of the Disclosing Party only to those employees, agents, attorneys and advisors of the Receiving Party who need to know such Confidential Information in order for the Receiving Party to make use effectively of it for the Services and rights and obligations arising under this Agreement. All such employees or other persons receiving such information shall first inform other persons who need to know such information of the aforementioned confidentiality obligations and shall obtain each person's consent to maintain the confidential nature of said information before disclosure. The Receiving Party shall be responsible for any unauthorized disclosure or use of the Disclosing Party's Confidential Information by such employees, agents, attorneys, advisors, or others.

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- 8.4. Care and Notice.** The Receiving Party shall protect and maintain the confidentiality of the Confidential Information of the Disclosing Party using at least the same level of care (but no less than reasonable care) that the Receiving Party uses to protect and maintain the confidentiality of its own Confidential Information. Each Party agrees to give the other immediate written Notice of any unauthorized access to or disclosure of Confidential Information.
- 8.5. Request for Disclosure.** During the Term, in the event that the Receiving Party receives a request to disclose all or any part of the Confidential Information under an order or inquiry issued by a court of competent jurisdiction or by a judicial or administrative agency or legislative body, the Receiving Party shall immediately notify the other Party of the existence, terms and circumstances surrounding such request and if disclosure of the Confidential Information is required or deemed advisable, exercise its best efforts to obtain from such court, agency or body an order, stipulation or other reliable assurance acceptable to the Disclosing Party that confidential treatment will be accorded to such portion of the Confidential Information to be disclosed.
- 8.6. Permitted Use and Disclosure.** Notwithstanding the foregoing provisions, the obligations of the Receiving Party herein shall not apply to information and materials that:
- 8.6.1.** As of the Effective Date of this Agreement, is in or at any time thereafter comes into, the public domain or is otherwise generally known at the time obtained by the Receiving Party or the time of disclosure, other than through a breach of this Agreement by the Receiving Party;
 - 8.6.2.** Can be shown by the Receiving Party to have been known to the Receiving Party prior to it being disclosed to it by the Disclosing Party;
 - 8.6.3.** Subsequently comes into the possession of either Party from a third party which had a lawful right to disclose such information without restriction or which is independently developed by such third party;
 - 8.6.4.** Is disclosed, pursuant to legal or regulatory requirements; or
 - 8.6.5.** The Receiving Party has written authority from the other Party to disclose it.
- 8.7. Return or Destruction.** Except as otherwise required by law, at the request of the Disclosing Party during or upon termination of this Agreement, each Receiving Party shall, as promptly as practicable, deliver to the Disclosing Party all Confidential Information of the Disclosing Party then in the Receiving Party's possession or under the Receiving Party's control or, in lieu thereof, the Receiving Party may destroy all of the Receiving Party's copies of such Confidential Information and certify to the Disclosing Party in writing that such destruction has been accomplished; provided, however, in all events, the Receiving Party may retain one copy of such Confidential Information solely for archival purposes and which may be used only to demonstrate what was received from the Disclosing Party (or developed or maintained for the Disclosing Party) in connection with any dispute regarding the same which may arise.

9. LIMITATION OF LIABILITY.

- 9.1.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER UNDER THIS AGREEMENT FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, CONTINGENT, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT, NEGLIGENCE,

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STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

- 9.2.** NOTWITHSTANDING THE LIMITATIONS OF LIABILITY SET FORTH IN SECTION 10.1 ABOVE, SUCH LIMITATIONS SHALL NOT APPLY TO EITHER PARTY'S: (I) BREACH OF ITS CONFIDENTIALITY, DATA SECURITY OR PRIVACY OBLIGATIONS; (III) WILLFUL MISCONDUCT, RECKLESSNESS AND/OR NEGLIGENCE AND/OR (IV) FRAUD OR VIOLATION OF LAW.

10. INDEMNIFICATION.

10.1 Agency Indemnification. Service Provider shall indemnify and hold the Agency and assigns harmless from and against any actions, causes of action, claims, demands, damages, costs, loss of services, expenses, compensation and attorney's fees incurred or suffered as a result of the Service Provider's breach of any provision of this Agreement whether by negligent or intentional means causing an incident where recovery is sought including, but not limited to, actions arising out of the failure of the Service Provider to fully, completely, accurately and adequately report, for purposes of the Agency's collecting attempt of a Customer Account. It is understood and agreed that this acknowledgment is given as a full release of liability to the Agency.

10.2 Service Provider Indemnification. Agency shall indemnify and hold the Service Provider and assigns harmless from and against any actions, causes of actions, claims, demands, damages, costs, loss of services, expenses, compensation and attorney's fees incurred or suffered as a result of the Agency's breach of any provision of this Agreement whether by negligent or intentional means. It is understood and agreed that this acknowledgment is given as a full release of liability to the Service Provider.

11. FORCE MAJEURE. If all or any part of either Party's performance of its obligations under this Agreement is prevented, hindered or delayed or otherwise made impracticable by reason of fires, explosions, lightning, windstorm, tornadoes, earthquakes, vandalism, theft, accidents, acts of war or breaches of the peace, riots, civil disturbances, labor disturbances, strikes, lockouts, compliance with law or governmental regulation or other causes of like or different character beyond the control of either Party (each a "Force Majeure Event"), the Party whose performance is thus prevented, hindered or delayed (the "Hindered Party") shall be excused from such performance during the continuance of any such contingency and for so long as such contingency shall continue to prevent, hinder or delay such performance; provided, however, that in the case of any contingency the Hindered Party shall use its best efforts to overcome the cause and effect of such contingency; and provided, further, that if such Force Majeure Event shall prevent the Hindered Party from performing its obligations hereunder for more than two consecutive weeks, the other Party shall be entitled to terminate this Agreement immediately upon giving of written Notice to the Hindered Party.

12. BUSINESS CONTINUITY AND DISASTER RECOVERY. Agency currently has and will maintain an appropriate disaster recovery, business continuity and contingency plan, including applicable policies and procedures (collectively, the "DRBC Plan"). The DRBC Plan will provide for continued operation in the event of a catastrophic event affecting Agency's business operations and will be in accordance with internationally accepted business continuity, contingency and disaster recovery planning standards, procedures and practices.

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13. CO-OPERATION. The Parties agree to cooperate fully with each other and to provide any assistance necessary in connection with any lawsuit, proceeding, investigation, security breaches or similar situations that relate to the Services or which may involve the Parties, their employees or agents.

14. SURVIVAL OF TERMS. Upon expiration or termination of this Agreement for any reason, the Parties will have no further obligations hereunder, except as set forth in Sections 4 (Representations, Warranties and Covenants), 5 (Independent Contractor Status), 6 (Compliance with Law), 8 (Confidential Information), 10 (Limitation of Liability), 11 (Indemnification), and 12 (Insurance) herein, which will survive termination of this Agreement.

15. GENERAL PROVISIONS.

15.1. Recitals. The recitals set forth above are hereby incorporated into this Agreement by reference.

15.2. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

15.3. Entire Agreement. This Agreement, and all attachments, exhibits, and mutually approved SOWs constitutes the entire agreement between Client and Agency regarding the subject matter of this Agreement, and supersedes all previous understandings, agreements and commitments, whether written or oral, between the Parties hereto with respect to the subject matter hereof and fully and finally sets forth the entire Agreement between the Parties hereto.

15.4. Amendments. Except as otherwise provided by the Agreement, SOW, or Exhibit, this Agreement, as well as any attachments, exhibits, or statements of work, shall not be amended or modified except in writing signed by both Parties.

15.5. Waiver. No waiver by either Party of any breach by the other Party of any of the provisions of this Agreement shall be deemed a waiver of any preceding or succeeding breach of the same or any other provisions hereof. No such waiver shall be effective unless in writing and then only to the extent expressly set forth in writing.

15.6. Assignment. Neither Party may assign or transfer any interest under this Agreement without the prior written consent of the other Party, not to be unreasonably withheld, conditioned or delayed; provided that Agency may assign this Agreement, without any prior written consent from Client, to an affiliate or subsidiary of Agency or of Agency's parent company to assume responsibility for Agency's obligations under this Agreement.

15.7. Severability. If any provision of this Agreement is invalid or unenforceable under any statute or rule of law, such provision, to the extent it is illegal, invalid or unenforceable, will be deemed omitted, but the remaining provisions shall not be affected in any way; and, to the extent permitted and possible, the invalid or unenforceable term or clause shall be deemed replaced by a term or clause that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term or clause.

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15.8. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns, but except as hereinafter provided, nothing in this Agreement is to be construed as an authorization or right of any Party to assign its rights or delegate its duties under this Agreement as provided in Section 17.6.

15.9. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if given: (i) in writing and personally delivered; (ii) sent by certified mail, postage prepaid, to the address set forth below or other notice address as designated in writing between the Parties prior to delivery and shall be effective and duly delivered on the day of personal or courier delivery; (iii) via electronic mail to an electronic mail address as set forth below and shall be effective and duly delivered upon the sending Party's confirmation of receiving Party's receipt of electronic notice; or (iv) via electronic facsimile transmission to the name, address and facsimile number of the receiving Party as designated in writing between the Parties prior to delivery and shall be effective and duly delivered upon the sending Party's receipt of confirmation ("Notice").

Client:
City of Windom

444 9th Street
PO Box 38
Windom, MN 56101

Agency:
**Life Line Billing Systems, LLC, d/b/a
LifeQuest Services an EMS Management
& Consultants, Inc. Company**

2540 Empire Drive
Suite 100
Winston-Salem, NC 27103

15.10. Choice of Law; Venue. This Agreement, including the documents, instruments and agreements to be executed and/or delivered by the Parties pursuant hereto, shall be construed, governed by and enforced in accordance with the laws of the state of North Carolina, without giving effect to the principles of conflicts of laws thereof. The Parties agree that any disputes arising out of or related to this Agreement shall be venued in the state or federal courts situated in North Carolina, and the Parties hereby consent to and submit to the personal jurisdiction of such courts.

15.11. Attorneys' Fees and Costs. Unless otherwise stated under this Agreement, if any legal action or other proceeding relating to this Agreement, the Services contemplated hereby, or the enforcement of any provision of this Agreement is brought by any Party, each Party shall be responsible for their own attorneys' fees, unless otherwise stated in this Agreement, or if an action brought forth is deemed frivolous by a court of law, in which case the Party bringing the frivolous action shall be responsible for any attorneys' fees incurred.

15.12. Counterparts. This Agreement may be executed and delivered in counterparts, and delivered by PDF, facsimile transmission, or electronic transmission, and all such counterparts shall constitute one agreement, and all of such PDF or facsimile or electronic signatures shall be as binding as are original signatures delivered in person.

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IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement on the date set forth below, but to be effective as of the Effective Date.

Client:
City of Windom

Agency:
Life Line Billing Systems, LLC d/b/a
LifeQuest Services and EMS Management &
Consultants, Inc. Company

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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Exhibit A

BILLING SYSTEMS, LLC

STATEMENT OF WORK – ACCOUNT COLLECTIONS

This Statement of Work (“SOW”) is made and entered into as of this ____ day of _____, 2025 (the “SOW Effective Date”), by and between the City of Windom (the “Client”) and Life Line Billing Systems, LLC, an EMS Management & Consultants, Inc. company (the “Agency”).

1. INCORPORATION OF MASTER SERVICES AGREEMENT.

- 1.1. This SOW is a separate agreement between Client and Agency and incorporates the definitions, terms and conditions of the Agreement.
- 1.2. This SOW reflects the final pricing and requirements for the Services, except where otherwise specified in the Agreement and as may be subsequently modified by the Parties upon written agreement.
- 1.3. The Agreement is amended to add the Services and terms as stated in this SOW.
- 1.4. If a term in this SOW conflicts with a term in the Agreement, the provisions of the Agreement will prevail unless this SOW specifically states that the term in this SOW will prevail.
- 1.5. Except as provided herein, all other terms, conditions and provisions of the Agreement shall remain in full force and effect.

2. TERM. This SOW shall commence on the SOW Effective Date set forth above for a period of three (3) years.

3. Renewal. Upon the expiration of the Initial Term and unless otherwise terminated, this Agreement shall be automatically renewed for subsequent one (1) year periods subject to the termination rights herein. All terms and provisions of this Agreement shall continue in full force and effect unless otherwise modified.

4. DESCRIPTION OF SERVICES.

- 4.1. **Services.** Agency agrees to serve as an extension of Client’s business office to provide Client with qualified personnel and appropriate resources to perform certain aspects of managing and servicing of accounts, in lieu of Client performing the same internally (defined herein as the “Services”).
- 4.2. **Compliance with Law.** When performing Services under this SOW, Agency will comply with the federal Fair Debt Collection Practices Act, 15 U.S.C. §§ 1692 *et seq.*, as well as state and local requirements.

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4.3. Account Collections. Agency will adhere to the work standards and requirements as set forth in the attached Exhibits to this SOW, including but not limited to:

- 4.3.1.** Agency agrees to provide dedicated employees and other personnel ("Dedicated Staff") to perform the Services.
- 4.3.2.** Agency Dedicated Staff shall perform the Services with professional diligence and care and at least in accordance with the practices and quality standards used in well-managed operations performing similar tasks.
- 4.3.3.** Agency will conduct the Services as a third-party debt collector subject to the federal Fair Debt Collection Practices Act ("FDCPA").
- 4.3.4.** Agency will follow any Client guidelines and policies, provided in writing, when performing Services.
- 4.3.5.** Agency will follow its description of Services as provided in Exhibit A. Agency may amend Exhibit A to identify strategy changes without Client's prior approval, if the Agency deems the change is in the best interest of the Client.

4.4. Placement of Accounts. During the Term, Client shall place with Agency accounts ("Accounts") to be serviced that are in default in accordance with Client's policies and procedures, and in accordance with the terms of this Agreement. The Accounts shall be for customers of Client, who may be a patient, customer, or have a similar relationship with Client ("Customer"). Client will not place any account with a balance less than \$25.00. If an account is placed with Agency that is less than \$25.00, Client authorizes Agency the option to close the account and not pursue collection activities.

4.5. Exclusivity. Client hereby acknowledges that Agency is the exclusive provider of Services specified herein.

5. TERMS OF PAYMENT.

5.1. Collection Contingency Fees. In addition to the payment terms as specified in the Agreement, Client shall pay Agency 20% of the net revenue collected on the Accounts as further detailed in the Exhibits attached hereto. This will be the only Contingency Fee on the Accounts that will be paid to Agency or Agency's affiliates.

6. GENERAL PROVISIONS.

6.1. Agreement. The general provisions pursuant to the Agreement are hereby adopted into this SOW.

6.2. Amendment. Except as otherwise provided in this SOW, this SOW may not be modified, amended, changed, or waived in any manner except by written approval executed by an authorized representative from each Party.

6.3. Counterparts. This SOW may be executed and delivered in counterparts, and delivered by PDF, facsimile transmission, or electronic transmission, and all such counterparts shall constitute one

CONFIDENTIAL

agreement, and all of such PDF or facsimile or electronic signatures shall be as binding as are original signatures delivered in person.

IN WITNESS THEREOF, the Parties have executed and delivered this SOW on the date set forth below, but to be effective as of the Effective Date.

Client:

City of Windom

Agency:

**Life Line Billing Systems, LLC d/b/a
LifeQuest Services and EMS Management &
Consultants, Inc. Company**

By: _____

Print Name: _____

Title: _____

Date: _____

By: _____

Print Name: _____

Title: _____

Date: _____



Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com



We have prepared a quote for you

APX N30 (Qty 25) & APX6500 (Qty 4) & 1 APX6000

Quote # 006196
Version 1

Prepared for:

Windom Ambulance

Kristen Porath
kristen.porath@windommn.com



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Products

Description	Price	Qty	Ext. Price
Motorola APX N30 7/800 Mhz Model 2 Portable. Includes battery, belt clip, antenna, P25 software, 1 yr warranty.	\$0.00	25	\$0.00
N30 Single Unit Charger, Impres	\$0.00	25	\$0.00
APX N30/APXN50 HARD LEATHER CARRY CASE 2.75 INCH SWIVEL BELT LOOP, PMNN4813 BATTERY	\$0.00	2	\$0.00
APX N30 RM760 IMPRES WINDPORTING REMOTE SPEAKER MICROPHONE, LARGE (IP68)	\$0.00	2	\$0.00
BATT LIION IMPRES 2 IP68 2850T APX N30	\$0.00	6	\$0.00
Motorola APX6500 7/800 Mhz Mobile - Dual Head, P25 software, encryptions.	\$0.00	4	\$0.00
APX6000 700/800 Model 2.5 Portable	\$0.00	1	\$0.00
APX6000 Single Unit Impres Charger (115 VAC, 2.3 Amp)	\$0.00	1	\$0.00
APX6000 IMPRES RSM, NOISE CANC. EMERGENCY BUTTON	\$0.00	1	\$0.00
Impress Battery, 3400mAh (APX6000)	\$0.00	1	\$0.00
ARMER/ISICS Programming & Optimization	\$100.00	30	\$3,000.00
Subtotal:			\$3,000.00



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

APX N30 (Qty 25) & APX6500 (Qty 4) & 1 APX6000



Prepared by:

Mankato

Donnie Rooney
800-967-1778
donnier@alpha-wireless.com

Prepared for:

Windom Ambulance

444 9th St
PO Box 38
Windom, MN 56101
Kristen Porath
(507) 822-3774
kristen.porath@windommn.com

Quote Information:

Quote #: 006196

Version: 1
Delivery Date: 04/25/2025
Expiration Date: 05/23/2025

Quote Summary

Description	Amount
Products	\$3,000.00
Total:	\$3,000.00

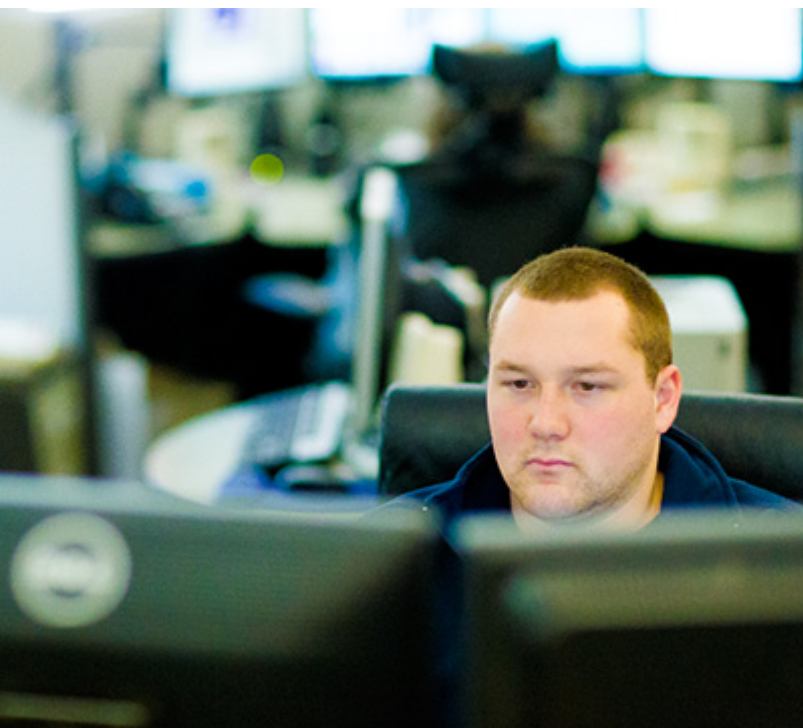
Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Mankato

Signature: *Donnie Rooney*
Name: Donnie Rooney
Title: President
Date: 04/25/2025

Windom Ambulance

Signature: _____
Name: Kristen Porath
Date: _____



WINDOM, CITY OF

N30 - APX6500

05/17/2024

05/17/2024

WINDOM, CITY OF
444 NINTH ST
WINDOM, MN 56101

RE: Motorola Quote for N30 - APX6500

Dear Kristen Porath,

Motorola Solutions is pleased to present WINDOM, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide WINDOM, CITY OF with the best products and services available in the communications industry. Please direct any questions to Donnie Rooney at donnier@alpha-wireless.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Donnie Rooney

Motorola Solutions Manufacturer's Representative

Billing Address:
WINDOM, CITY OF
444 NINTH ST
WINDOM, MN 56101
US

Quote Date:05/17/2024
Expiration Date:06/24/2025
Quote Created By:
Donnie Rooney
donnier@alpha-wireless.com

End Customer:
WINDOM, CITY OF
Kristen Porath
kristen.porath@windommn.com
507-832-8690

Contract: 20927 - MN DOT 209493

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	4	\$3,518.00	\$2,532.96	\$10,131.84
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	4	\$879.00	\$632.88	\$2,531.52
1b	G51AU	ENH: SMARTZONE OPERATION APX6500	4	\$1,320.00	\$950.40	\$3,801.60
1c	G67DT	ADD: REMOTE MOUNT E5 APXM	4	\$327.00	\$235.44	\$941.76
1d	GA00092AU	ADD: APXM DUAL E5 CH	4	\$627.00	\$451.44	\$1,805.76
1e	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	4	\$0.00	\$0.00	\$0.00
1f	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	4	\$0.00	\$0.00	\$0.00
1g	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	8	\$66.00	\$47.52	\$380.16
1h	G610AC	ADD: REMOTE MOUNT CABLE 30 FT APX	8	\$28.00	\$20.16	\$161.28
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	4	\$0.00	\$0.00	\$0.00



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Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	4	\$15.00	\$10.80	\$43.20
1k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	4	\$567.00	\$408.24	\$1,632.96
1l	GA01670AA	ADD: APX E5 CONTROL HEAD	4	\$717.00	\$516.24	\$2,064.96
1m	W22BA	ADD: STD PALM MICROPHONE APX	8	\$79.00	\$56.88	\$455.04
1n	QA09113AB	ADD: BASELINE RELEASE SW	4	\$0.00	\$0.00	\$0.00
1o	W969BG	ENH: MULTIKEY OPERATION	4	\$363.00	\$261.36	\$1,045.44
1p	G361AH	ENH: P25 TRUNKING SOFTWARE APX	4	\$330.00	\$237.60	\$950.40
	APX™ 6000 Series	APX6000				
2	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	1	\$3,667.00	\$2,640.24	\$2,640.24
2a	H869BZ	ENH: MULTIKEY	1	\$363.00	\$261.36	\$261.36
2b	QA05100AA	EHN: STD 1 YR WARRANTY APPLIES	1	\$0.00	\$0.00	\$0.00
2c	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	1	\$115.50	\$79.20	\$79.20
2d	Q361AR	ADD: P25 9600 BAUD TRUNKING	1	\$330.00	\$237.60	\$237.60
2e	H38BT	ADD: SMARTZONE OPERATION	1	\$1,320.00	\$950.40	\$950.40
2f	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	1	\$879.00	\$632.88	\$632.88
2g	QA09113AB	ADD: BASELINE RELEASE SW	1	\$0.00	\$0.00	\$0.00
2h	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	1	\$567.00	\$408.24	\$408.24
2i	H122BR	ALT: 1/4 WAVE 7/8 STUBBY (NAR6595)	1	\$26.00	\$18.72	\$18.72
3	PMMN4062AL	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	1	\$127.12	\$84.74	\$84.74
4	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	1	\$188.27	\$106.50	\$106.50
5	NNTN8860B	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	1	\$186.50	\$134.28	\$134.28
	APX™ N30	APX N30				



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
6	H15UCF9PW6AN	APX N30 7/800 MODEL 2 PORTABLE	25	\$2,463.00	\$1,773.36	\$44,334.00
6a	BD00032AA	ADD: ESSENTIAL CORE BUNDLE	25	\$2,244.00	\$1,615.68	\$40,392.00
6b	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	25	\$0.00	\$0.00	\$0.00
6c	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)	25	\$0.00	\$0.00	\$0.00
6d	Q387CB	ADD: MULTICAST VOTING SCAN	25	\$0.00	\$0.00	\$0.00
6e	QA00580BA	ADD: TDMA OPERATION	25	\$0.00	\$0.00	\$0.00
6f	QA09001AM	ADD: WIFI CAPABILITY	25	\$0.00	\$0.00	\$0.00
6g	QA08715AA	ADD: BASIC VOICE CONTROL	25	\$0.00	\$0.00	\$0.00
6h	QA03399AK	ADD: ENHANCED DATA	25	\$0.00	\$0.00	\$0.00
6i	QA00982AH	ADD: SITE SELECTABLE ALERT FOR P25 TRUNKING	25	\$0.00	\$0.00	\$0.00
6j	QA09007AD	ADD: OUT OF THE BOX WIFI PROVISIONING	25	\$0.00	\$0.00	\$0.00
6k	QA08775AA	ALT: 7800 STUBBY 762-870MHZ	25	\$28.60	\$20.59	\$514.75
6l	QA09113AA	ADD: BASELINE RELEASE SW	25	\$0.00	\$0.00	\$0.00
6m	QA05100AA	EHN: STD 1 YR WARRANTY APPLIES	25	\$0.00	\$0.00	\$0.00
6n	QA08853AA	ADD: CPS ENABLEMENT	25	\$0.00	\$0.00	\$0.00
7	PMMN4176A	RM760 IMPRES WINDPORTING REMOTE SPEAKER MICROPHONE, LARGE (IP68)	2	\$131.00	\$94.32	\$188.64
8	PMLN8609A	APX N30/APXN50 HARD LEATHER CARRY CASE 2.75 INCH SWIVEL BELT LOOP, PMNN4813 BATTERY	2	\$87.00	\$65.25	\$130.50
9	PMNN4813B	BATT LIION IMPRES 2 IP68 2850T	6	\$178.50	\$128.52	\$771.12
10	PMPN4820B	CHR DESKTOP SINGLE UNIT IMPRES 2 EXT PS US/NA	25	\$85.71	\$61.71	\$1,542.75
11	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1	\$0.00	\$0.00	\$0.00

Grand Total
\$119,373.84(USD)


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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Notes:

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Line #	Item Number	Parametric Data
11	PSV01S03059A	TEMAILAR = markf@alpha-wireless.com,CUSTNAME = Mark, Frahm,SYSTEMID = 040F
6n	QA08853AA	TEMAILAR = markf@alpha-wireless.com,SYSTEMID = 040F



APX N30 PORTABLE RADIO SOLUTION DESCRIPTION

OVERVIEW

The APX N30 offers affordable, next generation communications without compromising P25 interoperability or voice and data quality. It has a durable design with “pick-up-and-go” functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N30 enhances operations with a front display with an upgraded user interface for better readability and loud and clear audio for reliable, everyday use. Additionally, the N30 offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

ViQi Voice Command

To prevent first responders from losing focus while events unfold, ViQi Voice Control allows users to operate their device with customized voice commands. First responders can switch between preset channels and zones, adjust volume, and change audio profiles by pressing the preprogrammed ViQi button and speaking into the microphone.

ESSENTIAL AND SECURE P25 COMMUNICATIONS

The APX N30 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. All P25 communications over the N30 are safe and secure—it offers software encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.

RELIABLE CONNECTIVITY

Using the APX N30 lets first responders stay connected across disparate networks. It can be equipped with Wi-Fi®, Bluetooth®, GPS, and Geofence features, bringing future-ready applications, services, and best-in-class connectivity to everyday use. APX N30 radios support 7/800 MHz frequency bands across radio systems, with minimal intervention by the radio user.



MANAGING AND PROVISIONING DEVICES

APX N50 can be programmed in two ways: one-at-a-time through Customer Programming Service (“CPS”) or through a combination of CPS and batch programming over Wi-Fi available with the radio management (“RM”) software.

CPS is a proprietary, Windows-based application, used to configure APX subscriber radios in offline situations that include provisioning, networking, and monitoring tools that provide greater awareness and faster radio management. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow the addition of new software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read and edited, and codeplugs and templates can be saved and duplicated to program other fleet radios.



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Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

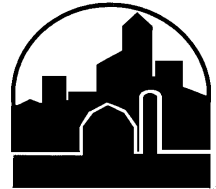
Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**

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: Jeff Dahna, Telecom General Manager
DATE: 5/2/2025
RE: Telecom Video Service Rate Increase
DEPT: Telecom
CONTACT: Jeff Dahna

Recommendations/Options/Action Requested

The Telecom Commission recommends that the City Council Adopt the following rate increase effective on or before June 1, 2025 for Basic, Expanded Basic, and Digital video services/package monthly subscriber rate/fee change.

Basic Video Service rate/fee increase:	15%
Expanded Basic Service rate/fee increase:	15%
Digital Video Service rate/fee increase:	15%

Issue Summary/Background

The addition of Twins TV and other network subscriber rate increases, it is necessary to increase the subscriber video rates to better cover the programming costs. The Telecom Commission met on April 21st, 2025, and reviewed/discussed current video programming costs (not including labor and operational costs). The Telecom Commissioners voted unanimously to recommend City Council to increase the Basic, Expanded Basic, and Digital monthly video service subscriber rates by 15%.

Fiscal Impact

The increased video service rates/fees will generate revenue for subscription programming costs.

Attachments

RESOLUTION #2025

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Absent:

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND

WHEREAS, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the City Council periodically establishes rates and fees for municipal utilities; and

WHEREAS, the Windom Telecommunications Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a cost-effective manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Windom, Minnesota, as follows:

Change the monthly rate for services offered by WindomNet to the rates set forth below effective June 1, 2025.

Subscriber Rate Increase - including all bundles and stand-alone service offerings

All Video Services/Packages	15%
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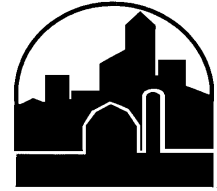
Adopted this 6th day of May, 2025.

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: Donna Torkelson, Finance Director
DATE: May 6, 2025
RE: Administrative Assistant – Hiring Recommendation
DEPT: Finance/Office
CONTACT: Donna Torkelson, Finance Director/Controller at donna.torkelson@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Kaylee Grove to the Administrative Assistant position starting May 14, 2025, starting at Step 1, moving to Step 2 after satisfactory completion of a 6-month probationary period.
-

Issue Summary/Background

Amy Kelly submitted her resignation effective April 10, 2025, she accepted a secretarial position with the Windom Area School District.

The Administrative Assistant position was posted both internally and externally. We received seven applications and five candidates were selected for interviews.

After interviewing the selected candidates, staff recommends hiring Kaylee Grove for the Administrative Assistant position. Kaylee has been in her current position at TORO for 15 years. She also has 9 years of retail and customer service experience. Kaylee is excited to start her new role with the City of Windom.

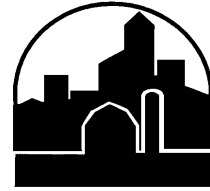
Fiscal Impact

Funding for this position is included in the 2025 City of Windom operational budget.

Attachments

1. None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: May 6, 2025
RE: Part Time
DEPT: Recreation
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

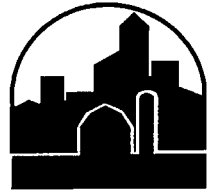
Staff recommends that the City Council take the following action hiring Jake Tauer for a part time summer seasonal position for Ball Field and Parks Maintenance at a rate of \$13.00 an hour.

Issue Summary/Background

Fiscal Impact

Money is budgeted to pay the wages of part time seasonal employees.

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: April 29, 2025
RE: Re-appointments to Windom Area Health Board of Directors
DEPT: Mayor\Council
CONTACT: Mayor Hilary Mathis: WindomMayor@windom-mn.com

Recommendations/Options/Action Requested

The Mayor recommends that the City Council take the following action:

1. Re-appoint Rick Fredrickson and Dan Ortmann to the Windom Area Health Board of Directors.

Issue Summary/Background

Mr. Fredrickson and Mr. Ortmann have just completed terms on the Windom Area Health Board of Directors and been requested to be re-appointed. The City Council recently approved the Board's by-law change to make terms five years in length. As such, these terms will run May 1, 2025 – April 30, 2030.

Fiscal Impact

None.

Attachments

1. None.