



## **CITY COUNCIL MEETING**

**March 17, 2026**

**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](http://www.windom-mn.com)

Call to Order

Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – March 3, 2026
    - Community Center – March 9, 2026
    - Economic Development Authority – March 9, 2026
    - Library Board – March 10, 2026
    - Park & Recreation Commission – February 11, 2026
    - Utility Commission – February 26, 2026
  - Regular Bills
2. Department Heads
3. Resolutions Accepting Donations
  - Marvin Grunig – Lommen Park
  - Lynch Family Foundation/Premium Iowa Pork, LLC – “Soaring Eagles Child Care Center”
4. Resolutions Accepting Grants
  - Taylor Family Farms Foundation – “Roots to Wings Childcare Provider Program”
  - The Robert & Helen Remick Charitable Foundation Trust Grant – “Roots to Wings Childcare Provider Program”
5. 2026 Street Improvement Project – Resolution Awarding Bid
6. 18<sup>th</sup> Avenue Storm Sewer Improvement Project
  - Resolution Ordering Improvements and Preparation of Plans
  - Engineering Services Agreement – Johnson Engineering Group
7. Joint Funding Agreement – Des Moines River Gage
8. Resolutions Supporting Grant Applications
  - DEED Economic Development Child Care Grant
  - DNR Outdoor Recreation Grant
9. EDA Recommendations
  - Construction Financing – “Soaring Eagles Child Care Center” – Temporary Loan
  - Childcare Operational Support – “Soaring Eagles Child Care Center”
  - Resolution Terminating Contract for Private Redevelopment – Apollo Development LLC
  - Resolution Approving TIF 1-22 Interfund Loan Agreement – Cemstone Redevelopment Grant Repayment
10. Professional Services Agreement – Wage Study Proposal Recommendation

11. Personnel Recommendations
  - City Attorney Services Recommendation
  - Riverbend Liquor – Non-union Part-time
  - Riverbend Liquor – Union Part-time
12. Mayor Appointment – Library Board
13. 2025 Annual Report
14. New Business
15. Old Business
16. Council Comments
17. Adjourn

**Regular Council Meeting  
City Hall, Council Chamber  
March 3, 2026  
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Hilary Mathis

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Devin Kopperud, Assistant Police Chief; Jeff Dahna, Windomnet General Manager; Jon Ketzenberg, Streets & Parks Superintendent; Ben Derickson, Fire Chief; Kristen Porath, Ambulance Director; Jordan Bussa, Telecom; Brian Turner, Telecom; Andrew Rossow, Telecom and Sonya Wilt, EDA Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – February 17, 2026
  - Planning Commission – February 24, 2026
  - Telecom Commission – January 26, 2026
  - Telecom Commission – February 23, 2026
- Exempt Gambling Permit – BARC – April 21, 2026
- Solicitation Permit – Jalen Green – Mad City Windows and Bath
- Regular Bills

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

5. Department Heads:

None.

6. Public Comment – Diane Kruger:

Ms. Kruger, 605 Prospect Avenue said that she is speaking against a sale of Windomnet to Federated. She said there have not been answers to questions like how much does it cost to de-couple Windomnet from the City if sold. She said that her research shows state statute on bidding and the public utilities commission prohibits a sale by this manner. A market study of the community had not been done since 2001/2002. She said the city should do more exploring of partnerships with SMBS, Midco or others. Was Windomnet for sale, no one knows that. There is a way forward if the system is kept and need to contact current customers to see what they want. There is another Midco letter that indicates a possible path to more revenue. Concerns from the staff do not seem to be addressed. The fiduciary duty is to get the best deal and that may not be Federated and the City can sell for more money as shown by Midco. She hinted at potential litigation if the system is not bid out. The cost of services to city offices has not been documented and Windomnet provides free services as well as some salaries in other departments so there is not a true picture of financials. There is positive cash flow since 2016

but not to cover the bonds. The Telecom board discussed a plan to move ahead. The 2017 bond will be paid off in 2027 and the large bond has a 1.95% interest rate which is very good. Federated said they would do free services for the city for five years and low cost for five more years, what is that worth. How much is the entire Windomnet system to re-build? If someone wants our system, they will pay us to rent it from the city. She feels the Council should relook at this matter and the Telecom Board said not to sell. The Midco letter said that more time is needed and she agrees. Vote no.

7. Resolution Accepting a Donation – Windom Library:

**Council Member Esplan introduced the Resolution No. 2026-09, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM KENNETH & DEBRA HOFFMANN IN MEMORY OF ANITA WINKEL TO THE WINDOM LIBRARY” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Nelson, Sherman, Esplan and Benson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

8. Second Reading - Ordinance No. 204, 2<sup>nd</sup> Series – Disposition of Real Estate (Windomnet):

Mathis said the first bullet point under this item is the Telecom Commission Operation Plan.

Jeff Dahna, Windomnet General Manager and Josh Peterson, Telecom Commission Vice Chair, introduced themselves.

Dahna said this is a plan for operations and not an advocacy for a policy position. They have transitioned cable television to streaming video and the head end was shut down. Windomnet will continue to do modernization. The Telecom fund lost \$100,000 in 2025 and is \$1 million in deficit. There is bond reserve for the big bond that has to remain in place and the funds in the 2017 bond are earmarked for debt service. The operational roadmap in the packet is to increase margins for services and not a request to purchase equipment or spend money. Streaming video has greatly reduced programming costs and the move to Gig Tel will reduce telephone overhead costs and the overall goal is to stop bleeding money. If/when purchases are made, they will get quotes or bids as required and seek Council approval. They acknowledge that operational revenue has to cover their costs of overhead and upgrades. They want to continue the path of modernization to 10 GB from the 1 GB system in place. The request from Council was to form a plan to move forward.

Peterson said that the plan presented is for potential system retention. The Windomnet staff and Telecom Board discussed and came up with this plan. Purchases will follow the regulations. Dahna added that upcoming expenses will need to be covered by their own revenue.

Sherman said that we cannot know all specifics of the plan or what will happen in the future but this is laying out what the potential is for the next couple years. He asked Dahna if the financial projections show a profit. Dahna replied that the system could see a profit, but number of customers could change and costs going up but there may also be other service lines available such as getting into mobile phone plans. Sherman asked what Dahna felt was the low end and high end for profits the next two years. Dahna said maybe \$300,000 to \$400,000 but they do not know future revenue could include 10 GB services and may be a data center connection. There are no guarantees the system remains profitable and number of subscribers can change which alters the revenues. They can try marketing and social media to get business.

Esplan said that from the spreadsheet he saw, the system can make money of \$1.6 million to \$2 million by 2030. Dahna said there is more information on the capital expenses now so those numbers are going to be different. Esplan said the system was in the red for 2025 and projected to be in the black in 2026 and could see nearly \$400,000 of revenue. He feels it would be foolish to sell if the figures are accurate. Dahna said that they would have to use some of the revenues for capital upgrades

## Preliminary

so the profit would likely be \$100,000 to \$200,000. Whoever owns Windomnet will need to incur costs for improvements.

Quade said that the budget projection did show profit but the operational plan handed out shows about \$536,000 in capital expenses and nothing being paid back for the system's \$1.1 million deficit to the enterprise funds. Windomnet still needs the upgrades so will more debt be added to cover those costs? The financial picture is not as good when these things are considered.

Sherman said that the \$540,000 is over the next 2-3 years and being in the black in 2027 is a consideration as this is a step down the road for the future. He appreciates the operational plan and the work to get it completed.

Quade said she too is thankful for the plan and information, but we need to look at customer counts when considering future financials. The data service has gone from 1760 to 1703 to 1683 over the last two months and there was a loss of 44 telephone customers in the same timeframe. Where is the point of the system not being sustainable or unprofitable? What about cost pressures and increased competition? She does not feel this is a good long-term investment. She is looking at current facts and history, not projections and what ifs. She hopes for the best, but we need to look at the information we have now.

Benson asked how Windomnet is going to get customers back. Dahna said that technology is changing and things more data driven, such as virtual reality baseball game attendance, and that may drive people to want data services. Peterson added that Windomnet has made changes to upgrade equipment and provide better services so that may attract customers.

Sherman said that people are trying to understand tech and what the system offers. Customers are gained and lost, even with the recent losses that is only 1.3% of the base of data users so not an area of concern. He feels the fiduciary duty is that if someone is offering more for the system then we need to explore that possibility. Windomnet has been paying off bonds and retiring debt, big bond is done in 2032. There may be other parties that are interested in buying Windomnet so all offers should be compared and we need to pursue the best deal. He is pro-process not anti-Federated. He feels we should market the system and it is worth more than the debt owed. He feels the timing is bad as it is only six years until the system is debt free. Should it be sold what does that say about the money offered, the optics of the sale, the timing of the sale and upgrades are needed. Governance and local control are considerations. There have been many numbers thrown out and no one has a crystal ball, he prefers not to be fear based in his decision making. He feels Windomnet is in better shape than it has been in the past. He is not anti-Federated or anti-sale and just wants what is best for the community. He is pro-process and pro-taxpayer and pro-transparency. Council can set this right and have competition. The Council needs to counteract the appearance of a pre-decision and should pursue free competition. You protect the decision by protecting the process. This has been a flawed process and we can set a better path. We need to include Federated and others. Goals need to be strategic and a sale now is permanent and reconsidering a sale later still leaves options. He does not feel a sale now is fiduciarily responsible and the irreversibility of the decision is heavy. If sold, we are never getting the system back and 20 years will be lost. The system is climbing out of the financial hole and we should wait 1-2 years to see how it goes. He has a lot of respect for companies and how they operate. He wants a process for good government and voting no now is not voting never.

Nelson said that good companies are fantastic but it depends on the people running them. What will happen to the costs for Windomnet each year, costs are increasing and the system needs the customer base to support it. Getting subscribers is hard as competition is in the field. If prices are lower from

## Preliminary

competitors, then customers will leave and we lose subscribers. Should the city take on the cost and risk as there are many other city needs and projects. He cannot see how this works, getting more money from another buyer is great but he is more interested in service. Federated is a 100-year business and only 20 miles away. SMBS has about the same customers as Windomnet and they have a smaller staff. SMBS has quadruple redundancy for their systems and Windomnet has two.

Sherman said that a yes vote is to sell to Federated. A no vote is to retain options and may be get more money in a sale to help out Windom taxpayers. There are steps later to get to these options, but the step tonight to sell is the end. He wants to put out requests for proposals and see what is the best deal, which may not be the highest price.

Benson said he also goes by the numbers and not "what ifs". He see the possibilities, but that is what they are and this action tonight is a sure thing.

Sherman said that if we sell tonight this is done and with no other offers taxpayers will ask why didn't the Council look at others. He is not anti-Federated, but wants more due diligence and open process.

Quade said she is hearing information from a lot of angles and viewpoints. She believes that Federated is the best deal as they are local, will have a local customer service site and give the city input on an advisory board along with a 10-year deal for city services. She talked to the Midco CEO and there would not be a local office and no advisory board input. Given the discussion, in summary, there is likely a majority that will vote to sell being a 3-2 vote. The Mayor can veto any ordinance or resolution within a 10-day span. It takes a 4/5 vote to override a veto which would be considered on March 17<sup>th</sup>. Quade asked the Mayor about her intentions to veto a sale or not as it could impact the upcoming vote on the second reading.

Mathis said she listened to people, professionals and what she feels is to veto this ordinance if it passed as it would open up the process to solicit other proposals. Looking at more offers and being transparent is good.

**Motion by Benson second by Nelson to approve the second reading of Ordinance #204, 2<sup>nd</sup> Series. Motion failed 2 – 3 (Quade, Sherman and Esplan).**

Quade said it was a compromise to vote no and wants to encourage Federated to move forward with the city as this process continues.

Mathis said this vote showed a good path and compromise from all parties. This is weighing heavy on everyone. Federated has been a good partner so she reached out to them to also encourage them to continue the process with the city.

**Motion by Quade second by Nelson to solicit proposals for the potential sale of Windomnet due in 45 days with the conditions of 1) a local customer service presence; 2) advisory board input from Windom and 3) a 10-year deal for free or reduced cost services for the city departments\facilities. Motion carried 4 – 1 (Esplan).**

Esplan said he is voting no but will support the motion if it passes. He said it looks like future revenues, even with the costs of capital it can still be a lot of money.

Sherman asked if 45 days is reasonable. Nasby replied that there is no standard for an RFP and the city has a lot of data available. He noted that the city's valuation consultant completed the valuation in under 45 days.

## Preliminary

Quade said that most information is public and reiterated the RFP means that Windomnet is for sale. Mathis noted that she would like more public meetings as this moves forward.

Nasby said that staff will direct solicitation letters to the parties that have expressed interest, get something posted on the city website and put an ad in the newspaper.

9. Windom Fire Relief Association – Benefit Increase Request:

Ben Derickson, Fire Chief, said that the Relief Association has done well with investments and has the funds to increase the annual benefit. The benefits would go up from \$3,300 per year of service to \$4,000 per year of service and is to benefit the existing fire fighters. They review their investment positions at least quarterly.

**Motion by Benson second by Quade to approve the increase in annual benefit from \$3,300 to \$4,000 per year of service as presented. Motion carried 5 – 0.**

10. Contractor Payment – Airport Taxiway Widening Project – Final Payment:

Nasby said the engineers are recommending final payment as the project was completed.

Benson said he is abstaining from the vote as he is Airport Manager.

**Motion by Quade second by Nelson to approve the final payment for the 2025 Airport Taxiway Widening Project in the amount of \$21,545.50. Motion carried 4 – 0 (Benson abstain).**

11. New Business:

None.

12. Old Business:

Quade said that Kastle Kingdom rebuild cost is \$566,000 and with the MN DOT traffic signal cost coming down she would like Council to consider putting the savings into Kastle Kingdom to get it done this year. That would make \$305,000 coming from the city and there are grant requests pending.

13. Council Comments:

Benson noted the warm weather and asked people to watch out for kids on bikes and pedestrians. The Council job is tough and they are doing their best for the citizens. The Street Department is out cutting ash trees so he asked the public to stay away for safety.

Quade said that the AMI meter change out by the Electric Dept is underway and that it only takes a little amount of time where someone from the city may be in your yard.

Sherman thanked his fellow Council members on the respectful conversations and wanted to address the public as well for the thoughtful input. He acknowledged there was some discomfort in the discussion but feels the city is on a better path and encouraged the public to remain engaged.

Mathis said she too welcomed the constructive conversation by Council and the need to move forward and work together. The public input has been well received and appreciates the input.

14. Adjournment:

**Mayor Mathis adjourned the meeting by unanimous consent at 8:00 p.m.**

---

Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

## Community Center Commission Minutes

Monday March 9, 2026

1. Call to Order: 5:32 pm

2. Present:

President: Linda Stuckenbroker  
CC Director: Tim Snyder  
Commission Members: Mitch Voehl  
William Hanson  
Al Baloun  
Brady Haugen - Absent  
Commission Liaisons: Scott Benson  
Jim Nelson  
City Administrator: Steve Nasby – Absent

3. Approval of Minutes: Motion by William Hanson, seconded by Mitch Voehl, approved 4-0.

4. Director Report:

Personnel:

A. Advertised again for a part-time employee, it has been difficult to fill; add to Facebook page Help Wanted.

Financial Report:

A. Decent income for February; per deposits from Community Center.

5. Old Business:

A. Lighting in gym completed on February 2, 2026.

B. Roofing project completed and paid by LMCIT.

C. Clarified wedding cancellation policy; 50% refund if done 6 months in advance.

D. Swearing in of Brady Haugen and Mitchell Voehl.

E. Election of officers at March meeting for President and Secretary.

6. New Business:

A. Election results;

1. President – Linda Stuckenbroker, nominated by William Hanson; passed 4-0.

2. Vice President – William Hanson, nominated by Mitch Voehl; passed 4-0.

3. Secretary – Brady Haugen, nominated by Al Baloun; passed 4-0.



Motion by Al Baloun, seconded by William Hansen to accept this as officer positions for 2026.

- B. Bob Byers Memorial bench; Contacted Eagle Path Manufacturing value up to \$1000. It will take three weeks to build the bench. Motion to accept quote Al Baloun, seconded by William Hanson, Approved 4-0.
- C. Discussed ordering plaques recognizing the Byers Family donations. Motion by Al Baloun to spend up to \$300 for plaques, seconded by Mitch Voehl, passed 4-0.
- D. Discussed quote from Masters Stone and Landscaping for a pathway from the patio to the decorative wall. We also discussed landscaping for this process. Motion by Al Baloun, seconded by William Hanson to hire Masters Landscaping for up to \$1,300.00, Approved 4-0.

7. Commissioners Comments:

- A. Discussed other potential events to engage the public interest in the Community Center; Al Baloun-Puzzle Contests, William Hanson-None, Mitch Voehl-None, Linda Stuckenbroker-None, Scott Benson-Swap meet for Car/Motorcycle parts, Jim Nelson-None.

Next Meeting: April 13, 2026 5:30 pm.

Motion to adjourn by Al Baloun; seconded by Mitch Voehl at 6:22pm, approved 4 – 0.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
MARCH 9, 2026

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

2. Roll Call & Guest Introductions:

EDA Commissioners: Stacie Sanow, Nancy Wepplo, Heidi Hill, James Nelson, and Jenny Quade

Also Present: EDA Staff – EDA Director Sonya Wilt and Admin. Asst. Mary Hensen; Mayor Hilary Mathis; Kevin Stevens, Cottonwood County Liaison; and Jamie Frank, Juhl Erickson, and Justin Schmit from Windom Way Forward.

3. Approval of Minutes: January 12, 2026

**Motion by Commissioner Wepplo, seconded by Commissioner Quade, to approve the Minutes of the EDA Meeting held on January 12, 2026. Motion carried 5-0.**

4. Windom Way Forward - Presentation

A. Child Care Center: Jamie Frank, Juhl Erickson, and Justin Schmit were present as Committee Members from Windom Way Forward (“the Committee”). Mr. Erickson provided a brief history of the Committee which began discussing what Windom needs most at this time and determined that child care is the number one priority. He identified the Committee Members and paraphrased the four goals the Committee had established: (1) Establish a child care facility; (2) strengthen and expand in-home child care capacity by supporting existing and new providers; (3) research and develop a plan to grow a local pipeline of early childhood educators; and (4) establish a capital and resource development strategy to sustain and maintain a child care center and in-home child care providers.

The Committee has worked with First Children’s Finance. As of June 2025, Cottonwood County was short 264 child care spots. Other counties are also experiencing child care shortages. This results in employers losing job applicants because of the lack of child care. Available child care helps businesses expand and communities grow. Jamie Frank, Justin Schmit, and Juhl Erickson provided additional information concerning the need for child care, the effects lack of child care has on the local economy, regulatory challenges in the industry, and a possible solution for Goal No. (1). The Committee has selected the former Highland School as a new child care center. This center would provide at least 50 child care spots. There is a synergy in this building as it is currently the site of Headstart, a preschool, the SEED Program, and an after-school program known as “Adventure Club”. Children of similar ages would be in this building and not a mix of high school students and toddlers.

There are regulatory challenges for child care providers including a limitation on the number of children per adult based on age: 1 adult for 4 infants and 1 adult for 10 preschool children. Regulations also govern the types of equipment that are required. First Children’s Finance recommends adding 2 preschool rooms for the center.

In recent years, the Highland School has been remodeled including a new kitchen, painting, and new carpeting, etc. The building is basically “shovel-ready” except for remodeling for the specific child care areas. The playground is approximately 5 years old.

There was a discussion concerning the congestion on 10<sup>th</sup> Street with parking on both sides of the street for delivery and pickup of children particularly during snow plowing season. Superintendent Frank said that there had been some discussion concerning creating a delivery and pickup area on the north side of the building, but that will require additional funding and is a potential future project. She outlined which entrances are used by the various programs currently operating in Highland School.

The School's architect, Wold Group, assisted with the cost and design proposal for the child care center updates. The Committee Members explained the proposed budget costs for the remodeling, etc. In response to questions, the Committee said that the goal is to have the child care center operational by September 1, 2026, and it is anticipated that there would be 10 to 12 staff members and a director. The initial proposed capacity of the child care center would be 16 infants, 21 toddlers, and two rooms of 20 preschoolers each.

The Windom Area School District received a grant of \$25,000 from the Taylor Family Farms Foundation for the "Soaring Eagles Child Care Center" (the "Center"). The Robert and Helen Remick Charitable Foundation Trust has awarded a grant of \$50,000 to the School District to be used for furniture and equipment for the Center. Pledges have been made by Windom Area Health (\$50,000), Bank Midwest (\$25,000), Premium Iowa Pork (\$25,000), other businesses, and members of the community. Additional fundraising is ongoing. Operating investments have also been made by Windom Area Health and The Robert and Helen Remick Charitable Foundation Trust. Commissioner Wepplo inquired as to whether the Committee had checked Sanford's website concerning Good Samaritan's programs. The School Board will also be considering funding requests for the project at tonight's meeting.

The Committee is also seeking operational investments for a period of five years to assist with operating costs for the Center. Windom Area Health and The Robert and Helen Remick Charitable Foundation Trust have made pledges towards operational investments.

The Committee requested that the EDA consider making recommendations to the City Council to provide short-term gap financing to assist with the remodeling costs to help move the remodeling project ahead pending receipt of additional grants and donations. The Committee also requested that the EDA make a recommendation to the City Council that the sum of \$28,000 be donated as an operational investment annually for five years. There was a discussion as to the potential source of these funds.

**Motion by Commissioner Quade, seconded by Commissioner Hill, recommending that the City Council (1) approve the sum of \$28,000 per year for 5 years as operational investments for the Soaring Eagles Child Care Center and (2) that the City act as a temporary lender of the sum of \$75,000 to help fill the gap for construction and remodeling costs for the Center until additional grants are awarded and additional funding and donations have been received. Motion carried 5-0.**

## 5. Child Care

A. Taylor Family Farms Foundation Grant: Director Wilt recapped prior preliminary discussions concerning a potential program to assist existing in-home child care providers in Windom. The Program would be primarily funded by grants and donations. The purpose of the program is to provide assistance to in-home child care providers to help meet licensing, equipment, and other requirements established by the State for in-home child care. Director Wilt advised that she has researched application forms used by other cities and will provide proposed guidelines for the program at the next meeting.

In November 2025, Director Wilt applied for a grant from Taylor Family Farms Foundation ("TFFF") for this proposed new program. The City has received notification from TFFF that the Foundation has awarded a grant of \$20,000 for the "Roots to Wings Child Care Provider Program". The grant requires a one-to-one match which has now been received by the City. It is necessary that the City Council accept this grant award and approve the "Terms and Conditions" of the "Grant Acceptance Agreement" by resolution.

**Motion by Commissioner Wepplo, seconded by Commissioner Quade, recommending that the**

**City Council accept the grant award of \$20,000 from Taylor Family Farms Foundation for the “Roots to Wings Child Care Provider Program”, approve the Grant Acceptance Agreement, and authorize the Mayor or City Administrator to execute the Grant Acceptance Agreement. Motion carried 5-0.**

B. Robert and Helen Remick Charitable Foundation Trust Grant: Director Wilt reported that an application was filed with The Robert and Helen Remick Charitable Foundation Trust (“Remick Foundation”) for a grant for the match to the TFFF Grant. By letter dated February 12, 2026, the City was notified that the Remick Foundation has awarded a \$20,000 grant to the “Roots to Wings Child Care Provider Program”.

**Motion by Commissioner Hill, seconded by Commissioner Quade, recommending that the City Council accept the grant award of \$20,000 from The Robert and Helen Remick Charitable Foundation Trust for the “Roots to Wings Child Care Provider Program”. Motion carried 5-0.**

6. TIF District 1-22

A. Interfund Loan Resolution: Director Wilt explained the procedure for the City to use interfund loan resolutions to reimburse itself for eligible expenses that are advanced by the City for a specific TIF District. TIF District 1-22 includes the former Cemstone Concrete plant site. The City received a redevelopment grant from the Minnesota Department of Employment and Economic Development (“DEED”) in the amount of \$424,905. The funds were used for the demolition of the former Cemstone plant site. As a part of the requirements of the grant award, street and utility infrastructure was also installed on the property. The grant also required a certain amount of development on the site (“required development”) including construction of a lake home, a duplex, a villa (smaller single-family home), and a 25-30 unit market-rate apartment building. Pursuant to the Grant Contract Agreement (“Agreement”) between DEED and the City, this required development was to be completed within the period of 5 years from the date of the grant award which was March 26, 2021. This five-year period will expire on March 26, 2026. There is one home currently under construction in the new subdivision. The apartment building was to be completed by January 1, 2024. However, an extension was granted until January 1, 2025, due to a delay in the demolition activities on the site. The Agreement provides that if this required development has not been completed by March 26, 2026, the City will need to begin (semi-annual) repayments to DEED of the grant award. Repayments will be reduced as the required development is completed and will cease after all required development has been completed. Director Wilt has confirmed with DEED that the first payment in the amount of \$21,245 will be due on August 15, 2026, and no interest will be charged.

**Motion by Commissioner Wepplo, seconded by Commissioner Hill, to request that the City Council adopt an interfund loan resolution for the anticipated expense of repayment to the Minnesota Department of Employment and Economic Development of the Redevelopment Grant Award of \$424,905 received by the City. Motion carried 5-0.**

B. Apollo Development Agreement – Status and Authorization: Director Wilt recapped that in March 2022, the City Council approved a Contract for Private Redevelopment (“Agreement”) with Apollo Development LLC (“Apollo”) for a lot in the new residential subdivision now known as “South Cottonwood Lake Subdivision”. Pursuant to the Agreement, Apollo was to purchase the lot from the EDA and construct a new apartment building on that lot by January 1, 2024, which was extended to January 1, 2025. The EDA Board held a public hearing and approved the sale of the lot to Apollo pursuant to the terms of the Agreement. However, despite numerous contacts with the principal representative for Apollo, no actions have been undertaken to fulfill any of the terms set forth in the Agreement. Director Wilt has contacted the City’s TIF Attorney concerning required necessary steps to terminate the Agreement. There was a brief discussion concerning the terms of the Agreement which have not been fulfilled by Apollo Development LLC.

**Motion by Commissioner Quade, seconded by Commissioner Wepplo, authorizing EDA Staff to submit a request to the City Council for approval to take the necessary steps to send appropriate notice to Apollo Development LLC and terminate the Contract for Private Redevelopment between the City and Apollo Development LLC. Motion carried 5-0.**

7. Potential Lease Agreement – NWIP – Lot 5, Block 2: Director Wilt advised that an affiliate of Toro owns warehouse property in the North Windom Industrial Park (“NWIP”) that Toro uses for warehousing. Lot 5, Block 2 of the NWIP is owned by the EDA and located just south of Toro’s warehouse property. Toro has been in contact with the EDA about potentially leasing this lot from the EDA for use as a gravel parking lot for semi-trailers they are using for additional parts storage. The initial lease period would be six months. Director Wilt is awaiting additional information from Toro concerning proposed specifics of their proposal. There was a discussion concerning this proposal and provisions that the property be returned to its original condition and a 30-day written notice termination clause be included in the lease. The consensus of the Board was that Director Wilt should continue this discussion with Toro and provide proposed terms for a lease of the property to the Board for review and approval.
8. EDA Annual Report for 2025: The Board received a draft of the proposed Annual Report covering the EDA’s activities during 2025 in their packets. The EDA is required to submit an annual report to the City Council. Director Wilt provided an overview of the annual report.

**Motion by Commissioner Wepplo, seconded by Commissioner Hill, to approve the proposed 2025 EDA Annual Report and authorize the EDA Director to submit this report for inclusion in the City’s 2025 Annual Report to be presented to the City Council. Motion carried 5-0.**

9. New Business: None.
10. Unfinished Business
  - A. Staff Report: Director Wilt updated the Board concerning the grant applications for the Kastle Kingdom Project. She worked with Toro Staff to complete a grant application to the Toro Foundation that was submitted in February. She is currently working on a grant application for the DNR Outdoor Recreation Grant Program which needs to be submitted by the end of March. Part of the City’s match, if the grant is awarded, is the land for the site which the City owns. It is anticipated that an announcement will be made in May or June as to which applications have been approved. However, if the grant is awarded, the funds will not be available until fall after documentation requirements are met and award agreements signed. **If the grant is awarded, construction cannot begin until the award agreement is signed to use DNR funds which would be Fall of 2026, but the City will know prior to that, likely June, if the DNR grant has been approved.**
11. Miscellaneous Information
  - A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the January 2026 financial reports submitted by Van Binsbergen & Associates.
12. Adjourn: On consensus, President Sanow adjourned the meeting at 1:10 p.m.

Attest:

\_\_\_\_\_  
Sonya Wilt, EDA Director

\_\_\_\_\_  
Heidi Hill, EDA Secretary-Treasurer

Windom Library Board Meeting  
Tuesday, March 10, 2026 at 5:05 pm

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

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

**Council Member** - Dennis Esplan

**Library Staff-** Kari Hanson

Steve Fresk made the motion to approve the agenda, with one additional item for New Business, and approve the February Minutes; Fran Swenson seconded the motion; motion approved.

**Financial Report-** not available at this time

**Librarian's Report-** Kari Hanson reported on the following items:

1. Total circulation of library materials was 2, 585 items for the month of February.
2. Wendy did story time at the Windom Farm and Home Show with a chicken theme. This was the second year for story time at the Farm and Home Show. This took place before the Zoo Man.
3. The 2026 summer reading program will be "Plant a Seed, Read". They are in the planning phases but have a goal to have a bigger event in June, July, and August.
4. The adult winter reading program is wrapping up and will be done on March 31, 2026, with a good participation.
5. Anita Winkel's family has informed Kari Hanson they will be giving memorial gifts in memory of her to the Windom Library.
6. Kari Hanson has found a replacement for the remainder of the term for Anita Winkel's board position. This will be on the agenda for the March 17th City Council meeting.

Kari Scheitel made the motion to accept the Librarian's Report with a second by Steve Fresk; motion carried.

**Old Business-** none

**New Business-**

1. Motion was made by Diane Sykora to approve closing the library on Saturday, April 4, 2026 due to the Easter holiday; Sarah Peterson seconded the motion; motion carried.
2. Kari Hanson completed the 2025 Annual State Report; this was reviewed by the Library Board. Fran Swenson made the motion to accept the 2025 Annual State Report with a second from Kari Scheitel; motion carried.

**Adjournment-** John Duscher adjourned the meeting at 5:25 pm.

**Next Library Board meeting is Tuesday, April 14, 2026.**

# Windom Park & Recreation Commission

Minutes for Wednesday, February 11th, 2026

City Hall Council Chambers

**Roll Call:** Jon Ketzenberg, Jenny Quade, Scott Benson, Tom White, Jackie Jurgens, Pam Hogan, Jess Smith

**Not Present:** Autumn Hauge, Antonio Cerda

**Public Present:** None

**Call the Meeting to Order at 5:30 p.m.** Meeting was called to order at 5:35pm

1. **Motion to Approve or amend agenda:** Motion to approve the agenda was made by Tom and second by Pam.
2. **Approve Minutes from December 10<sup>th</sup>, 2025: No Meeting (Kastle Kingdom Event)** No minutes for December and January meeting was not held due to no quorum.
3. **City of Windom Schedule Rates/Fees 2026:** Hogan and Ketzenberg updated the commission on a few minor rate adjustments that will be sent to council for approval.
4. **Recreation Director report:**
  - a) **Arena:** Hogan updated the commission about events at the Arena. Hogan said that he had a situation where kids kicked the coils with their skates and put a whole in the coil which caused a glycol leak and it was never reported. Glycol was ordered and added to the system to prevent losing the ice and damage to the system. Hogan also said he recently had the bathrooms repainted and within a couple days someone had vandalized one of the stalls and etched into the paint with a sharp object. Discussion was held about some improvements to the outdoor riding arena which will include new lighting and electrical work.
5. **Park Superintendent Report:**
  - a) **Island Park Shelter:** Ketzenberg updated the commission with the status of the Island Park shelter and said they are finishing up some electrical and plumbing work and should be done soon. Jon said he is also getting bids for ADA compliant sidewalk for around the shelter as well.
  - b) **Additional Park Updates:** Jon said he has been working with Leathers to finalize design on Kastle Kingdom and would like to finalize design with commission approval so they can move forward. This will also allow grant opportunities to move forward when it is finalized. Commission had discussion mostly about ADA options for the park and finalized the design.
6. **Old Business:** None
7. **New Business:** Tom White had a question about some parks that are not utilized in town including Dynamite Park. Tom asked about the potential of selling the park and developing housing in that space. Discussion was held and the potential tax benefits that would come from it. Discussion was also held about potential neighbors that may not want housing in that space and that they could buy the land if they didn't want anything there. The discussion was tabled for the time being
8. **Commission Comments:** None

**9. Adjourn meeting.** Meeting was adjourned by unanimous consent.

**10. Next Meeting March 11th @ 5:30 in the City Council Chambers**



**UTILITY COMMISSION MINUTES**  
**Council Chambers**  
**February 26th, 2026**

**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 (Via Zoom) and Glen Francis  
                              Members Absent: None  
                              City Council Liaison: Scott Benson  
                              City Staff Present: Jason Sykora, Electric Superintendent; Ryan Anderson,  
                              Water/Wastewater Superintendent and Tayler Lehmann, Utility Billing/Analyst  
                              Others: None

**APPROVE MINUTES**

**Motion by Riordan, second by Francis to approve the January 22nd, 2026 Minutes. Motion carried 3 – 0.**

**ELECTRIC ITEMS**

AMI Metering Update

Sykora discussed technical issues with the AMI metering system, focusing on signal strength and meter connectivity. Specific problems were identified in the golf course area, with 490 out of 507 meters functioning. A \$322 repeater was proposed to be installed on a street light to improve signal coverage. The team is aiming to install 1,000 meters in March, with 2,250 meters expected to be completed by April. Concerns about the impact of AMI on signal strength and potential fire hazards were raised by customers, with reassurances that the new meters transmit less frequently than the old ones. Sykora shares the importance of ensuring all meters are reliably pinging before turning on the water meter reading side of the system.

Possible New Wind PPA

Sykora shared that there is 10-megawatt wind farm near Chandler, Minnesota, that the city could purchase power from. The price is expected to be around \$35 per megawatt. There's discussion about the fairness of MISO's (Midcontinent Independent System Operator) reliability metrics, which penalize generators for not meeting benchmarks despite maintaining their equipment.

Solar on Public Buildings Update

Sykora scheduled a meeting with Ziegler to get answers on questions about sites and potential added costs. Therefore, the commission can decide whether to proceed with grant sites if costs exceed the grant amount. Sykora emphasized the need for structures to be easily movable to avoid permanent fixtures.

Hwy 60 Roundabout

Sykora discussed the installation of new lighting for the Hwy 60 roundabout, initially planned to be maintained by MnDOT but now requiring local maintenance. There was a discussion about the impact of traffic and snow plows on lights and the need for new poles and bases.

Other

Sykora shared information about extended warranties for generators 2, 3 and 4. Mentioning a \$3,000 price increase. There is a need to sign the agreements before March 16 to avoid a gap. The team debated the cost-effectiveness of the extensions, considering future testing and maintenance costs.

**Motion by Riordan, second by Francis to approve the generators 2, 3 and 4 extended warranty.  
Motion carried 3 – 0.**

Sykora also mentions the upcoming need for an extended warranty on the two new generators. There was a warranty option for 3 years at \$10,000 or 5 years at \$20,000 per generator. There was discussion on the best options and was ultimately tabled due to having more to decide as the warranty does not expire soon.

There was discussion on how the decisions to keep or sell Telecom would affect the electric departments cash reserves, billing process and budget.

### **WATER/WASTEWATER ITEMS**

#### **Proposal for Continuation of Landfill Services**

Anderson shared the Stantec landfill agreement, which includes services like report preparation and sample handling, it has remained steady at around \$29,000. The landfill operations faced challenges, but ongoing aeration and filtration systems were effective.

**Motion by Francis, second by Riordan to approve continuation of Landfill Services.  
Motion carried 3 – 0.**

#### **Other Water/Wastewater Items**

Anderson mentioned priority pollutant testing went well with no concern. The test is required once per year in the final three years of the permit cycle, with specific deadlines.

Anderson also shared the process that is done when residential customers have water pressure issues and leaks.

### **Regular Bills**

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

### **Old Business**

None

### **New Business**

Sykora shared the possibility of an AI data center and how the town would provide the power. There would need to be rezoning and a noise pollution test done.

The next Commission meeting was scheduled for March 27th, 2026 at 10:00 a.m. in the Council Chambers.

### **Adjourn**

Schwalbach adjourned the meeting by unanimous consent at 12:30 p.m.

---

Mike Schwalbach, Chairperson

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 2/28/2026 - 3/13/2026

| Vendor Name                                          | Payable Number            | Post Date  | Description (Item)         | Account Number | Amount          |
|------------------------------------------------------|---------------------------|------------|----------------------------|----------------|-----------------|
| <b>Fund: 100 - GENERAL</b>                           |                           |            |                            |                |                 |
| JUHL & LORI JENSEN                                   | 00027904-9                | 03/11/2026 | CREDIT REFUND              | 100-20191      | 1.84            |
| CLAYTON ALDRIDGE                                     | 00046127-8                | 03/11/2026 | ELECTRIC PREPAYMENT REFU   | 100-20191      | 7.36            |
| GITSIT SOLUTONS LLC                                  | 15407-2 3/10/2026         | 03/11/2026 | CREDIT REFUND              | 100-20191      | 4.00            |
|                                                      |                           |            |                            |                | <b>13.20</b>    |
| <b>Activity: 41110 - Mayor &amp; Council</b>         |                           |            |                            |                |                 |
| SCHRAMMEL LAW OFFICE                                 | FEB 2026                  | 03/11/2026 | CIVIL-TELECOM- EDA - LEGAL | 100-41110-304  | 675.00          |
| CITIZEN PUBLISHING CO                                | FEB 26                    | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU   | 100-41110-350  | 254.25          |
| CITIZEN PUBLISHING CO                                | FEB 26                    | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU   | 100-41110-350  | 135.60          |
| CITIZEN PUBLISHING CO                                | FEB 26                    | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU   | 100-41110-350  | 90.00           |
| CITIZEN PUBLISHING CO                                | FEB 26                    | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU   | 100-41110-350  | 474.15          |
| CITIZEN PUBLISHING CO                                | 3/22/2026 WINDOM CITY CLE | 03/05/2026 | MAYOR, ADMIN & COUNCIL-D   | 100-41110-433  | 72.00           |
| CONVENT. & VISITOR BUREAU                            | FEB 2026                  | 02/27/2026 | LODGING TAX                | 100-41110-491  | 2,580.04        |
| <b>Activity 41110 - Mayor &amp; Council Total:</b>   |                           |            |                            |                | <b>4,281.04</b> |
| <b>Activity: 41310 - Administration</b>              |                           |            |                            |                |                 |
| INNOVATIVE SYSTEMS LLC                               | INV-30447                 | 03/05/2026 | POSTAGE-PROCESSING- INSER  | 100-41310-200  | 6.00            |
| QUADIENT LEASING USA, INC                            | Q2240249                  | 03/02/2026 | LEASE PAYMENT              | 100-41310-200  | 25.03           |
| A & B BUSINESS                                       | IN11346014                | 03/05/2026 | MAINT. CONTRACT            | 100-41310-217  | 343.53          |
| CLIFTON-LARSON-ALLEN, LLP                            | L261093003                | 03/02/2026 | AUDIT SERVICES             | 100-41310-301  | 1,944.50        |
| AGC NETWORKS, INC.                                   | 9500237405                | 03/04/2026 | TELECOM - TELEPHONE        | 100-41310-321  | 292.49          |
| USPS-POC                                             | 3/5/2026                  | 03/11/2026 | POSTAGE MACHINE            | 100-41310-322  | 98.42           |
| STEVE NASBY                                          | 3/6/2026                  | 03/11/2026 | ADMIN-TRAVEL EXPENSE       | 100-41310-331  | 210.25          |
| JONATHAN ENGSTROM                                    | 526                       | 03/03/2026 | CITY NETWORK               | 100-41310-444  | 326.66          |
| JONATHAN ENGSTROM                                    | 528                       | 03/03/2026 | CITY NETWORK               | 100-41310-444  | 326.66          |
| JONATHAN ENGSTROM                                    | 530                       | 03/03/2026 | CITY NETWORK               | 100-41310-444  | 326.66          |
| JONATHAN ENGSTROM                                    | 532                       | 03/03/2026 | CITY NETWORK               | 100-41310-444  | 326.66          |
| <b>Activity 41310 - Administration Total:</b>        |                           |            |                            |                | <b>4,226.86</b> |
| <b>Activity: 41910 - Building &amp; Zoning</b>       |                           |            |                            |                |                 |
| QUADIENT LEASING USA, INC                            | Q2240249                  | 03/02/2026 | LEASE PAYMENT              | 100-41910-200  | 25.03           |
| WEX BANK                                             | 110976408                 | 03/05/2026 | FUEL-FEB 2026              | 100-41910-212  | 79.07           |
| A & B BUSINESS                                       | IN11346014                | 03/05/2026 | MAINT. CONTRACT            | 100-41910-217  | 152.94          |
| VERIZON WIRELESS                                     | 6134324059                | 03/11/2026 | TELEPHONE                  | 100-41910-321  | 41.43           |
| VERIZON WIRELESS                                     | 6136828824                | 03/11/2026 | TELEPHONE                  | 100-41910-321  | 41.43           |
| AGC NETWORKS, INC.                                   | 9500237405                | 03/04/2026 | TELECOM - TELEPHONE        | 100-41910-321  | 48.75           |
| USPS-POC                                             | 3/5/2026                  | 03/11/2026 | POSTAGE MACHINE            | 100-41910-322  | 1.03            |
| CITIZEN PUBLISHING CO                                | FEB 26                    | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU   | 100-41910-350  | 510.00          |
| JONATHAN ENGSTROM                                    | 526                       | 03/03/2026 | CITY NETWORK               | 100-41910-480  | 88.57           |
| JONATHAN ENGSTROM                                    | 528                       | 03/03/2026 | CITY NETWORK               | 100-41910-480  | 88.57           |
| JONATHAN ENGSTROM                                    | 530                       | 03/03/2026 | CITY NETWORK               | 100-41910-480  | 88.57           |
| JONATHAN ENGSTROM                                    | 532                       | 03/03/2026 | CITY NETWORK               | 100-41910-480  | 88.57           |
| <b>Activity 41910 - Building &amp; Zoning Total:</b> |                           |            |                            |                | <b>1,253.96</b> |
| <b>Activity: 41940 - City Hall</b>                   |                           |            |                            |                |                 |
| MN ENERGY RESOURCES                                  | 2/19/2026                 | 03/04/2026 | UTILITIES - GAS            | 100-41940-383  | 1,482.63        |
| HOMETOWN SANITATION SER                              | 0000651638                | 03/03/2026 | CITY HALL-DISPOSAL         | 100-41940-384  | 124.98          |
| CRISTINA MAZARIEGOS                                  | 2/2/2026-2/27/2026        | 03/03/2026 | CLEANING                   | 100-41940-406  | 825.00          |
| KULSETH LAWN LANDSCAPE                               | 6313                      | 03/03/2026 | LIBRARY-CITY HALL- SNOW RE | 100-41940-406  | 2,331.00        |
| <b>Activity 41940 - City Hall Total:</b>             |                           |            |                            |                | <b>4,763.61</b> |
| <b>Activity: 42120 - Crime Control</b>               |                           |            |                            |                |                 |
| AMAZON CAPITAL SERVICES, I                           | 1YWT-4VHK-J1K7            | 03/03/2026 | POLICE- SUPPLIES           | 100-42120-200  | 196.63          |
| INDOFF, INC                                          | 3848014                   | 03/11/2026 | POLICE DEPT- SUPPLIES      | 100-42120-200  | 64.90           |
| QUADIENT LEASING USA, INC                            | Q2240249                  | 03/02/2026 | LEASE PAYMENT              | 100-42120-200  | 25.03           |
| WEX BANK                                             | 110976408                 | 03/05/2026 | FUEL-FEB 2026              | 100-42120-212  | 455.36          |
| WEX BANK                                             | 110976408                 | 03/05/2026 | FUEL-FEB 2026              | 100-42120-212  | -11.29          |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                 | Payable Number        | Post Date  | Description (Item)        | Account Number | Amount   |
|-----------------------------|-----------------------|------------|---------------------------|----------------|----------|
| KWIK TRIP INC & SUBSIDIARIE | FEB 2026              | 03/05/2026 | POLICE- MOTOR FUEL        | 100-42120-212  | -153.02  |
| KWIK TRIP INC & SUBSIDIARIE | FEB 2026              | 03/05/2026 | POLICE- MOTOR FUEL        | 100-42120-212  | 1,445.84 |
| JACKSON COUNTY              | 1/1/2026-2/28/2026    | 03/02/2026 | COUNTY ATTORNEY           | 100-42120-304  | 9,320.00 |
| USPS-POC                    | 3/5/2026              | 03/11/2026 | POSTAGE MACHINE           | 100-42120-322  | 0.74     |
| ALPHA WIRELESS - MANKATO    | 33306                 | 03/04/2026 | POLICE - RADIO UNITS      | 100-42120-323  | 120.00   |
| AXON ENTERPRISE, INC        | INUS427596            | 03/05/2026 | POLICE-DATA PROCESSING    | 100-42120-326  | 4,998.27 |
| Midwest 911 Cars, Inc       | 1221                  | 02/27/2026 | POLICE- MAINTENANCE - REP | 100-42120-404  | 1,276.60 |
| Midwest 911 Cars, Inc       | 1222                  | 02/27/2026 | POLICE-MAINTENANCE - REPA | 100-42120-404  | 2,216.90 |
| PAUL MARSH                  | 36427                 | 03/03/2026 | POLICE-MAINTENANCE - REPA | 100-42120-404  | 138.25   |
| SUNSET LAW ENFORCEMENT,     | 0012815-IN            | 03/04/2026 | POLICE - MAINTENANCE - VE | 100-42120-405  | 1,686.30 |
| CRYSTAL CLEAN CAR WASH LL   | 1264                  | 03/11/2026 | POLICE DEPT-MAINTENANCE - | 100-42120-405  | 79.00    |
| SCHWALBACH HARDWARE         | SCHWALBACHS FEB -2026 | 03/03/2026 | Police                    | 100-42120-405  | 31.96    |
| MN BUREAU OF CRIMINAL AP    | 00000892457           | 02/27/2026 | POLICE DEPT- DUES         | 100-42120-433  | 600.00   |
| WINDOM AREA CHAMBER OF      | 5262                  | 03/04/2026 | POLICE - MISC             | 100-42120-480  | 145.00   |
| WINDOM FIRE & SAFETY, LLC   | 9241                  | 03/11/2026 | POLICE- MISC              | 100-42120-480  | 30.00    |

**Activity 42120 - Crime Control Total: 22,666.47**

**Activity: 42220 - Fire Fighting**

|                           |                       |            |                            |               |          |
|---------------------------|-----------------------|------------|----------------------------|---------------|----------|
| VESTIS GROUP, INC         | 2560468413            | 02/27/2026 | EMS- SUPPLIES              | 100-42220-211 | 41.87    |
| WEX BANK                  | 110976408             | 03/05/2026 | FUEL-FEB 2026              | 100-42220-212 | 472.40   |
| STAPLES ENTERPRISES, INC. | 11340713              | 03/11/2026 | FIRE DEPT- MOTOR FUEL      | 100-42220-212 | 22.37    |
| A & B BUSINESS            | IN11346014            | 03/05/2026 | MAINT. CONTRACT            | 100-42220-217 | 115.15   |
| AGC NETWORKS, INC.        | 9500237405            | 03/04/2026 | TELECOM - TELEPHONE        | 100-42220-321 | 65.00    |
| USPS-POC                  | 3/5/2026              | 03/11/2026 | POSTAGE MACHINE            | 100-42220-322 | 0.74     |
| MN ENERGY RESOURCES       | 2/19/2026             | 03/04/2026 | UTILITIES - GAS            | 100-42220-383 | 1,273.91 |
| HOMETOWN SANITATION SER   | 0000651677            | 03/03/2026 | EMS- DISPOSAL              | 100-42220-384 | 50.00    |
| HEIMAN FIRE EQUIP. CO     | 0952136-IN            | 03/04/2026 | FIRE - MAINTENANCE - REPAI | 100-42220-404 | 108.38   |
| WINDOM FARM SERVICE       | 32815                 | 03/11/2026 | FIRE DEPT-MAINTENANCE - R  | 100-42220-404 | 83.43    |
| PAUL MARSH                | 36499                 | 03/11/2026 | FIRE DEPT- MAINTENANCE - V | 100-42220-405 | 1,533.56 |
| PAUL MARSH                | 36517                 | 03/11/2026 | FIRE DEPT-MAINTENANCE - V  | 100-42220-405 | 361.36   |
| PAUL MARSH                | 36536                 | 03/11/2026 | FIRE DEPT-MAINTENANCE - V  | 100-42220-405 | 298.44   |
| O'REILLY AUTOMOTIVE, INC  | 4425-461512           | 03/02/2026 | FIRE DEPT-MAINTENANCE - V  | 100-42220-405 | 214.34   |
| O'REILLY AUTOMOTIVE, INC  | 4425-461514           | 03/02/2026 | FIRE DEPT-MAINTENANCE - V  | 100-42220-405 | -40.00   |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Fire                       | 100-42220-405 | 15.99    |
| ELITE MECHANICAL SYSTEMS  | 37465                 | 02/27/2026 | EMS-MAINTENANCE - GROUN    | 100-42220-406 | 110.25   |
| SOUTHWEST REGIONAL FIRE   | 49 3/9/2026           | 03/11/2026 | ANNUAL ASSOCIATION DUES    | 100-42220-433 | 100.00   |
| JONATHAN ENGSTROM         | 526                   | 03/03/2026 | CITY NETWORK               | 100-42220-433 | 36.81    |
| JONATHAN ENGSTROM         | 528                   | 03/03/2026 | CITY NETWORK               | 100-42220-433 | 36.81    |
| JONATHAN ENGSTROM         | 530                   | 03/03/2026 | CITY NETWORK               | 100-42220-433 | 36.81    |
| JONATHAN ENGSTROM         | 532                   | 03/03/2026 | CITY NETWORK               | 100-42220-433 | 36.81    |

**Activity 42220 - Fire Fighting Total: 4,974.43**

**Activity: 42700 - Animal Control**

|                       |     |            |              |               |       |
|-----------------------|-----|------------|--------------|---------------|-------|
| COTTONWOOD VET CLINIC | 283 | 03/02/2026 | CITY IMPOUND | 100-42700-300 | 77.50 |
|-----------------------|-----|------------|--------------|---------------|-------|

**Activity 42700 - Animal Control Total: 77.50**

**Activity: 43100 - Streets**

|                           |                       |            |                     |               |          |
|---------------------------|-----------------------|------------|---------------------|---------------|----------|
| INDOFF, INC               | 3846757               | 02/27/2026 | STREET- SUPPLIES    | 100-43100-200 | 179.50   |
| QUADIENT LEASING USA, INC | Q2240249              | 03/02/2026 | LEASE PAYMENT       | 100-43100-200 | 25.03    |
| WEX BANK                  | 110976408             | 03/05/2026 | FUEL-FEB 2026       | 100-43100-212 | 1,253.56 |
| WEX BANK                  | 110976408             | 03/05/2026 | FUEL-FEB 2026       | 100-43100-212 | -31.09   |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Street              | 100-43100-215 | 16.99    |
| A & B BUSINESS            | IN11346014            | 03/05/2026 | MAINT. CONTRACT     | 100-43100-217 | 15.52    |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026     | 03/06/2026 | Street              | 100-43100-224 | 18.56    |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Street              | 100-43100-224 | 31.98    |
| VERIZON WIRELESS          | 6134324059            | 03/11/2026 | TELEPHONE           | 100-43100-321 | 42.26    |
| VERIZON WIRELESS          | 6136828824            | 03/11/2026 | TELEPHONE           | 100-43100-321 | 42.26    |
| AGC NETWORKS, INC.        | 9500237405            | 03/04/2026 | TELECOM - TELEPHONE | 100-43100-321 | 97.50    |
| USPS-POC                  | 3/5/2026              | 03/11/2026 | POSTAGE MACHINE     | 100-43100-322 | 1.48     |
| MN ENERGY RESOURCES       | 2/19/2026             | 03/04/2026 | UTILITIES - GAS     | 100-43100-383 | 1,323.82 |
| HOMETOWN SANITATION SER   | 0000651639            | 03/03/2026 | STREET- DISPOSAL    | 100-43100-384 | 126.98   |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Street              | 100-43100-401 | 220.65   |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name              | Payable Number        | Post Date  | Description (Item)        | Account Number | Amount |
|--------------------------|-----------------------|------------|---------------------------|----------------|--------|
| JOHNSON HARDWARE         | 15199                 | 02/27/2026 | STREET-MAINTENANCE - REPA | 100-43100-404  | 469.99 |
| JOHNSON HARDWARE         | 16889                 | 03/02/2026 | STREET-MAINTENANCE - REPA | 100-43100-404  | 39.10  |
| SCHWALBACH HARDWARE      | SCHWALBACHS FEB -2026 | 03/03/2026 | Street                    | 100-43100-404  | 1.99   |
| JONATHAN ENGSTROM        | 526                   | 03/03/2026 | CITY NETWORK              | 100-43100-444  | 52.91  |
| JONATHAN ENGSTROM        | 528                   | 03/03/2026 | CITY NETWORK              | 100-43100-444  | 52.91  |
| JONATHAN ENGSTROM        | 530                   | 03/03/2026 | CITY NETWORK              | 100-43100-444  | 52.91  |
| JONATHAN ENGSTROM        | 532                   | 03/03/2026 | CITY NETWORK              | 100-43100-444  | 52.91  |
| SANFORD HEALTH OCCUPATIO | 887218                | 03/11/2026 | STREET-WATER-SEWER-LAB TE | 100-43100-480  | 144.00 |

Activity 43100 - Streets Total: 4,231.72

## Activity: 45120 - Recreation

|                           |            |            |                 |               |       |
|---------------------------|------------|------------|-----------------|---------------|-------|
| QUADIENT LEASING USA, INC | Q2240249   | 03/02/2026 | LEASE PAYMENT   | 100-45120-200 | 25.03 |
| USPS-POC                  | 3/5/2026   | 03/11/2026 | POSTAGE MACHINE | 100-45120-217 | 1.63  |
| A & B BUSINESS            | IN11346014 | 03/05/2026 | MAINT. CONTRACT | 100-45120-217 | 19.25 |

Activity 45120 - Recreation Total: 45.91

## Activity: 45202 - Park Areas

|                           |                       |            |                           |               |        |
|---------------------------|-----------------------|------------|---------------------------|---------------|--------|
| QUADIENT LEASING USA, INC | Q2240249              | 03/02/2026 | LEASE PAYMENT             | 100-45202-200 | 25.03  |
| HOMETOWN SANITATION SER   | 0000651640            | 03/03/2026 | SQUARE - DISPOSAL         | 100-45202-384 | 74.99  |
| HOMETOWN SANITATION SER   | 0000651651            | 03/03/2026 | ISLAND PARK - DISPOSAL    | 100-45202-384 | 62.98  |
| HOMETOWN SANITATION SER   | 0000651652            | 03/03/2026 | TEGELS PARK - DISPOSAL    | 100-45202-384 | 236.80 |
| HOMETOWN SANITATION SER   | 0000651661            | 03/03/2026 | MAYFLOWER PARK- DISPOSAL  | 100-45202-384 | 51.98  |
| HOMETOWN SANITATION SER   | 0000651683            | 03/03/2026 | ABBY PARK DISPOSAL        | 100-45202-384 | 24.98  |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | parks                     | 100-45202-402 | 12.99  |
| MTI DISTRIBUTING, INC     | 1508180-00            | 02/27/2026 | PARKS-MAINTENANCE - REPAI | 100-45202-404 | 173.83 |
| MTI DISTRIBUTING, INC     | 1508981-00            | 03/11/2026 | PARKS-MAINTENANCE - REPAI | 100-45202-404 | 228.25 |
| JOHNSON HARDWARE          | 3/2/2026              | 03/04/2026 | PARKS - MAINTENANCE - REP | 100-45202-404 | 24.99  |
| WINDOM AUTO VALUE         | 34330358              | 03/03/2026 | PARKS- MAINTENANCE - REPA | 100-45202-404 | 20.87  |
| WINDOM AUTO VALUE         | 34330369              | 03/03/2026 | PARKS-MAINTENANCE - REPAI | 100-45202-404 | 10.68  |
| WINDOM AUTO VALUE         | 34330417              | 03/04/2026 | PARKS - MAINTENANCE - REP | 100-45202-404 | 69.98  |

Activity 45202 - Park Areas Total: 1,018.35

Fund 100 - GENERAL Total: 47,553.05

## Fund: 211 - LIBRARY

## Activity: 45501 - Library

|                           |                    |            |                            |               |          |
|---------------------------|--------------------|------------|----------------------------|---------------|----------|
| DEMCO INC                 | 7771666            | 03/02/2026 | LIBRARY- SUPPLIES          | 211-45501-200 | 82.63    |
| A & B BUSINESS            | IN11346014         | 03/05/2026 | MAINT. CONTRACT            | 211-45501-217 | 159.12   |
| CRISTINA MAZARIEGOS       | 2/2/2026-2/27/2026 | 03/03/2026 | CLEANING                   | 211-45501-402 | 600.00   |
| VESTIS GROUP, INC         | 2560470480         | 02/27/2026 | LIBRARY-MAINTENANCE - STR  | 211-45501-402 | 44.65    |
| KULSETH LAWN LANDSCAPE    | 6313               | 03/03/2026 | LIBRARY-CITY HALL- SNOW RE | 211-45501-406 | 1,554.00 |
| JONATHAN ENGSTROM         | 526                | 03/03/2026 | CITY NETWORK               | 211-45501-433 | 62.11    |
| JONATHAN ENGSTROM         | 528                | 03/03/2026 | CITY NETWORK               | 211-45501-433 | 62.11    |
| JONATHAN ENGSTROM         | 530                | 03/03/2026 | CITY NETWORK               | 211-45501-433 | 62.11    |
| JONATHAN ENGSTROM         | 532                | 03/03/2026 | CITY NETWORK               | 211-45501-433 | 62.11    |
| INGRAM INDUSTRIES         | FEB 2026           | 03/02/2026 | LIBRARY-BOOKS/PAMPHLETS    | 211-45501-435 | 1,272.74 |
| CLIFTON-LARSON-ALLEN, LLP | L261093003         | 03/02/2026 | AUDIT SERVICES             | 211-45501-480 | 668.42   |

Activity 45501 - Library Total: 4,630.00

Fund 211 - LIBRARY Total: 4,630.00

## Fund: 225 - AIRPORT

## Activity: 45127 - Airport

|                           |                          |            |                   |               |          |
|---------------------------|--------------------------|------------|-------------------|---------------|----------|
| RED ROCK RURAL WATER      | 2/1/2026-3/1/2026 106026 | 03/02/2026 | AIRPORT- SERVICES | 225-45127-200 | 34.00    |
| SOUTHWEST MN BROADBAN     | 02/15/2026-03/15/2026    | 02/27/2026 | AIRPORT-TELEPHONE | 225-45127-321 | 31.08    |
| SOUTH CENTRAL ELECTRIC    | 1/1/26 -1/31/26          | 03/04/2026 | ELECTRIC          | 225-45127-381 | 1,238.00 |
| SOUTH CENTRAL ELECTRIC    | 1/1/26 -1/31/26          | 03/04/2026 | ELECTRIC          | 225-45127-381 | 456.45   |
| CLIFTON-LARSON-ALLEN, LLP | L261093003               | 03/02/2026 | AUDIT SERVICES    | 225-45127-480 | 668.42   |

Activity 45127 - Airport Total: 2,427.95

## Activity: 49950 - Capital Outlay

|                         |              |            |                  |               |           |
|-------------------------|--------------|------------|------------------|---------------|-----------|
| SVOBODA EXCAVATING, INC | WINDM 184614 | 03/05/2026 | AIRPORT- CAPITAL | 225-49950-500 | 21,545.50 |
|-------------------------|--------------|------------|------------------|---------------|-----------|

Activity 49950 - Capital Outlay Total: 21,545.50

Fund 225 - AIRPORT Total: 23,973.45

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                         | Payable Number | Post Date  | Description (Item) | Account Number | Amount        |
|-------------------------------------|----------------|------------|--------------------|----------------|---------------|
| <b>Fund: 230 - POOL</b>             |                |            |                    |                |               |
| <b>Activity: 45124 - Pool</b>       |                |            |                    |                |               |
| A & B BUSINESS                      | IN11346014     | 03/05/2026 | MAINT. CONTRACT    | 230-45124-217  | 19.25         |
| CLIFTON-LARSON-ALLEN, LLP           | L261093003     | 03/02/2026 | AUDIT SERVICES     | 230-45124-480  | 668.42        |
| <b>Activity 45124 - Pool Total:</b> |                |            |                    |                | <b>687.67</b> |
| <b>Fund 230 - POOL Total:</b>       |                |            |                    |                | <b>687.67</b> |

**Fund: 235 - AMBULANCE**

|                |             |            |                  |           |               |
|----------------|-------------|------------|------------------|-----------|---------------|
| ELAINE B HENRY | 25-E1969148 | 03/03/2026 | AMBO-OVERPAYMENT | 235-34205 | 119.41        |
|                |             |            |                  |           | <b>119.41</b> |

**Activity: 42153 - Ambulance**

|                           |                       |            |                          |               |          |
|---------------------------|-----------------------|------------|--------------------------|---------------|----------|
| QUADIENT LEASING USA, INC | Q2240249              | 03/02/2026 | LEASE PAYMENT            | 235-42153-200 | 25.04    |
| WEX BANK                  | 110976408             | 03/05/2026 | FUEL-FEB 2026            | 235-42153-212 | 1,844.55 |
| WEX BANK                  | 110976408             | 03/05/2026 | FUEL-FEB 2026            | 235-42153-212 | -45.75   |
| ESPENSON GROUP LLC        | 1778                  | 03/02/2026 | AMBO- OTHER OPERATING SU | 235-42153-217 | 322.00   |
| VESTIS GROUP, INC         | 2560468413            | 02/27/2026 | EMS- SUPPLIES            | 235-42153-217 | 41.86    |
| A & B BUSINESS            | IN11346014            | 03/05/2026 | MAINT. CONTRACT          | 235-42153-217 | 15.29    |
| LINDE GAS & EQUIPMENT INC | 55294821              | 03/03/2026 | AMBO-OTHER MERCH         | 235-42153-261 | 1,224.92 |
| WINDOM AREA HEALTH        | 734-0024-02-2026-01   | 03/03/2026 | AMBO- NURSING            | 235-42153-312 | 2,418.29 |
| AT & T MOBILITY           | 287304392280X03032026 | 03/11/2026 | AMBO-TELEPHONE           | 235-42153-321 | 400.21   |
| AGC NETWORKS, INC.        | 9500237405            | 03/04/2026 | TELECOM - TELEPHONE      | 235-42153-321 | 130.00   |
| USPS-POC                  | 3/5/2026              | 03/11/2026 | POSTAGE MACHINE          | 235-42153-322 | 7.40     |
| ROB VISKER                | 2/16/2026             | 03/02/2026 | AMBO- MEALS              | 235-42153-334 | 15.00    |
| CYNDI HANSEN              | 2/20/2026             | 03/02/2026 | AMBO- MEALS              | 235-42153-334 | 69.40    |
| AMBER SVOBODA             | 2/23/2026             | 03/02/2026 | AMBO MEALS               | 235-42153-334 | 51.62    |
| LEESA ARNDT               | 2/26/2026             | 03/02/2026 | AMBO MEALS               | 235-42153-334 | 29.83    |
| MN ENERGY RESOURCES       | 2/19/2026             | 03/04/2026 | UTILITIES - GAS          | 235-42153-383 | 849.27   |
| HOMETOWN SANITATION SER   | 0000651677            | 03/03/2026 | EMS- DISPOSAL            | 235-42153-384 | 49.99    |
| PAUL MARSH                | 36232                 | 03/11/2026 | AMBO-MAINTENANCE - VEHI  | 235-42153-405 | 767.09   |
| PAUL MARSH                | 36292                 | 03/11/2026 | AMBO-MAINTENANCE - VEHI  | 235-42153-405 | 727.42   |
| ELITE MECHANICAL SYSTEMS  | 37465                 | 02/27/2026 | EMS-MAINTENANCE - GROUN  | 235-42153-406 | 73.50    |
| LEESA ARNDT               | 3/3/2026              | 03/03/2026 | AMBO-BOOKS & PAMPHLETS   | 235-42153-435 | 25.00    |
| SERENA TOTZKE-JOHNSON     | 98325                 | 03/02/2026 | AMBO-BOOKS/PAMPHLETS     | 235-42153-435 | 3,800.00 |
| MN REVENUE                | 3/11/2026             | 03/11/2026 | MINNESOTA CARE TAX       | 235-42153-460 | 1,048.92 |
| JONATHAN ENGSTROM         | 526                   | 03/03/2026 | CITY NETWORK             | 235-42153-480 | 71.31    |
| JONATHAN ENGSTROM         | 528                   | 03/03/2026 | CITY NETWORK             | 235-42153-480 | 71.31    |
| JONATHAN ENGSTROM         | 530                   | 03/03/2026 | CITY NETWORK             | 235-42153-480 | 71.31    |
| JONATHAN ENGSTROM         | 532                   | 03/03/2026 | CITY NETWORK             | 235-42153-480 | 71.31    |
| CLIFTON-LARSON-ALLEN, LLP | L261093003            | 03/02/2026 | AUDIT SERVICES           | 235-42153-480 | 668.42   |

**Activity 42153 - Ambulance Total: 14,844.51****Fund 235 - AMBULANCE Total: 14,963.92****Fund: 250 - EDA GENERAL****Activity: 46520 - EDA**

|                           |                      |            |                             |               |          |
|---------------------------|----------------------|------------|-----------------------------|---------------|----------|
| QUADIENT LEASING USA, INC | Q2240249             | 03/02/2026 | LEASE PAYMENT               | 250-46520-200 | 25.03    |
| A & B BUSINESS            | IN11346014           | 03/05/2026 | MAINT. CONTRACT             | 250-46520-217 | 152.95   |
| CLIFTON-LARSON-ALLEN, LLP | L261093003           | 03/02/2026 | AUDIT SERVICES              | 250-46520-301 | 3,604.02 |
| SCHRAMMEL LAW OFFICE      | FEB 2026             | 03/11/2026 | CIVIL-TELECOM- EDA - LEGAL  | 250-46520-304 | 270.00   |
| EHLERS & ASSOC., INC.     | 1/30/2026            | 03/04/2026 | EDA - TRAINING & REGISTRATI | 250-46520-308 | 350.00   |
| VERIZON WIRELESS          | 6134324059           | 03/11/2026 | TELEPHONE                   | 250-46520-321 | 41.43    |
| VERIZON WIRELESS          | 6136828824           | 03/11/2026 | TELEPHONE                   | 250-46520-321 | 41.43    |
| AGC NETWORKS, INC.        | 9500237405           | 03/04/2026 | TELECOM - TELEPHONE         | 250-46520-321 | 48.75    |
| USPS-POC                  | 3/5/2026             | 03/11/2026 | POSTAGE MACHINE             | 250-46520-322 | 0.74     |
| FEDERATED RURAL ELECTRIC  | 01/31/2026-2/28/2026 | 03/11/2026 | EDA/WATER/ELECTRIC UTILIT   | 250-46520-381 | 50.00    |
| JONATHAN ENGSTROM         | 526                  | 03/03/2026 | CITY NETWORK                | 250-46520-480 | 88.56    |
| JONATHAN ENGSTROM         | 528                  | 03/03/2026 | CITY NETWORK                | 250-46520-480 | 88.56    |
| JONATHAN ENGSTROM         | 530                  | 03/03/2026 | CITY NETWORK                | 250-46520-480 | 88.56    |
| JONATHAN ENGSTROM         | 532                  | 03/03/2026 | CITY NETWORK                | 250-46520-480 | 88.56    |

**Activity 46520 - EDA Total: 4,938.59****Fund 250 - EDA GENERAL Total: 4,938.59**

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                             | Payable Number  | Post Date  | Description (Item) | Account Number | Amount        |
|-----------------------------------------|-----------------|------------|--------------------|----------------|---------------|
| <b>Fund: 254 - NORTH IND PARK</b>       |                 |            |                    |                |               |
| <b>Activity: 46520 - EDA</b>            |                 |            |                    |                |               |
| SOUTH CENTRAL ELECTRIC                  | 1/1/26 -1/31/26 | 03/04/2026 | ELECTRIC           | 254-46520-381  | 186.89        |
| <b>Activity 46520 - EDA Total:</b>      |                 |            |                    |                | <b>186.89</b> |
| <b>Fund 254 - NORTH IND PARK Total:</b> |                 |            |                    |                | <b>186.89</b> |

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

|                                      |                          |            |                           |               |                  |
|--------------------------------------|--------------------------|------------|---------------------------|---------------|------------------|
| QUADIENT LEASING USA, INC            | Q2240249                 | 03/02/2026 | LEASE PAYMENT             | 601-49400-200 | 25.04            |
| WEX BANK                             | 110976408                | 03/05/2026 | FUEL-FEB 2026             | 601-49400-212 | 196.83           |
| RED ROCK RURAL WATER                 | 2/1/2026-3/1/2026 104328 | 03/02/2026 | WATER- JOHNSON AUTO       | 601-49400-217 | 45.05            |
| A & B BUSINESS                       | IN11346014               | 03/05/2026 | MAINT. CONTRACT           | 601-49400-217 | 79.16            |
| CLIFTON-LARSON-ALLEN, LLP            | L261093003               | 03/02/2026 | AUDIT SERVICES            | 601-49400-301 | 1,944.50         |
| MN VALLEY TESTING                    | 1347639                  | 03/11/2026 | WATER- LAB TESTING        | 601-49400-310 | 77.50            |
| SANFORD HEALTH OCCUPATIO             | 887218                   | 03/11/2026 | STREET-WATER-SEWER-LAB TE | 601-49400-310 | 108.00           |
| VERIZON WIRELESS                     | 6134324059               | 03/11/2026 | TELEPHONE                 | 601-49400-321 | 91.44            |
| VERIZON WIRELESS                     | 6136828824               | 03/11/2026 | TELEPHONE                 | 601-49400-321 | 91.44            |
| AGC NETWORKS, INC.                   | 9500237405               | 03/04/2026 | TELECOM - TELEPHONE       | 601-49400-321 | 97.50            |
| USPS-POC                             | 3/5/2026                 | 03/11/2026 | POSTAGE MACHINE           | 601-49400-322 | 8.89             |
| USPS-POC                             | 3/5/2026                 | 03/11/2026 | POSTAGE MACHINE           | 601-49400-322 | 219.54           |
| INNOVATIVE SYSTEMS LLC               | INV-30447                | 03/05/2026 | POSTAGE-PROCESSING- INSE  | 601-49400-322 | 304.90           |
| INNOVATIVE SYSTEMS LLC               | INV-30262                | 03/05/2026 | SERVICE & SYSTEM MAINT.   | 601-49400-326 | 1,091.51         |
| INNOVATIVE SYSTEMS LLC               | INV-30262                | 03/05/2026 | SERVICE & SYSTEM MAINT.   | 601-49400-326 | 517.50           |
| INNOVATIVE SYSTEMS LLC               | INV-30447                | 03/05/2026 | POSTAGE-PROCESSING- INSE  | 601-49400-326 | 161.28           |
| FEDERATED RURAL ELECTRIC             | 01/31/2026-2/28/2026     | 03/11/2026 | EDA/WATER/ELECTRIC UTILIT | 601-49400-381 | 78.00            |
| MN ENERGY RESOURCES                  | 2/19/2026                | 03/04/2026 | UTILITIES - GAS           | 601-49400-383 | 637.28           |
| MN ENERGY RESOURCES                  | 2/19/2026                | 03/04/2026 | UTILITIES - GAS           | 601-49400-383 | 27.85            |
| HOMETOWN SANITATION SER              | 0000651642               | 03/03/2026 | WATER- DISPOSAL           | 601-49400-384 | 131.99           |
| STANTEC CONSULTING SERVIC            | 2518906                  | 03/04/2026 | WATER - LANDFILL          | 601-49400-386 | 5,422.75         |
| HD SUPPLY INC                        | INV00971550              | 03/02/2026 | WATER-MAINTENANCE - REPA  | 601-49400-404 | 821.50           |
| RUNNINGS SUPPLY, INC                 | RUNNINGS FEB 2026        | 03/06/2026 | Water                     | 601-49400-404 | 4.99             |
| JONATHAN ENGSTROM                    | 526                      | 03/03/2026 | CITY NETWORK              | 601-49400-444 | 88.56            |
| JONATHAN ENGSTROM                    | 528                      | 03/03/2026 | CITY NETWORK              | 601-49400-444 | 88.56            |
| JONATHAN ENGSTROM                    | 530                      | 03/03/2026 | CITY NETWORK              | 601-49400-444 | 88.56            |
| JONATHAN ENGSTROM                    | 532                      | 03/03/2026 | CITY NETWORK              | 601-49400-444 | 88.56            |
| <b>Activity 49400 - Water Total:</b> |                          |            |                           |               | <b>12,538.68</b> |
| <b>Fund 601 - WATER Total:</b>       |                          |            |                           |               | <b>12,538.68</b> |

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

|                           |                   |            |                           |               |          |
|---------------------------|-------------------|------------|---------------------------|---------------|----------|
| QUADIENT LEASING USA, INC | Q2240249          | 03/02/2026 | LEASE PAYMENT             | 602-49450-200 | 25.03    |
| WEX BANK                  | 110976408         | 03/05/2026 | FUEL-FEB 2026             | 602-49450-212 | 196.14   |
| A & B BUSINESS            | IN11346014        | 03/05/2026 | MAINT. CONTRACT           | 602-49450-217 | 88.03    |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026 | 03/06/2026 | Sewer                     | 602-49450-241 | 89.99    |
| CLIFTON-LARSON-ALLEN, LLP | L261093003        | 03/02/2026 | AUDIT SERVICES            | 602-49450-301 | 1,944.50 |
| MN VALLEY TESTING         | 1346222           | 03/02/2026 | SEWER- LAB TESTING        | 602-49450-310 | 251.20   |
| MN VALLEY TESTING         | 1346807           | 03/02/2026 | SEWER-LAB TESTING         | 602-49450-310 | 1,010.80 |
| MN VALLEY TESTING         | 1346819           | 03/02/2026 | SEWER- LAB TESTING        | 602-49450-310 | 126.40   |
| MN VALLEY TESTING         | 1347102           | 03/03/2026 | SEWER- LAB TESTING        | 602-49450-310 | 155.20   |
| MN VALLEY TESTING         | 1347354           | 03/11/2026 | SEWER- LAB TESTING        | 602-49450-310 | 153.20   |
| MN VALLEY TESTING         | 1347381           | 03/11/2026 | SEWER- LAB TESTING        | 602-49450-310 | 110.40   |
| MN VALLEY TESTING         | 1347468           | 03/11/2026 | SEWER- LAB TESTING        | 602-49450-310 | 251.20   |
| MN VALLEY TESTING         | 1347774           | 03/11/2026 | SEWER- LAB TESTING        | 602-49450-310 | 155.20   |
| MN VALLEY TESTING         | 1347808           | 03/11/2026 | SEWER LAB TESTING         | 602-49450-310 | 141.60   |
| MN VALLEY TESTING         | 1347809           | 03/11/2026 | SEWER- LAB TESTING        | 602-49450-310 | 15.20    |
| SANFORD HEALTH OCCUPATIO  | 887218            | 03/11/2026 | STREET-WATER-SEWER-LAB TE | 602-49450-310 | 108.00   |
| VERIZON WIRELESS          | 6134324059        | 03/11/2026 | TELEPHONE                 | 602-49450-321 | 121.45   |
| VERIZON WIRELESS          | 6136828824        | 03/11/2026 | TELEPHONE                 | 602-49450-321 | 121.45   |
| AGC NETWORKS, INC.        | 9500237405        | 03/04/2026 | TELECOM - TELEPHONE       | 602-49450-321 | 65.00    |
| USPS-POC                  | 3/5/2026          | 03/11/2026 | POSTAGE MACHINE           | 602-49450-322 | 219.55   |
| INNOVATIVE SYSTEMS LLC    | INV-30447         | 03/05/2026 | POSTAGE-PROCESSING- INSE  | 602-49450-322 | 304.91   |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name            | Payable Number    | Post Date  | Description (Item)       | Account Number | Amount   |
|------------------------|-------------------|------------|--------------------------|----------------|----------|
| INNOVATIVE SYSTEMS LLC | INV-30262         | 03/05/2026 | SERVICE & SYSTEM MAINT.  | 602-49450-326  | 1,091.51 |
| INNOVATIVE SYSTEMS LLC | INV-30262         | 03/05/2026 | SERVICE & SYSTEM MAINT.  | 602-49450-326  | 517.50   |
| INNOVATIVE SYSTEMS LLC | INV-30447         | 03/05/2026 | POSTAGE-PROCESSING- INSE | 602-49450-326  | 161.28   |
| SOUTH CENTRAL ELECTRIC | 1/1/26 -1/31/26   | 03/04/2026 | ELECTRIC                 | 602-49450-381  | 295.79   |
| MN ENERGY RESOURCES    | 2/19/2026         | 03/04/2026 | UTILITIES - GAS          | 602-49450-383  | 24.84    |
| MN ENERGY RESOURCES    | 2/19/2026         | 03/04/2026 | UTILITIES - GAS          | 602-49450-383  | 20.57    |
| MN ENERGY RESOURCES    | 2/19/2026         | 03/04/2026 | UTILITIES - GAS          | 602-49450-383  | 164.50   |
| MN ENERGY RESOURCES    | 2/19/2026         | 03/04/2026 | UTILITIES - GAS          | 602-49450-383  | 4,621.52 |
| RUNNINGS SUPPLY, INC   | RUNNINGS FEB 2026 | 03/06/2026 | Sewer                    | 602-49450-404  | 37.77    |
| RUNNINGS SUPPLY, INC   | RUNNINGS FEB 2026 | 03/06/2026 | Sewer                    | 602-49450-404  | 179.98   |
| GOPHER STATE ONE CALL  | 6020852           | 03/11/2026 | SEWER-MAINTENANCE - DIST | 602-49450-408  | 24.30    |
| JONATHAN ENGSTROM      | 526               | 03/03/2026 | CITY NETWORK             | 602-49450-444  | 88.57    |
| JONATHAN ENGSTROM      | 528               | 03/03/2026 | CITY NETWORK             | 602-49450-444  | 88.57    |
| JONATHAN ENGSTROM      | 530               | 03/03/2026 | CITY NETWORK             | 602-49450-444  | 88.57    |
| JONATHAN ENGSTROM      | 532               | 03/03/2026 | CITY NETWORK             | 602-49450-444  | 88.57    |

Activity 49450 - Sewer Total: 13,148.29

Fund 602 - SEWER Total: 13,148.29

## Fund: 604 - ELECTRIC

|                            |                       |            |                          |           |                  |
|----------------------------|-----------------------|------------|--------------------------|-----------|------------------|
| RESCO - RURAL ELECTRIC SUP | 3104216               | 03/03/2026 | ELECTRIC- INVENTORY      | 604-14200 | 4,907.10         |
| WESCO DISTRIBUTION, INC    | 670058                | 03/11/2026 | ELECTRIC- INVENTORY      | 604-14200 | 1,883.67         |
| WESCO DISTRIBUTION, INC    | 670298                | 03/11/2026 | ELECTRIC- INVENTORY      | 604-14200 | 1,664.36         |
| WESCO DISTRIBUTION, INC    | 671519                | 03/11/2026 | ELECTRIC- INVENTORY      | 604-14200 | 659.72           |
| IRBY ELECTRICAL DISTRIBUTO | S014522268.001        | 03/03/2026 | ELECTRIC- INVENTORY      | 604-14200 | 39.10            |
| TANTALUS SYSTEMS INC.      | 32164                 | 02/27/2026 | ELECTRIC- IMPROVEMENTS   | 604-16300 | 3,750.00         |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                 | 604-16300 | 180.96           |
| MAYRA RIVERA CORREA        | 00000558-3            | 03/11/2026 | ELECTRIC PREPAYMENT REFU | 604-22000 | 154.82           |
| CLAYTON ALDRIDGE           | 00046127-8            | 03/11/2026 | ELECTRIC PREPAYMENT REFU | 604-22000 | 300.00           |
| ANDREA C FLORES NAVARRO    | 00048936-1            | 03/11/2026 | ELECTRIC PREPAYMENT REFU | 604-22000 | 300.00           |
|                            |                       |            |                          |           | <b>13,839.73</b> |

## Activity: 49550 - Electric

|                            |                       |            |                           |               |            |
|----------------------------|-----------------------|------------|---------------------------|---------------|------------|
| QUADIENT LEASING USA, INC  | Q2240249              | 03/02/2026 | LEASE PAYMENT             | 604-49550-200 | 25.04      |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                  | 604-49550-211 | 54.97      |
| WEX BANK                   | 110976408             | 03/05/2026 | FUEL-FEB 2026             | 604-49550-212 | 358.41     |
| FS3 INC                    | 97560                 | 01/26/2026 | ELECTRIC- OTHER OPERATING | 604-49550-217 | 527.60     |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                  | 604-49550-217 | 19.99      |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                  | 604-49550-217 | 59.94      |
| RUNNINGS SUPPLY, INC       | RUNNINGS FEB 2026     | 03/06/2026 | Electric                  | 604-49550-241 | 97.91      |
| IRBY ELECTRICAL DISTRIBUTO | S014346232.001        | 02/27/2026 | ELECTRIC- SMALL TOOLS     | 604-49550-241 | 580.17     |
| IRBY ELECTRICAL DISTRIBUTO | S014346232.002        | 02/27/2026 | ELECTRIC- SMALL TOOLS     | 604-49550-241 | 410.17     |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                  | 604-49550-241 | 119.94     |
| SCHWALBACH HARDWARE        | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                  | 604-49550-241 | 62.96      |
| CMP - CENTRAL MUNICIPAL P  | 8222                  | 03/11/2026 | ELECTRIC- ENERGY-TRANSMIS | 604-49550-263 | 51,501.56  |
| CMP - CENTRAL MUNICIPAL P  | 8222                  | 03/11/2026 | ELECTRIC- ENERGY-TRANSMIS | 604-49550-263 | 139,387.04 |
| DEPARTMENT OF ENERGY       | BFPB000800226         | 03/11/2026 | ELECTRIC- MERCHANDISE FOR | 604-49550-263 | 91,250.92  |
| CLIFTON-LARSON-ALLEN, LLP  | L261093003            | 03/02/2026 | AUDIT SERVICES            | 604-49550-301 | 1,944.50   |
| mPOWER TECHNOLOGIES, IN    | 6658                  | 03/03/2026 | ELECTRIC-ENG/SURVEYING FE | 604-49550-303 | 112.50     |
| CMP - CENTRAL MUNICIPAL P  | 8222                  | 03/11/2026 | ELECTRIC- ENERGY-TRANSMIS | 604-49550-303 | 1,099.50   |
| VERIZON WIRELESS           | 6134324059            | 03/11/2026 | TELEPHONE                 | 604-49550-321 | 80.02      |
| VERIZON WIRELESS           | 6136828824            | 03/11/2026 | TELEPHONE                 | 604-49550-321 | 80.02      |
| AGC NETWORKS, INC.         | 9500237405            | 03/04/2026 | TELECOM - TELEPHONE       | 604-49550-321 | 162.50     |
| USPS-POC                   | 3/5/2026              | 03/11/2026 | POSTAGE MACHINE           | 604-49550-322 | 219.55     |
| INNOVATIVE SYSTEMS LLC     | INV-30447             | 03/05/2026 | POSTAGE-PROCESSING- INSE  | 604-49550-322 | 304.90     |
| OZ GROUP INC               | 5073176-030126        | 03/03/2026 | ELECTRIC- DISPATCHING     | 604-49550-325 | 68.47      |
| INNOVATIVE SYSTEMS LLC     | INV-30262             | 03/05/2026 | SERVICE & SYSTEM MAINT.   | 604-49550-326 | 1,035.00   |
| INNOVATIVE SYSTEMS LLC     | INV-30262             | 03/05/2026 | SERVICE & SYSTEM MAINT.   | 604-49550-326 | 2,176.49   |
| INNOVATIVE SYSTEMS LLC     | INV-30447             | 03/05/2026 | POSTAGE-PROCESSING- INSE  | 604-49550-326 | 161.28     |
| TRAVELERS                  | 2/26/2026             | 03/05/2026 | ELECTRIC-INSURANCE        | 604-49550-362 | 145,865.00 |
| MN ENERGY RESOURCES        | 2/19/2026             | 03/04/2026 | UTILITIES - GAS           | 604-49550-383 | 1,271.28   |
| HOMETOWN SANITATION SER    | 0000651643            | 03/03/2026 | ELECTRIC- DISPOSAL        | 604-49550-384 | 127.99     |



## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name               | Payable Number        | Post Date  | Description (Item)         | Account Number                          | Amount            |
|---------------------------|-----------------------|------------|----------------------------|-----------------------------------------|-------------------|
| DICKS WELDING INC         | 75278                 | 03/03/2026 | ELECTRIC- MAINTENANCE - ST | 604-49550-402                           | 1,494.06          |
| DICKS WELDING INC         | 75278                 | 03/03/2026 | ELECTRIC- MAINTENANCE - ST | 604-49550-402                           | 351.68            |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026     | 03/06/2026 | Electric                   | 604-49550-402                           | 28.99             |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                   | 604-49550-402                           | 72.98             |
| WINDOM TOWING LLC         | 17449                 | 02/27/2026 | ELECTRIC-MAINTENANCE - RE  | 604-49550-404                           | 102.14            |
| WINDOM TOWING LLC         | 17474                 | 02/27/2026 | ELECTRIC-MAINTENANCE - RE  | 604-49550-404                           | 393.41            |
| WINDOM TOWING LLC         | 17484                 | 02/27/2026 | ELECTRIC-MAINTENANCE - RE  | 604-49550-404                           | 1,121.40          |
| WINDOM TOWING LLC         | 17628                 | 02/27/2026 | ELECTRIC-MAINTENANCE - RE  | 604-49550-404                           | 122.14            |
| RD OFFUTT COMPANY         | P4450804              | 02/27/2026 | ELECTRIC- MAINTENANCE - RE | 604-49550-404                           | 257.82            |
| WINDOM TOWING LLC         | 17436                 | 02/27/2026 | ELECTRIC-MAINTENANCE - VE  | 604-49550-405                           | 556.34            |
| WINDOM TOWING LLC         | 17443                 | 02/27/2026 | ELECTRIC- MAINTENANCE - V  | 604-49550-405                           | 62.14             |
| WINDOM TOWING LLC         | 17450                 | 02/27/2026 | ELECTRIC-MAINTENANCE - VE  | 604-49550-405                           | 62.14             |
| WINDOM TOWING LLC         | 17473                 | 02/27/2026 | ELECTRIC- MAINTENANCE - V  | 604-49550-405                           | 62.14             |
| WINDOM TOWING LLC         | 17475                 | 02/27/2026 | ELECTRIC- MAINTENANCE - V  | 604-49550-405                           | 555.72            |
| WINDOM TOWING LLC         | 17483                 | 02/27/2026 | ELECTRIC- MAINTENANCE - V  | 604-49550-405                           | 62.14             |
| ELECTRIC FUND             | # 1158                | 03/11/2026 | ELECTRIC-MAINTENANCE - DI  | 604-49550-408                           | 599.02            |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026     | 03/06/2026 | Electric                   | 604-49550-409                           | 36.48             |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                   | 604-49550-409                           | 41.99             |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                   | 604-49550-409                           | 5.59              |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                   | 604-49550-409                           | 3.99              |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | Electric                   | 604-49550-409                           | 31.99             |
| MN DEPT OF COMMERCE       | 1000055063            | 03/11/2026 | ELECTRIC- DUES & CONSERVA  | 604-49550-433                           | 277.83            |
| MN DEPT OF LABOR & INDUS  | ABR0372162X           | 03/11/2026 | ELECTRIC-DUES              | 604-49550-433                           | 75.00             |
| JONATHAN ENGSTROM         | 526                   | 03/03/2026 | CITY NETWORK               | 604-49550-444                           | 124.22            |
| JONATHAN ENGSTROM         | 528                   | 03/03/2026 | CITY NETWORK               | 604-49550-444                           | 124.22            |
| JONATHAN ENGSTROM         | 530                   | 03/03/2026 | CITY NETWORK               | 604-49550-444                           | 124.22            |
| JONATHAN ENGSTROM         | 532                   | 03/03/2026 | CITY NETWORK               | 604-49550-444                           | 124.22            |
| MN DEPT OF COMMERCE       | 1000055063            | 03/11/2026 | ELECTRIC- DUES & CONSERVA  | 604-49550-450                           | 790.09            |
| SCHWALBACH HARDWARE       | 3/10/2026             | 03/11/2026 | ELECTRIC REBATES           | 604-49550-450                           | 2,484.59          |
| CMP - CENTRAL MUNICIPAL P | 8222                  | 03/11/2026 | ELECTRIC- ENERGY-TRANSMIS  | 604-49550-450                           | 3,819.16          |
| WINDOM AREA DEVELOPME     | MARCH 2026            | 03/02/2026 | INDUSTRIAL DEVELOPMENT     | 604-49550-491                           | 1,200.00          |
|                           |                       |            |                            | <b>Activity 49550 - Electric Total:</b> | <b>454,333.47</b> |
|                           |                       |            |                            | <b>Fund 604 - ELECTRIC Total:</b>       | <b>468,173.20</b> |

## Fund: 609 - LIQUOR STORE

## Activity: 49751 - Liquor Store

|                           |                       |            |                            |               |          |
|---------------------------|-----------------------|------------|----------------------------|---------------|----------|
| QUADIENT LEASING USA, INC | Q2240249              | 03/02/2026 | LEASE PAYMENT              | 609-49751-200 | 25.04    |
| VESTIS GROUP, INC         | 2560470482            | 03/02/2026 | LIQUOR STORE- CLEANING SU  | 609-49751-211 | 59.94    |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | LIQUOR                     | 609-49751-211 | 19.99    |
| AH HERMEL COMPANY         | 1107853               | 03/05/2026 | LIQUOR STORE-FREIGHT-OTH   | 609-49751-217 | 130.92   |
| A & B BUSINESS            | IN11346014            | 03/05/2026 | MAINT. CONTRACT            | 609-49751-217 | 25.00    |
| BELLBOY CORP              | 0210300800            | 03/02/2026 | LIQUOR STORE- LIQUOR       | 609-49751-251 | 36.67    |
| JOHNSON BROS.             | 1003496               | 03/11/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-251 | 2,122.00 |
| BREAKTHRU BEVERAGE MN     | 125795894             | 03/02/2026 | LIQUOR STORE-LIQUOR-WINE   | 609-49751-251 | 687.11   |
| BREAKTHRU BEVERAGE MINN   | 125798954             | 03/02/2026 | LIQUOR STORE- LIQUOR       | 609-49751-251 | 227.30   |
| DOLL DISTRIBUTING, LLC    | 1973128               | 03/02/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-251 | 46.30    |
| DOLL DISTRIBUTING, LLC    | 1979106               | 03/05/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-251 | 46.30    |
| SOUTHERN GLAZER'S OF MN   | 2729438               | 03/02/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-251 | 2,595.26 |
| SOUTHERN GLAZER'S OF MN   | 2731944               | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-251 | 5,948.81 |
| PAUSTIS WINE COMPANY      | 288850                | 03/05/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-251 | 216.00   |
| JOHNSON BROS.             | 2998478               | 03/02/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-251 | 2,160.26 |
| BEVERAGE WHOLESALERS      | 423524                | 03/02/2026 | LIQUOR STORE- LIQUOR-BEER  | 609-49751-251 | 1,666.95 |
| PHILLIPS WINE & SPIRITS   | 5132977               | 03/02/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-251 | 3,520.21 |
| PHILLIPS WINE & SPIRITS   | 5136560               | 03/11/2026 | LIQUOR STORE-LIQUOR-FREIG  | 609-49751-251 | 268.09   |
| SOUTHERN GLAZER'S OF MN   | 5137433               | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-251 | 269.96   |
| SOUTHERN GLAZER'S OF MN   | 5137434               | 03/11/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-251 | 389.25   |
| SOUTHERN GLAZER'S OF MN   | 5137435               | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-251 | 2,730.70 |
| DOLL DISTRIBUTING, LLC    | 1973128               | 03/02/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-252 | 2,166.20 |
| DOLL DISTRIBUTING, LLC    | 1973143               | 03/02/2026 | LIQUOR STORE- BEER         | 609-49751-252 | 32.72    |
| DOLL DISTRIBUTING, LLC    | 1979106               | 03/05/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-252 | 7,052.95 |
| ARTISAN BEER COMPANY      | 3834069               | 03/02/2026 | LIQUOR STORE- BEER         | 609-49751-252 | 179.65   |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name               | Payable Number | Post Date  | Description (Item)         | Account Number | Amount   |
|---------------------------|----------------|------------|----------------------------|----------------|----------|
| ARTISAN BEER COMPANY      | 3835935        | 03/11/2026 | LIQUOR STORE- BEER         | 609-49751-252  | 98.45    |
| BEVERAGE WHOLESALERS      | 423524         | 03/02/2026 | LIQUOR STORE- LIQUOR-BEER  | 609-49751-252  | 9,346.50 |
| BEVERAGE WHOLESALERS      | 424523         | 03/05/2026 | LIQUOR STORE- BEER-FREIGH  | 609-49751-252  | 8,032.75 |
| DOLL DISTRIBUTING, LLC    | 921188         | 03/05/2026 | LIQUOR STORE- BEER         | 609-49751-252  | -18.60   |
| JOHNSON BROS.             | 1003497        | 03/11/2026 | LIQUOR STORE- WINE- FREIG  | 609-49751-253  | 140.60   |
| BREAKTHRU BEVERAGE MN     | 125795894      | 03/02/2026 | LIQUOR STORE-LIQUOR-WINE   | 609-49751-253  | 1,284.00 |
| DOLL DISTRIBUTING, LLC    | 1979106        | 03/05/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-253  | 67.20    |
| SOUTHERN GLAZER'S OF MN   | 2729439        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-253  | 376.86   |
| SOUTHERN GLAZER'S OF MN   | 2731945        | 03/11/2026 | LIQUOR STORE- WINE- FREIG  | 609-49751-253  | 307.56   |
| JOHNSON BROS.             | 2998479        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-253  | 780.00   |
| PHILLIPS WINE & SPIRITS   | 5132978        | 03/02/2026 | LIQUOR STORE- LIQUOR-WIN   | 609-49751-253  | 108.00   |
| PHILLIPS WINE & SPIRITS   | 5136561        | 03/11/2026 | LIQUOR STORE-WINE-FREIGH   | 609-49751-253  | 340.70   |
| SOUTHERN GLAZER'S OF MN   | 5137436        | 03/11/2026 | LIQUOR STORE-WINE-FREIGH   | 609-49751-253  | 491.56   |
| WINE MERCHANTS            | 7555201        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-253  | 973.80   |
| AH HERMEL COMPANY         | 1107853        | 03/05/2026 | LIQUOR STORE-FREIGHT-OTH   | 609-49751-254  | 115.79   |
| BREAKTHRU BEVERAGE MN     | 125795894      | 03/02/2026 | LIQUOR STORE-LIQUOR-WINE   | 609-49751-254  | 78.15    |
| BEVERAGE WHOLESALERS      | 423524         | 03/02/2026 | LIQUOR STORE- LIQUOR-BEER  | 609-49751-254  | 27.00    |
| ARTISAN BEER COMPANY      | 3834070        | 03/02/2026 | LIQUOR STORE- THC          | 609-49751-258  | 767.94   |
| GLOBAL RESERVE LLC        | ORD-23930      | 03/05/2026 | LIQUOR STORE- THC          | 609-49751-258  | 720.00   |
| DOLL DISTRIBUTING, LLC    | 1973128        | 03/02/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-259  | 165.30   |
| DOLL DISTRIBUTING, LLC    | 1979105        | 03/05/2026 | LIQUOR STORE- NON-ALCOH    | 609-49751-259  | 43.20    |
| DOLL DISTRIBUTING, LLC    | 1979106        | 03/05/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-259  | 104.00   |
| AH HERMEL COMPANY         | 1107853        | 03/05/2026 | LIQUOR STORE-FREIGHT-OTH   | 609-49751-261  | 2.99     |
| CLIFTON-LARSON-ALLEN, LLP | L261093003     | 03/02/2026 | AUDIT SERVICES             | 609-49751-301  | 1,944.50 |
| AGC NETWORKS, INC.        | 9500237405     | 03/04/2026 | TELECOM -                  | 609-49751-321  | 97.50    |
| USPS-POC                  | 3/5/2026       | 03/11/2026 | POSTAGE MACHINE            | 609-49751-322  | 0.74     |
| JOHN C NELSON             | 2/23/2026      | 02/27/2026 | LIQUOR STORE-MEALS-TRAVE   | 609-49751-331  | 223.30   |
| JOHNSON BROS.             | 1003496        | 03/11/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-333  | 44.42    |
| JOHNSON BROS.             | 1003497        | 03/11/2026 | LIQUOR STORE- WINE- FREIG  | 609-49751-333  | 2.39     |
| AH HERMEL COMPANY         | 1107853        | 03/05/2026 | LIQUOR STORE-FREIGHT-OTH   | 609-49751-333  | 8.95     |
| BREAKTHRU BEVERAGE MN     | 125795894      | 03/02/2026 | LIQUOR STORE-LIQUOR-WINE   | 609-49751-333  | 40.08    |
| DOLL DISTRIBUTING, LLC    | 1973128        | 03/02/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-333  | 7.00     |
| DOLL DISTRIBUTING, LLC    | 1979106        | 03/05/2026 | LIQUOR STORE-LIQUOR-BEER-  | 609-49751-333  | 7.00     |
| SOUTHERN GLAZER'S OF MN   | 2729438        | 03/02/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 53.76    |
| SOUTHERN GLAZER'S OF MN   | 2729439        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-333  | 12.30    |
| SOUTHERN GLAZER'S OF MN   | 2729440        | 03/02/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 5.43     |
| SOUTHERN GLAZER'S OF MN   | 2731944        | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 144.52   |
| SOUTHERN GLAZER'S OF MN   | 2731945        | 03/11/2026 | LIQUOR STORE- WINE- FREIG  | 609-49751-333  | 6.49     |
| SOUTHERN GLAZER'S OF MN   | 2731946        | 03/11/2026 | LIQUOR STORE- WINE- FREIG  | 609-49751-333  | 2.05     |
| SOUTHERN GLAZER'S OF MN   | 2731947        | 03/11/2026 | LIQUOR STORE-LIQUOR-FREIG  | 609-49751-333  | 14.35    |
| PAUSTIS WINE COMPANY      | 288850         | 03/05/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 7.50     |
| JOHNSON BROS.             | 2998478        | 03/02/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-333  | 30.75    |
| JOHNSON BROS.             | 2998479        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-333  | 25.63    |
| BEVERAGE WHOLESALERS      | 424523         | 03/05/2026 | LIQUOR STORE- BEER-FREIGH  | 609-49751-333  | 5.00     |
| PHILLIPS WINE & SPIRITS   | 5132977        | 03/02/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-333  | 67.65    |
| PHILLIPS WINE & SPIRITS   | 5132978        | 03/02/2026 | LIQUOR STORE- LIQUOR-WIN   | 609-49751-333  | 4.61     |
| PHILLIPS WINE & SPIRITS   | 5136560        | 03/11/2026 | LIQUOR STORE-LIQUOR-FREIG  | 609-49751-333  | 4.61     |
| PHILLIPS WINE & SPIRITS   | 5136561        | 03/11/2026 | LIQUOR STORE-WINE-FREIGH   | 609-49751-333  | 14.35    |
| SOUTHERN GLAZER'S OF MN   | 5137433        | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 2.05     |
| SOUTHERN GLAZER'S OF MN   | 5137434        | 03/11/2026 | LIQUOR STORE- LIQUOR- FREI | 609-49751-333  | 2.05     |
| SOUTHERN GLAZER'S OF MN   | 5137435        | 03/11/2026 | LIQUOR STORE- LIQUOR-FREI  | 609-49751-333  | 38.95    |
| SOUTHERN GLAZER'S OF MN   | 5137436        | 03/11/2026 | LIQUOR STORE-WINE-FREIGH   | 609-49751-333  | 18.45    |
| WINE MERCHANTS            | 7555201        | 03/02/2026 | LIQUOR STORE- WINE-FREIGH  | 609-49751-333  | 22.03    |
| JOHN C NELSON             | 2/23/2026      | 02/27/2026 | LIQUOR STORE-MEALS-TRAVE   | 609-49751-334  | 14.82    |
| JOHN C NELSON             | 2/23/2026      | 02/27/2026 | LIQUOR STORE-MEALS-TRAVE   | 609-49751-334  | 11.22    |
| NEXT STEP BROADCASTING IN | 26020305       | 03/05/2026 | LIQUOR STORE- ADVERTISING  | 609-49751-340  | 127.50   |
| NEXT STEP BROADCASTING IN | 26020306       | 03/05/2026 | LIQUOR STORE- ADVERTISING  | 609-49751-340  | 51.00    |
| NEXT STEP BROADCASTING IN | 26020307       | 03/05/2026 | LIQUOR STORE- ADVERTISING  | 609-49751-340  | 212.16   |
| NEXT STEP BROADCASTING IN | 26020308       | 03/05/2026 | LIQUOR STORE- ADVERTISING  | 609-49751-340  | 40.80    |
| NEXT STEP BROADCASTING IN | 26020309       | 03/05/2026 | LIQUOR STORE- ADVERTISING  | 609-49751-340  | 204.00   |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                          | Payable Number | Post Date  | Description (Item)        | Account Number | Amount    |
|--------------------------------------|----------------|------------|---------------------------|----------------|-----------|
| CITIZEN PUBLISHING CO                | FEB 2026       | 03/11/2026 | LIQUOR STORE- ADVERTISING | 609-49751-340  | 2,255.00  |
| CITIZEN PUBLISHING CO                | FEB 26         | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU  | 609-49751-340  | 392.35    |
| MN ENERGY RESOURCES                  | 2/19/2026      | 03/04/2026 | UTILITIES - GAS           | 609-49751-383  | 360.38    |
| HOMETOWN SANITATION SER              | 0000651641     | 03/03/2026 | LIQUOR STORE- DISPOSAL    | 609-49751-384  | 210.98    |
| JONATHAN ENGSTROM                    | 526            | 03/03/2026 | CITY NETWORK              | 609-49751-444  | 105.82    |
| JONATHAN ENGSTROM                    | 528            | 03/03/2026 | CITY NETWORK              | 609-49751-444  | 105.82    |
| JONATHAN ENGSTROM                    | 530            | 03/03/2026 | CITY NETWORK              | 609-49751-444  | 105.82    |
| JONATHAN ENGSTROM                    | 532            | 03/03/2026 | CITY NETWORK              | 609-49751-444  | 105.82    |
| Activity 49751 - Liquor Store Total: |                |            |                           |                | 64,139.23 |
| Fund 609 - LIQUOR STORE Total:       |                |            |                           |                | 64,139.23 |

## Fund: 614 - TELECOM

|                        |       |            |                         |           |          |
|------------------------|-------|------------|-------------------------|-----------|----------|
| UNITED TEL SUPPLY, INC | 41371 | 03/03/2026 | TELECOM-MACHINARY & EQU | 614-16400 | 4,400.15 |
|                        |       |            |                         |           | 4,400.15 |

## Activity: 49870 - Telecom

|                                 |                    |            |                               |               |           |
|---------------------------------|--------------------|------------|-------------------------------|---------------|-----------|
| QUADIENT LEASING USA, INC       | Q2240249           | 03/02/2026 | LEASE PAYMENT                 | 614-49870-200 | 25.04     |
| CITY LAUNDERING CO.             | 2211552            | 03/03/2026 | TELECOM-CLEANING SUPPLIE      | 614-49870-211 | 28.92     |
| WEX BANK                        | 110976408          | 03/05/2026 | FUEL-FEB 2026                 | 614-49870-212 | 119.93    |
| AMAZON CAPITAL SERVICES, I      | 1N3R-NVPV-9MPV     | 03/11/2026 | TELECOM-OPERATING SUPPLI      | 614-49870-217 | 640.68    |
| A & B BUSINESS                  | IN11346014         | 03/05/2026 | MAINT. CONTRACT               | 614-49870-217 | 55.86     |
| CLIFTON-LARSON-ALLEN, LLP       | L261093003         | 03/02/2026 | AUDIT SERVICES                | 614-49870-301 | 1,944.50  |
| MN DEPT OF COMMERCE             | 1000054784         | 03/11/2026 | TELECOM-LEGAL FEES            | 614-49870-304 | 194.40    |
| BLOOSTON, MORDKOFKY, DI         | 66539              | 03/03/2026 | TELECOM- LEGAL FEES           | 614-49870-304 | 300.00    |
| INTERSTATE TRS FUND             | 82580760099-0326   | 03/11/2026 | Assessment for 499-A Filing F | 614-49870-304 | 718.75    |
| SCHRAMEL LAW OFFICE             | FEB 2026           | 03/11/2026 | CIVIL-TELECOM- EDA - LEGAL    | 614-49870-304 | 2,010.00  |
| VERIZON WIRELESS                | 6134324059         | 03/11/2026 | TELEPHONE                     | 614-49870-321 | 247.15    |
| VERIZON WIRELESS                | 6136828824         | 03/11/2026 | TELEPHONE                     | 614-49870-321 | 247.15    |
| AGC NETWORKS, INC.              | 9500237405         | 03/04/2026 | TELECOM - TELEPHONE           | 614-49870-321 | 260.01    |
| USPS-POC                        | 3/5/2026           | 03/11/2026 | POSTAGE MACHINE               | 614-49870-322 | 219.55    |
| INNOVATIVE SYSTEMS LLC          | INV-30447          | 03/05/2026 | POSTAGE-PROCESSING- INSE      | 614-49870-322 | 304.90    |
| INNOVATIVE SYSTEMS LLC          | INV-30262          | 03/05/2026 | SERVICE & SYSTEM MAINT.       | 614-49870-326 | 2,426.50  |
| INNOVATIVE SYSTEMS LLC          | INV-30262          | 03/05/2026 | SERVICE & SYSTEM MAINT.       | 614-49870-326 | 1,035.00  |
| INNOVATIVE SYSTEMS LLC          | INV-30447          | 03/05/2026 | POSTAGE-PROCESSING- INSE      | 614-49870-326 | 161.28    |
| NEUSTAR, INC.                   | L-0000053581       | 03/11/2026 | TELECOM-DATA PROCESSING       | 614-49870-326 | 2.50      |
| NEXT STEP BROADCASTING IN       | 26020375           | 03/03/2026 | TELECOM- ADVERTISING          | 614-49870-340 | 79.05     |
| NEXT STEP BROADCASTING IN       | 26020376           | 03/03/2026 | TELECOM-ADVERTISING           | 614-49870-340 | 79.05     |
| CITIZEN PUBLISHING CO           | FEB-2026           | 03/11/2026 | TELECOM- ADVERTISING          | 614-49870-340 | 816.65    |
| INNOVATIVE SYSTEMS LLC          | INV-30447          | 03/05/2026 | POSTAGE-PROCESSING- INSE      | 614-49870-350 | 217.63    |
| MN ENERGY RESOURCES             | 2/19/2026          | 03/04/2026 | UTILITIES - GAS               | 614-49870-383 | 249.61    |
| HOMETOWN SANITATION SER         | 0000651644         | 03/03/2026 | TELECOM- DISPOSAL             | 614-49870-384 | 115.98    |
| KULSETH LAWN LANDSCAPE          | 6314               | 03/03/2026 | TELECOM-MAINTENANCE - G       | 614-49870-406 | 1,169.05  |
| SOUTHWEST MN BROADBAN           | 02142026           | 03/03/2026 | STREAMING                     | 614-49870-442 | 1,795.00  |
| ECOMMUNITY SFN LLC              | 1368               | 03/11/2026 | TELECOM-SUBSCRIBER FEES       | 614-49870-442 | 21,602.00 |
| CONSOLIDATED COMMUNICA          | 3/1/2026-3/25/2026 | 03/11/2026 | TELECOM-SUBSCRIBER FEES       | 614-49870-442 | 1,459.95  |
| CINNAMON MUELLER LLC            | 6365               | 02/18/2026 | TELECOM-SUBSCRIBER FEES       | 614-49870-442 | 182.50    |
| JONATHAN ENGSTROM               | 526                | 03/03/2026 | CITY NETWORK                  | 614-49870-444 | 345.06    |
| JONATHAN ENGSTROM               | 528                | 03/03/2026 | CITY NETWORK                  | 614-49870-444 | 345.06    |
| JONATHAN ENGSTROM               | 530                | 03/03/2026 | CITY NETWORK                  | 614-49870-444 | 345.06    |
| JONATHAN ENGSTROM               | 532                | 03/03/2026 | CITY NETWORK                  | 614-49870-444 | 345.06    |
| CONSOLIDATED CALL CENTER        | 28708              | 03/11/2026 | TELECOM-SWITCH FEES           | 614-49870-445 | 127.48    |
| FIBER MINNESOTA LLC             | 3911               | 03/11/2026 | TELECOM-SWITCH FEES           | 614-49870-445 | 300.00    |
| 1623 FARNAM LLC                 | 00012769           | 03/11/2026 | TELECOM-INTERNET EXPENSE      | 614-49870-447 | 200.00    |
| ZAYO GROUP, LLC                 | 2026030045189      | 03/11/2026 | TELECOM-INTERNET EXPENSE      | 614-49870-447 | 1,950.00  |
| HURRICANE ELECTRIC LLC          | 98577431-IN        | 03/03/2026 | TELECOM-INTERNET EXPENSE      | 614-49870-447 | 4,100.00  |
| GOLDEN WEST TECH & INT SO       | 40002204           | 03/11/2026 | TELECOM-ON CALL SUPPORT       | 614-49870-448 | 76.12     |
| SWWC - SOUTHWEST WEST C         | 81420              | 03/11/2026 | TELECOM-ON CALL SUPPORT       | 614-49870-448 | 997.50    |
| ONVOY, LLC dba INTELIGENT       | 633654             | 03/11/2026 | TELECOM-CALL COMPLETION       | 614-49870-451 | 119.01    |
| ONVOY, LLC dba INTELIGENT       | 633739             | 03/11/2026 | TELECOM-CALL COMPLETION       | 614-49870-451 | 89.63     |
| Activity 49870 - Telecom Total: |                    |            |                               |               | 48,048.57 |
| Fund 614 - TELECOM Total:       |                    |            |                               |               | 52,448.72 |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                    | Payable Number | Post Date  | Description (Item)       | Account Number | Amount   |
|--------------------------------|----------------|------------|--------------------------|----------------|----------|
| <b>Fund: 615 - ARENA</b>       |                |            |                          |                |          |
| <b>Activity: 49850 - Arena</b> |                |            |                          |                |          |
| QUADIENT LEASING USA, INC      | Q2240249       | 03/02/2026 | LEASE PAYMENT            | 615-49850-200  | 25.03    |
| A & B BUSINESS                 | IN11346014     | 03/05/2026 | MAINT. CONTRACT          | 615-49850-217  | 38.98    |
| CLIFTON-LARSON-ALLEN, LLP      | L261093003     | 03/02/2026 | AUDIT SERVICES           | 615-49850-301  | 668.42   |
| VERIZON WIRELESS               | 6134324059     | 03/11/2026 | TELEPHONE                | 615-49850-321  | 81.80    |
| VERIZON WIRELESS               | 6136828824     | 03/11/2026 | TELEPHONE                | 615-49850-321  | 94.53    |
| CITIZEN PUBLISHING CO          | FEB 26         | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU | 615-49850-340  | 820.60   |
| MN ENERGY RESOURCES            | 2/19/2026      | 03/04/2026 | UTILITIES - GAS          | 615-49850-383  | 3,486.60 |
| HOMETOWN SANITATION SER        | 0000651645     | 03/03/2026 | ARENA- DISPOSAL          | 615-49850-384  | 192.98   |
| JONATHAN ENGSTROM              | 526            | 03/03/2026 | CITY NETWORK             | 615-49850-480  | 62.11    |
| JONATHAN ENGSTROM              | 528            | 03/03/2026 | CITY NETWORK             | 615-49850-480  | 62.11    |
| JONATHAN ENGSTROM              | 530            | 03/03/2026 | CITY NETWORK             | 615-49850-480  | 62.11    |
| JONATHAN ENGSTROM              | 532            | 03/03/2026 | CITY NETWORK             | 615-49850-480  | 62.11    |

|                                      |                 |
|--------------------------------------|-----------------|
| <b>Activity 49850 - Arena Total:</b> | <b>5,657.38</b> |
|--------------------------------------|-----------------|

|                                |                 |
|--------------------------------|-----------------|
| <b>Fund 615 - ARENA Total:</b> | <b>5,657.38</b> |
|--------------------------------|-----------------|

**Fund: 617 - M/P CENTER****Activity: 49860 - M/P Center**

|                           |                       |            |                          |               |          |
|---------------------------|-----------------------|------------|--------------------------|---------------|----------|
| QUADIENT LEASING USA, INC | Q2240249              | 03/02/2026 | LEASE PAYMENT            | 617-49860-200 | 25.04    |
| VESTIS GROUP, INC         | 2560470493            | 02/27/2026 | WCC/ CLEANING SUPPLIES   | 617-49860-211 | 18.37    |
| INDOFF, INC               | 3845297               | 02/27/2026 | WCC/CLEANING SUPPLIES    | 617-49860-211 | 83.98    |
| INDOFF, INC               | 3848019               | 03/11/2026 | WCC- CLEANING SUPPLIES   | 617-49860-211 | 25.99    |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026     | 03/06/2026 | M/P Building             | 617-49860-211 | -6.99    |
| RUNNINGS SUPPLY, INC      | RUNNINGS FEB 2026     | 03/06/2026 | M/P Building             | 617-49860-211 | 46.95    |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | M/P Building             | 617-49860-211 | 21.97    |
| A & B BUSINESS            | IN11346014            | 03/05/2026 | MAINT. CONTRACT          | 617-49860-217 | 105.00   |
| DOLL DISTRIBUTING, LLC    | 1973147               | 02/27/2026 | WCC/LIQUOR-BEER-FREIGHT  | 617-49860-251 | 166.50   |
| JOHNSON BROS.             | 2998394               | 03/02/2026 | WCC/LIQUOR-FREIGHT       | 617-49860-251 | 72.00    |
| PHILLIPS WINE & SPIRITS   | 5132909               | 03/02/2026 | WCC/LIQUOR-FREIGHT       | 617-49860-251 | 704.04   |
| DOLL DISTRIBUTING, LLC    | 1973147               | 02/27/2026 | WCC/LIQUOR-BEER-FREIGHT  | 617-49860-252 | 58.45    |
| RIVER BEND LIQUOR         | 167837                | 03/03/2026 | WCC/ N-A                 | 617-49860-259 | 18.00    |
| RIVER BEND LIQUOR         | 172147                | 03/03/2026 | WCC/N-A                  | 617-49860-259 | 18.00    |
| CLIFTON-LARSON-ALLEN, LLP | L261093003            | 03/02/2026 | AUDIT SERVICES           | 617-49860-301 | 668.42   |
| VERIZON WIRELESS          | 6134324059            | 03/11/2026 | TELEPHONE                | 617-49860-321 | 41.43    |
| VERIZON WIRELESS          | 6136828824            | 03/11/2026 | TELEPHONE                | 617-49860-321 | 41.43    |
| AGC NETWORKS, INC.        | 9500237405            | 03/04/2026 | TELECOM - TELEPHONE      | 617-49860-321 | 97.50    |
| DOLL DISTRIBUTING, LLC    | 1973147               | 02/27/2026 | WCC/LIQUOR-BEER-FREIGHT  | 617-49860-333 | 7.00     |
| JOHNSON BROS.             | 2998394               | 03/02/2026 | WCC/LIQUOR-FREIGHT       | 617-49860-333 | 7.75     |
| PHILLIPS WINE & SPIRITS   | 5132909               | 03/02/2026 | WCC/LIQUOR-FREIGHT       | 617-49860-333 | 13.25    |
| CITIZEN PUBLISHING CO     | FEB 26                | 03/11/2026 | WCC/CITY HALL/ARENA/LIQU | 617-49860-340 | 1,730.60 |
| MN ENERGY RESOURCES       | 2/19/2026             | 03/04/2026 | UTILITIES - GAS          | 617-49860-383 | 1,834.72 |
| HOMETOWN SANITATION SER   | 0000651646            | 03/03/2026 | WCC/ DISPOSAL            | 617-49860-384 | 189.98   |
| SCHWALBACH HARDWARE       | SCHWALBACHS FEB -2026 | 03/03/2026 | M/P Building             | 617-49860-402 | 966.96   |
| DAVID JOE HARVEY JR       | CMP2809               | 03/11/2026 | WCC/MAINTENANCE - GROU   | 617-49860-406 | 80.00    |
| JONATHAN ENGSTROM         | 526                   | 03/03/2026 | CITY NETWORK             | 617-49860-480 | 158.73   |
| JONATHAN ENGSTROM         | 528                   | 03/03/2026 | CITY NETWORK             | 617-49860-480 | 158.73   |
| JONATHAN ENGSTROM         | 530                   | 03/03/2026 | CITY NETWORK             | 617-49860-480 | 158.73   |
| JONATHAN ENGSTROM         | 532                   | 03/03/2026 | CITY NETWORK             | 617-49860-480 | 158.73   |

|                                           |                 |
|-------------------------------------------|-----------------|
| <b>Activity 49860 - M/P Center Total:</b> | <b>7,671.26</b> |
|-------------------------------------------|-----------------|

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Fund 617 - M/P CENTER Total:</b> | <b>7,671.26</b> |
|-------------------------------------|-----------------|

**Fund: 651 - RIVERLBUFF TOWNHOMES****Activity: 46520 - EDA**

|                           |            |            |                |               |        |
|---------------------------|------------|------------|----------------|---------------|--------|
| CLIFTON-LARSON-ALLEN, LLP | L261093003 | 03/02/2026 | AUDIT SERVICES | 651-46520-480 | 668.46 |
|---------------------------|------------|------------|----------------|---------------|--------|

|                                    |               |
|------------------------------------|---------------|
| <b>Activity 46520 - EDA Total:</b> | <b>668.46</b> |
|------------------------------------|---------------|

|                                               |               |
|-----------------------------------------------|---------------|
| <b>Fund 651 - RIVERLBUFF TOWNHOMES Total:</b> | <b>668.46</b> |
|-----------------------------------------------|---------------|

**Fund: 700 - PAYROLL**

|                               |            |            |                         |           |           |
|-------------------------------|------------|------------|-------------------------|-----------|-----------|
| Internal Revenue Service-Payr | INV0002764 | 03/06/2026 | Federal Tax Withholding | 700-21701 | 12,828.46 |
| MN Department of Revenue -    | INV0002765 | 03/06/2026 | State Withholding       | 700-21702 | 6,940.38  |

## Expense Approval Report

Payment Dates: 2/28/2026 - 3/13/2026

| Vendor Name                   | Payable Number | Post Date  | Description (Item)        | Account Number | Amount            |
|-------------------------------|----------------|------------|---------------------------|----------------|-------------------|
| Internal Revenue Service-Payr | INV0002764     | 03/06/2026 | Social Security           | 700-21703      | 15,244.26         |
| MN Pera                       | INV0002762     | 03/06/2026 | PERA                      | 700-21704      | 836.68            |
| MN Pera                       | INV0002762     | 03/06/2026 | PERA                      | 700-21704      | 11,359.01         |
| MN Pera                       | INV0002762     | 03/06/2026 | PERA                      | 700-21704      | 17,560.43         |
| MN State Deferred             | INV0002763     | 03/06/2026 | Deferred Roth             | 700-21705      | 1,172.00          |
| MN State Deferred             | INV0002763     | 03/06/2026 | Deferred Compensation     | 700-21705      | 3,055.00          |
| NECA IBEW FAMILY MEDICAL      | APRIL 2026     | 03/11/2026 | INSURANCE                 | 700-21706      | 48,689.14         |
| LAW ENFORCEMENT LABOR S       | MARCH 2026     | 03/05/2026 | POLICE- UNION DUES        | 700-21708      | 584.00            |
| Internal Revenue Service-Payr | INV0002764     | 03/06/2026 | Medicare Withholding      | 700-21711      | 4,640.18          |
| WEX Health Inc                | INV0002761     | 03/06/2026 | HSA Employee Contribution | 700-21723      | 831.17            |
| BLUE CROSS/BLUE SHIELD        | 260227446497   | 03/03/2026 | FEB - 26 INSURANCE        | 700-21726      | 176.43            |
|                               |                |            |                           |                | <b>123,917.14</b> |
| Fund 700 - PAYROLL Total:     |                |            |                           |                | <b>123,917.14</b> |
| Grand Total:                  |                |            |                           |                | <b>845,295.93</b> |

## Report Summary

## Fund Summary

| Fund                       | Payment Amount    |
|----------------------------|-------------------|
| 100 - GENERAL              | 47,553.05         |
| 211 - LIBRARY              | 4,630.00          |
| 225 - AIRPORT              | 23,973.45         |
| 230 - POOL                 | 687.67            |
| 235 - AMBULANCE            | 14,963.92         |
| 250 - EDA GENERAL          | 4,938.59          |
| 254 - NORTH IND PARK       | 186.89            |
| 601 - WATER                | 12,538.68         |
| 602 - SEWER                | 13,148.29         |
| 604 - ELECTRIC             | 468,173.20        |
| 609 - LIQUOR STORE         | 64,139.23         |
| 614 - TELECOM              | 52,448.72         |
| 615 - ARENA                | 5,657.38          |
| 617 - M/P CENTER           | 7,671.26          |
| 651 - RIVERLBUFF TOWNHOMES | 668.46            |
| 700 - PAYROLL              | 123,917.14        |
| <b>Grand Total:</b>        | <b>845,295.93</b> |

## Account Summary

| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 100-20191      | Unapplied Cash           | 13.20          |
| 100-41110-304  | Legal Fees               | 675.00         |
| 100-41110-350  | Printing & Design        | 954.00         |
| 100-41110-433  | Dues & Subscriptions     | 72.00          |
| 100-41110-491  | Payments to Other Orga   | 2,580.04       |
| 100-41310-200  | Office Supplies          | 31.03          |
| 100-41310-217  | Other Operating Supplie  | 343.53         |
| 100-41310-301  | Auditing & Consulting Se | 1,944.50       |
| 100-41310-321  | Telephone                | 292.49         |
| 100-41310-322  | Postage                  | 98.42          |
| 100-41310-331  | Travel Expense           | 210.25         |
| 100-41310-444  | License Fees             | 1,306.64       |
| 100-41910-200  | Office Supplies          | 25.03          |
| 100-41910-212  | Motor Fuels              | 79.07          |
| 100-41910-217  | Other Operating Supplie  | 152.94         |
| 100-41910-321  | Telephone                | 131.61         |
| 100-41910-322  | Postage                  | 1.03           |
| 100-41910-350  | Printing & Design        | 510.00         |
| 100-41910-480  | Other Miscellaneous      | 354.28         |
| 100-41940-383  | Gas Utility              | 1,482.63       |
| 100-41940-384  | Refuse Disposal          | 124.98         |
| 100-41940-406  | Repairs & Maint - Groun  | 3,156.00       |
| 100-42120-200  | Office Supplies          | 286.56         |
| 100-42120-212  | Motor Fuels              | 1,736.89       |
| 100-42120-304  | Legal Fees               | 9,320.00       |
| 100-42120-322  | Postage                  | 0.74           |
| 100-42120-323  | Radio Units              | 120.00         |
| 100-42120-326  | Data Processing          | 4,998.27       |
| 100-42120-404  | Repairs & Maint - M&E    | 3,631.75       |
| 100-42120-405  | Repairs & Maint - Vehicl | 1,797.26       |
| 100-42120-433  | Dues & Subscriptions     | 600.00         |
| 100-42120-480  | Other Miscellaneous      | 175.00         |
| 100-42220-211  | Cleaning Supplies        | 41.87          |
| 100-42220-212  | Motor Fuels              | 494.77         |
| 100-42220-217  | Other Operating Supplie  | 115.15         |
| 100-42220-321  | Telephone                | 65.00          |
| 100-42220-322  | Postage                  | 0.74           |

## Account Summary

| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 100-42220-383  | Gas Utility              | 1,273.91       |
| 100-42220-384  | Refuse Disposal          | 50.00          |
| 100-42220-404  | Repairs & Maint - M&E    | 191.81         |
| 100-42220-405  | Repairs & Maint - Vehicl | 2,383.69       |
| 100-42220-406  | Repairs & Maint - Groun  | 110.25         |
| 100-42220-433  | Dues & Subscriptions     | 247.24         |
| 100-42700-300  | Charges for Services     | 77.50          |
| 100-43100-200  | Office Supplies          | 204.53         |
| 100-43100-212  | Motor Fuels              | 1,222.47       |
| 100-43100-215  | Materials & Equipment    | 16.99          |
| 100-43100-217  | Other Operating Supplie  | 15.52          |
| 100-43100-224  | Street Maint Materials   | 50.54          |
| 100-43100-321  | Telephone                | 182.02         |
| 100-43100-322  | Postage                  | 1.48           |
| 100-43100-383  | Gas Utility              | 1,323.82       |
| 100-43100-384  | Refuse Disposal          | 126.98         |
| 100-43100-401  | Repairs & Maint - Buildi | 220.65         |
| 100-43100-404  | Repairs & Maint - M&E    | 511.08         |
| 100-43100-444  | License Fees             | 211.64         |
| 100-43100-480  | Other Miscellaneous      | 144.00         |
| 100-45120-200  | Office Supplies          | 25.03          |
| 100-45120-217  | Other Operating Supplie  | 20.88          |
| 100-45202-200  | Office Supplies          | 25.03          |
| 100-45202-384  | Refuse Disposal          | 451.73         |
| 100-45202-402  | Repairs & Maint - Struct | 12.99          |
| 100-45202-404  | Repairs & Maint - M&E    | 528.60         |
| 211-45501-200  | Office Supplies          | 82.63          |
| 211-45501-217  | Other Operating Supplie  | 159.12         |
| 211-45501-402  | Repairs & Maint - Struct | 644.65         |
| 211-45501-406  | Repairs & Maint - Groun  | 1,554.00       |
| 211-45501-433  | Dues & Subscriptions     | 248.44         |
| 211-45501-435  | Books and Pamphlets      | 1,272.74       |
| 211-45501-480  | Other Miscellaneous      | 668.42         |
| 225-45127-200  | Office Supplies          | 34.00          |
| 225-45127-321  | Telephone                | 31.08          |
| 225-45127-381  | Electric Utility         | 1,694.45       |
| 225-45127-480  | Other Miscellaneous      | 668.42         |
| 225-49950-500  | Capital Outlay           | 21,545.50      |
| 230-45124-217  | Other Operating Supplie  | 19.25          |
| 230-45124-480  | Other Miscellaneous      | 668.42         |
| 235-34205      | Ambulance Revenues -     | 119.41         |
| 235-42153-200  | Office Supplies          | 25.04          |
| 235-42153-212  | Motor Fuels              | 1,798.80       |
| 235-42153-217  | Other Operating Supplie  | 379.15         |
| 235-42153-261  | Other Merchandise-Med    | 1,224.92       |
| 235-42153-312  | Nursing                  | 2,418.29       |
| 235-42153-321  | Telephone                | 530.21         |
| 235-42153-322  | Postage                  | 7.40           |
| 235-42153-334  | Meals/Lodging            | 165.85         |
| 235-42153-383  | Gas Utility              | 849.27         |
| 235-42153-384  | Refuse Disposal          | 49.99          |
| 235-42153-405  | Repairs & Maint - Vehicl | 1,494.51       |
| 235-42153-406  | Repairs & Maint - Groun  | 73.50          |
| 235-42153-435  | Books and Pamphlets      | 3,825.00       |
| 235-42153-460  | Miscellaneous Taxes      | 1,048.92       |
| 235-42153-480  | Other Miscellaneous      | 953.66         |
| 250-46520-200  | Office Supplies          | 25.03          |
| 250-46520-217  | Other Operating Supplie  | 152.95         |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 250-46520-301  | Auditing & Consulting Se  | 3,604.02       |
| 250-46520-304  | Legal Fees                | 270.00         |
| 250-46520-308  | Training & Registrations  | 350.00         |
| 250-46520-321  | Telephone                 | 131.61         |
| 250-46520-322  | Postage                   | 0.74           |
| 250-46520-381  | Electric Utility          | 50.00          |
| 250-46520-480  | Other Miscellaneous       | 354.24         |
| 254-46520-381  | Electric Utility          | 186.89         |
| 601-49400-200  | Office Supplies           | 25.04          |
| 601-49400-212  | Motor Fuels               | 196.83         |
| 601-49400-217  | Other Operating Supplie   | 124.21         |
| 601-49400-301  | Auditing & Consulting Se  | 1,944.50       |
| 601-49400-310  | Lab Testing               | 185.50         |
| 601-49400-321  | Telephone                 | 280.38         |
| 601-49400-322  | Postage                   | 533.33         |
| 601-49400-326  | Data Processing           | 1,770.29       |
| 601-49400-381  | Electric Utility          | 78.00          |
| 601-49400-383  | Gas Utility               | 665.13         |
| 601-49400-384  | Refuse Disposal           | 131.99         |
| 601-49400-386  | Landfill                  | 5,422.75       |
| 601-49400-404  | Repairs & Maint - M&E     | 826.49         |
| 601-49400-444  | License Fees              | 354.24         |
| 602-49450-200  | Office Supplies           | 25.03          |
| 602-49450-212  | Motor Fuels               | 196.14         |
| 602-49450-217  | Other Operating Supplie   | 88.03          |
| 602-49450-241  | Small Tools               | 89.99          |
| 602-49450-301  | Auditing & Consulting Se  | 1,944.50       |
| 602-49450-310  | Lab Testing               | 2,478.40       |
| 602-49450-321  | Telephone                 | 307.90         |
| 602-49450-322  | Postage                   | 524.46         |
| 602-49450-326  | Data Processing           | 1,770.29       |
| 602-49450-381  | Electric Utility          | 295.79         |
| 602-49450-383  | Gas Utility               | 4,831.43       |
| 602-49450-404  | Repairs & Maint - M&E     | 217.75         |
| 602-49450-408  | Repairs & Maint - Distrib | 24.30          |
| 602-49450-444  | License Fees              | 354.28         |
| 604-14200      | Inventory                 | 9,153.95       |
| 604-16300      | Improvements Other Th     | 3,930.96       |
| 604-22000      | Prepayments               | 754.82         |
| 604-49550-200  | Office Supplies           | 25.04          |
| 604-49550-211  | Cleaning Supplies         | 54.97          |
| 604-49550-212  | Motor Fuels               | 358.41         |
| 604-49550-217  | Other Operating Supplie   | 607.53         |
| 604-49550-241  | Small Tools               | 1,271.15       |
| 604-49550-263  | Merchandise for Resale -  | 282,139.52     |
| 604-49550-301  | Auditing & Consulting Se  | 1,944.50       |
| 604-49550-303  | Engineering and Surveyi   | 1,212.00       |
| 604-49550-321  | Telephone                 | 322.54         |
| 604-49550-322  | Postage                   | 524.45         |
| 604-49550-325  | Dispatching               | 68.47          |
| 604-49550-326  | Data Processing           | 3,372.77       |
| 604-49550-362  | Insurance - Property      | 145,865.00     |
| 604-49550-383  | Gas Utility               | 1,271.28       |
| 604-49550-384  | Refuse Disposal           | 127.99         |
| 604-49550-402  | Repairs & Maint - Struct  | 1,947.71       |
| 604-49550-404  | Repairs & Maint - M&E     | 1,996.91       |
| 604-49550-405  | Repairs & Maint - Vehicl  | 1,360.62       |
| 604-49550-408  | Repairs & Maint - Distrib | 599.02         |



## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 604-49550-409  | Repairs & Maint - Utilitie | 120.04         |
| 604-49550-433  | Dues & Subscriptions       | 352.83         |
| 604-49550-444  | License Fees               | 496.88         |
| 604-49550-450  | Conservation               | 7,093.84       |
| 604-49550-491  | Payments to Other Orga     | 1,200.00       |
| 609-49751-200  | Office Supplies            | 25.04          |
| 609-49751-211  | Cleaning Supplies          | 79.93          |
| 609-49751-217  | Other Operating Supplie    | 155.92         |
| 609-49751-251  | Liquor                     | 22,931.17      |
| 609-49751-252  | Beer                       | 26,890.62      |
| 609-49751-253  | Wine                       | 4,870.28       |
| 609-49751-254  | Soft Drinks & Mix          | 220.94         |
| 609-49751-258  | Liquor Store THC           | 1,487.94       |
| 609-49751-259  | Non- Alcoholic             | 312.50         |
| 609-49751-261  | Other Merchandise          | 2.99           |
| 609-49751-301  | Auditing & Consulting Se   | 1,944.50       |
| 609-49751-321  | Telephone                  | 97.50          |
| 609-49751-322  | Postage                    | 0.74           |
| 609-49751-331  | Travel Expense             | 223.30         |
| 609-49751-333  | Freight and Express        | 592.37         |
| 609-49751-334  | Meals/Lodging              | 26.04          |
| 609-49751-340  | Advertising & Promotion    | 3,282.81       |
| 609-49751-383  | Gas Utility                | 360.38         |
| 609-49751-384  | Refuse Disposal            | 210.98         |
| 609-49751-444  | License Fees               | 423.28         |
| 614-16400      | Machinery & Equipment      | 4,400.15       |
| 614-49870-200  | Office Supplies            | 25.04          |
| 614-49870-211  | Cleaning Supplies          | 28.92          |
| 614-49870-212  | Motor Fuels                | 119.93         |
| 614-49870-217  | Other Operating Supplie    | 696.54         |
| 614-49870-301  | Auditing & Consulting Se   | 1,944.50       |
| 614-49870-304  | Legal Fees                 | 3,223.15       |
| 614-49870-321  | Telephone                  | 754.31         |
| 614-49870-322  | Postage                    | 524.45         |
| 614-49870-326  | Data Processing            | 3,625.28       |
| 614-49870-340  | Advertising & Promotion    | 974.75         |
| 614-49870-350  | Printing & Design          | 217.63         |
| 614-49870-383  | Gas Utility                | 249.61         |
| 614-49870-384  | Refuse Disposal            | 115.98         |
| 614-49870-406  | Repairs & Maint - Groun    | 1,169.05       |
| 614-49870-442  | Subscriber Fees            | 25,039.45      |
| 614-49870-444  | License Fees               | 1,380.24       |
| 614-49870-445  | Switch Fees                | 427.48         |
| 614-49870-447  | Internet Expense           | 6,250.00       |
| 614-49870-448  | On-Call Support            | 1,073.62       |
| 614-49870-451  | Call Completion            | 208.64         |
| 615-49850-200  | Office Supplies            | 25.03          |
| 615-49850-217  | Other Operating Supplie    | 38.98          |
| 615-49850-301  | Auditing & Consulting Se   | 668.42         |
| 615-49850-321  | Telephone                  | 176.33         |
| 615-49850-340  | Advertising & Promotion    | 820.60         |
| 615-49850-383  | Gas Utility                | 3,486.60       |
| 615-49850-384  | Refuse Disposal            | 192.98         |
| 615-49850-480  | Other Miscellaneous        | 248.44         |
| 617-49860-200  | Office Supplies            | 25.04          |
| 617-49860-211  | Cleaning Supplies          | 190.27         |
| 617-49860-217  | Other Operating Supplie    | 105.00         |
| 617-49860-251  | Liquor                     | 942.54         |

## Account Summary

| Account Number | Account Name             | Payment Amount      |
|----------------|--------------------------|---------------------|
| 617-49860-252  | Beer                     | 58.45               |
| 617-49860-259  | Non- Alcoholic           | 36.00               |
| 617-49860-301  | Auditing & Consulting Se | 668.42              |
| 617-49860-321  | Telephone                | 180.36              |
| 617-49860-333  | Freight and Express      | 28.00               |
| 617-49860-340  | Advertising & Promotion  | 1,730.60            |
| 617-49860-383  | Gas Utility              | 1,834.72            |
| 617-49860-384  | Refuse Disposal          | 189.98              |
| 617-49860-402  | Repairs & Maint - Struct | 966.96              |
| 617-49860-406  | Repairs & Maint - Groun  | 80.00               |
| 617-49860-480  | Other Miscellaneous      | 634.92              |
| 651-46520-480  | Other Miscellaneous      | 668.46              |
| 700-21701      | Federal Withholding      | 12,828.46           |
| 700-21702      | State Withholding        | 6,940.38            |
| 700-21703      | FICA Tax Withholding     | 15,244.26           |
| 700-21704      | PERA Contributions       | 29,756.12           |
| 700-21705      | Retirement               | 4,227.00            |
| 700-21706      | Medical Insurance        | 48,689.14           |
| 700-21708      | PD Union Dues            | 584.00              |
| 700-21711      | Medicare Tax Withholdi   | 4,640.18            |
| 700-21723      | HSA Employee Contribu    | 831.17              |
| 700-21726      | Vision Insurance         | 176.43              |
|                | <b>Grand Total:</b>      | <b>845,295.93</b> ✓ |



## Project Account Summary

Project Account Key  
\*\*None\*\*

Grand Total:

Payment Amount

845,295.93

845,295.93 ✓

3-13-2026

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

**VOTED:     Aye:**

**Nay:**

**Absent:**

### **AUTHORIZATION TO ACCEPT A DONATION FROM MARVIN GRUNIG FOR LOMMEN PARK**

---

**WHEREAS**, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

**WHEREAS**, Marvin Grunig is a supporter of the City of Windom and specifically the Windom Parks; and

**WHEREAS**, the City of Windom has received a donation of \$500.00 from Marvin Grunig for the Windom Parks; and

**WHEREAS**, the Donor requests that the donation be used for the purchase of trees for Lommen Park.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation of \$500.00 offered by Marvin Grunig to be used for the purchase of trees for Lommen Park.

Adopted by the Council this 17th day of March, 2026.

---

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](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** DONATION FROM LYNCH FAMILY FOUNDATION & PREMIUM IOWA PORK, LLC  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or Sonya.Wilt@windommn.com

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action:

1. Adopt the Resolution to accept the donation of \$25,000 from the Lynch Family Foundation and Premium Iowa Pork, LLC for the “Soaring Eagles Child Care Center”.
- 

### Issue Summary/Background

There is a critical need concerning the availability of child care in Windom which impacts families and local employers. The Windom Way Forward Committee has been working with First Children’s Finance to establish a plan to address this issue. One of the proposed solutions is establishing a new child care center. The former Highland School has been designated as the proposed location for this center. However, some construction and remodeling will be required to comply with Code and regulatory requirements for child care centers.

The Committee has been seeking donations for these expenses and the Lynch Family Foundation and Premium Iowa Pork, LLC have responded with a donation of \$25,000 towards these construction and remodeling costs.

### Fiscal Impact

---

There should be no fiscal impact to the City to accept this donation.

### Attachments

---

1. Resolution Accepting Donation from Lynch Family Foundation and Premium Iowa Pork, LLC for “Soaring Eagles Child Care Center”.

SW:mh

---

## RESOLUTION #2026

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ACCEPTING DONATION FROM LYNCH FAMILY FOUNDATION AND PREMIUM IOWA PORK, LLC FOR “SOARING EAGLES CHILD CARE CENTER”**

---

**WHEREAS**, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

**WHEREAS**, there is a critical need concerning the availability of child care in Windom which impacts families and local employers; and

**WHEREAS**, the Windom Way Forward Committee (“Committee”) has been working with First Children’s Finance to establish a plan to address this issue; and

**WHEREAS**, one goal of the Committee is to establish a child care center and the former Highland School has been proposed as the location. The new child care center would be called the “Soaring Eagles Child Care Center”; and

**WHEREAS**, the Committee has been seeking donations for expenses of construction and remodeling required to comply with Code and regulatory requirements for child care centers; and

**WHEREAS**, the Lynch Family Foundation and Premium Iowa Pork, LLC have responded with a donation of \$25,000 towards the construction/remodeling costs for the “Soaring Eagles Child Care Center”.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation from the Lynch Family Foundation and Premium Iowa Pork, LLC of \$25,000 towards construction/remodeling costs for the “Soaring Eagles Child Care Center”.

Adopted by the Council this 17th day of March, 2026.

\_\_\_\_\_  
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](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** TAYLOR FAMILY FARMS FOUNDATION GRANT  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or Sonya.Wilt@windommn.com

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action concerning the Taylor Family Farms Foundation Grant:

1. Adopt the Resolution to accept the \$20,000 grant from the Taylor Family Farms Foundation (“TFFF”) for the “Roots to Wings Child Care Provider Program” and authorize execution of the Grant Acceptance Agreement.
- 

### Issue Summary/Background

The availability of child care in Windom and the surrounding areas has become an urgent need. This availability impacts employers’ ability to hire and retain workers and also the community’s ability to grow. Mayor Hilary Mathis, City Administrator Steve Nasby, and EDA Director Sonya Wilt have been active in the Windom Way Forward Committee. This Committee has designated child care as its first priority. There are two main paths to help address this issue. The first is to develop a child care center. The second is to assist existing in-home child care providers with expenses to comply with licensing, required equipment, and other regulatory requirements for the operation of their in-home child care businesses.

Research has been conducted and grant applications have been filed to help develop a child care center and also to assist existing in-home child care providers.

In November 2025, an application was submitted by Director Wilt to the Taylor Family Farms Foundation (“TFFF”) for a grant to support existing in-home child care providers. The City has received notification of the awarding of a grant of Twenty Thousand Dollars (\$20,000) by TFFF for the “Roots to Wings Child Care Provider Program” to assist existing in-home child care providers.

This grant award requires an equal match which has now been received from The Robert and Helen Remick Charitable Foundation Trust. The grant also requires execution of a Grant Acceptance Agreement by the City.

On March 9, 2026, the EDA Board recommended that the City Council accept this grant award, approve the Grant Acceptance Agreement, and authorize execution of the Grant Acceptance Agreement. Attached is a proposed Resolution for these purposes.

The EDA Board will be reviewing proposed guidelines and procedures to implement this program.

---

## **Fiscal Impact**

---

There should be no fiscal impact to the City to accept this grant award as the match has been provided by The Robert and Helen Remick Charitable Foundation Trust.

## **Attachments**

---

1. Resolution Accepting Taylor Family Farms Foundation Grant for “Roots to Wings Child Care Provider Program”.
2. Taylor Family Farms Foundation “Grant Acceptance Agreement”.

SW:mh

---

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ACCEPTING TAYLOR FAMILY FARMS FOUNDATION GRANT FOR “ROOTS TO WINGS CHILD CARE PROVIDER PROGRAM”**

---

**WHEREAS**, in November 2025, an application was submitted to the Taylor Family Farms Foundation (“TFFF”) for a grant to support existing in-home child care providers; and

**WHEREAS**, the City of Windom has received notification of the awarding of a grant of Twenty Thousand Dollars (\$20,000) by TFFF for the “Roots to Wings Child Care Provider Program”; and

**WHEREAS**, the purpose of the “Roots to Wings Child Care Provider Program” is to assist existing in-home child care providers with expenses for licensing, required equipment, and other regulatory requirements for the operation of their in-home child care businesses; and

**WHEREAS**, the TFFF Grant requires an equal match which has now been received from The Robert and Helen Remick Charitable Foundation Trust; and

**WHEREAS**, the grant requires execution of the “Grant Acceptance Agreement” by the City of Windom; and

**WHEREAS**, on March 9, 2026, the EDA Board recommended that the City Council accept this grant award, approve the Grant Acceptance Agreement, and authorize execution of the Grant Acceptance Agreement; and

**WHEREAS**, the acceptance of this grant is in the best interests of the citizens of Windom; and

**WHEREAS**, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the “Roots to Wings Child Care Provider Program” Grant, awarded by Taylor Family Farms Foundation, in the amount of Twenty Thousand Dollars (\$20,000) to be used for this Program.
2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.



3. The City of Windom has the institutional, managerial, and financial capacity to ensure adequate project administration and implementation.
4. The required match of Twenty Thousand Dollars (\$20,000) has been received by the City of Windom from The Robert and Helen Remick Charitable Foundation Trust.
5. The Grant Acceptance Agreement is hereby approved.
6. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.
7. The Mayor is hereby authorized to execute the “Grant Acceptance Agreement” and any other required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 17th day of March, 2026.

\_\_\_\_\_  
Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

\* \* \* \* \*

#### CERTIFICATION

STATE OF MINNESOTA :

COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 17th day of March, 2026, as shown by the Minutes of the meeting in my possession.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of March, 2026.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



November 21, 2025

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

Dear Sonya Wilt:

We are pleased to present you with a Grant from the Taylor Family Farms Foundation ("TFFF") of \$20,000.00 for the Roots to Wings Child Care Provider Program.

At the TFFF, our goal is to positively impact people's lives and/or enhance life in rural communities in Southern Minnesota and Northwest Iowa. The website, [Taylorfff.org](http://Taylorfff.org), specifically lists the counties included in our granting area.

This grant is subject to the following terms:

- By accepting the grant, your organization acknowledges that this gift is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other benefits because of the gift.
- If you are planning to acknowledge this grant publicly, please see our Grant Acceptance Agreement (included with this letter).
- Once the Grant Acceptance Agreement is received by TFFF and you have secured funds matching this grant, we will issue the check for your project.
- It is not necessary to send a receipt for this gift. If you wish to acknowledge this grant, you may send a note of appreciation to:

Taylor Family Farms Foundation  
Attn: James Mulvihill  
1725 Roe Crest Drive  
North Mankato, MN 56003

Sincerely,  
TAYLOR FAMILY FARMS FOUNDATION

A handwritten signature in black ink, appearing to read "Kristin Duncanson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kristin Duncanson  
President



## Grant Acceptance Agreement

### Terms and Conditions

- Any grant awarded from the Taylor Family Farms Foundation ("TFFF") needs to be expended within 12 months of receipt of the funds without prior approval.
- A final report is required within 30 days of the end of the project completion, and should include the answers to the following questions:
  1. What did you use the funding for?
  2. What was the impact on your community or organization?
  3. What if anything, would you do differently in the future?
- If for some reason the project is not implemented within one year or you have not secured a match of the funds granted by the TFFF, the Foundation requests the return of the contribution or an email/letter with an explanation if an extension is required.
- The TFFF will not provide additional funding until all the current Foundation supported projects are complete, the final report is submitted in a timely manner and all the requirements have been met.
- If there will be a ribbon cutting or a community event for your project/program, the Foundation requests prior notice. This provides the opportunity for a representative from the Foundation to possibly attend.
- If there is a change in contact information at your organization or if there are other project changes, please contact:

Chris Austin  
507-386-3230  
Chris.Austin@taylor.com

The TFFF requests recognition on all materials stating, "This project is funded in part through a philanthropic gift from the Taylor Family Farms Foundation."

An electronic logo will be sent to you upon request.

I have read the accompanying grant award letter from the TFFF and hereby do accept these terms and conditions set forth for the amount of \$20,000.00 for the Roots to Wings Child Care Provider Program.

---

Signature of Authorized Representative

---

Date

---

Name and Title (Please Print)

---

City of Windom MN  
Organization Name

## ACTION ITEM



### CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** THE ROBERT AND HELEN REMICK CHARITABLE FOUNDATION TRUST GRANT  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or [Sonya.Wilt@windommn.com](mailto:Sonya.Wilt@windommn.com)

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action:

1. Adopt the Resolution to accept the \$20,000 grant from The Robert and Helen Remick Charitable Foundation Trust for the “Roots to Wings Child Care Provider Program”.
- 

### Issue Summary/Background

The Windom Way Forward Committee has been working on the urgent issue of availability of child care in Windom. One of the paths to address this issue is to assist existing in-home child care providers with expenses to comply with licensing, required equipment, and other regulatory requirements for the operation of their in-home child care businesses.

In January 2026, EDA Director Sonya Wilt submitted an application to The Robert and Helen Remick Charitable Foundation Trust (“Remick Foundation”) for a grant to support existing in-home child care providers. The City has received notification of the awarding of a grant of Twenty Thousand Dollars (\$20,000) by the Remick Foundation for the “Roots to Wings Child Care Provider Program”.

This grant award provides the required match for the Taylor Family Farms Foundation Grant. No additional match is required for the grant from the Remick Foundation.

On March 9, 2026, the EDA Board recommended that the City Council accept this grant award. Attached is a proposed Resolution for this purpose.

The EDA Board will be reviewing proposed guidelines and procedures to implement the “Roots to Wings Child Care Provider Program”.

---

### Fiscal Impact

There should be no fiscal impact to the City to accept this grant award.

### Attachments

1. Resolution Accepting The Robert and Helen Remick Charitable Foundation Trust Grant for “Roots to Wings Child Care Provider Program”.

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ACCEPTING THE ROBERT AND HELEN REMICK CHARITABLE FOUNDATION TRUST GRANT FOR “ROOTS TO WINGS CHILD CARE PROVIDER PROGRAM”**

---

**WHEREAS**, in January 2026, an application was submitted to The Robert and Helen Remick Charitable Foundation Trust (“Remick Foundation”) for a grant to support existing in-home child care providers; and

**WHEREAS**, the City of Windom has received notification of the awarding of a grant of Twenty Thousand Dollars (\$20,000) by the Remick Foundation for the “Roots to Wings Child Care Provider Program”; and

**WHEREAS**, the purpose of the “Roots to Wings Child Care Provider Program” is to assist existing in-home child care providers with expenses for licensing, required equipment, and other regulatory requirements for the operation of their in-home child care businesses; and

**WHEREAS**, the grant from the Remick Foundation provides the equal match required by the grant from Taylor Family Farms Foundation for this program; and

**WHEREAS**, on March 9, 2026, the EDA Board recommended that the City Council accept this grant award of \$20,000 from the Remick Foundation; and

**WHEREAS**, the acceptance of this grant is in the best interests of the citizens of Windom; and

**WHEREAS**, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the “Roots to Wings Child Care Provider Program” Grant, awarded by The Robert and Helen Remick Charitable Foundation Trust, in the amount of Twenty Thousand Dollars (\$20,000) to be used for this Program.
2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.

3. The City of Windom has the institutional, managerial, and financial capacity to ensure adequate project administration and implementation.
4. There is no required match for this grant.
5. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.
6. The Mayor and/or City Administrator is/are hereby authorized to execute any required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 17th day of March, 2026.

\_\_\_\_\_  
Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

\* \* \* \* \*

CERTIFICATION

STATE OF MINNESOTA :

COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 17th day of March, 2026, as shown by the Minutes of the meeting in my possession.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of March, 2026.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# RESOLUTION #2026

**INTRODUCED:**

**SECONDED:**

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

## **A RESOLUTION AWARDING THE CONTRACT FOR A PROJECT ENTITLED “2026 STREET IMPROVEMENT PROJECT”**

**WHEREAS**, pursuant to an advertisement for bids for the project entitled “2026 Street Improvement Project”, bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

|                          | <b>Project Bid</b> | <b>Alternate</b> |
|--------------------------|--------------------|------------------|
| Svoboda Excavating Inc   | \$2,298,884.00     | \$ 7,908.00      |
| M.R. Paving & Excavating | \$2,522,384.11     | \$ 7,956.09      |
| Duininck Inc             | \$2,611,548.00     | \$ 8,934.00      |
| GM Contracting Inc       | \$2,730,818.00     | \$15,051.00      |
| Hjerpe Contracting Inc   | \$2,802,175.50     | \$10,320.00      |

**AND WHEREAS**, it appears that the lowest responsible bidder for the project is as follows:

|                        | <b>Project Bid</b> | <b>Alternate</b> |
|------------------------|--------------------|------------------|
| Svoboda Excavating Inc | \$2,298,884.00     | \$ 7,908.00      |

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

1. Pursuant to the bid advertisement, the low bids submitted by Svoboda Excavating Inc are hereby approved for award; and the Mayor and City Administrator are hereby authorized and directed, on behalf of the City of Windom, to enter into contracts with the above contractor for completion of these components of the project, entitled “2026 Street Improvement Project”, according to the plans and specifications heretofore approved by the City Council and on file in the Office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contracts have been signed.

Adopted by the City Council this 17th day of March, 2026.

\_\_\_\_\_  
Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE “18<sup>TH</sup> AVENUE STORM SEWER IMPROVEMENT PROJECT” (Super majority of 4/5 is necessary to pass resolution)**

---

**WHEREAS**, a Resolution of the City Council adopted the 16th day of September, 2025, fixed a date for a public hearing on the proposed improvements to city storm sewer 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 21st day of October, 2025, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

**WHEREAS**, the City Council reviewed the presented options in the feasibility study and would like to proceed with Option 3.

### **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 16th day of September, 2025.
3. Johnson Engineering Group 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 17th day of March, 2026.

---

Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator





March 13, 2026

**City of Windom City Council**

444 9<sup>th</sup> Street  
Windom, MN 56101

RE: Proposal for 18<sup>th</sup> Ave Storm Sewer Improvements  
JEG #P2026-31

**Dear Councilmembers:**

This letter is sent to propose our engineering services related to storm sewer improvements on 18<sup>th</sup> Avenue in Windom, Minnesota. As you know, after the flood during the summer of 2024, the City Council engaged Johnson Engineering Group (“JEG”) to study the feasibility of improving the storm sewer on 18<sup>th</sup> Avenue to minimize flooding in this area in the future. JEG presented three options in the feasibility study for improving the storm sewer to the City Council on September 16, 2025. The City Council decided to proceed with option 3 presented in the feasibility study which involves creating a ponding area behind North Red Leaf Court. You requested a proposal for preparation of construction documents for option 3. Below you will find an outline of the scope of work with deliverables for each task along with an estimated fee for this work.

**Task 1: Site Survey** – included work with this task includes the following:

- Obtain Lidar data and Aerial Photo of the site using InfraWorks software
- On-Site GPS survey of the site using a GPS unit accurate to 0.04 ft.
- Gopher One Call made by owner.
- Using data obtained above, prepare an existing site conditions map which would include 1-foot contours, road centerlines and rights-of-ways, existing structures, culverts and other hydraulic structures, and other topographic features in the vicinity of the project site.

**Task 2: Construction Documents** – included work with this task includes the following:

- Storm sewer plans based on the modeling of the watershed completed in the feasibility report. Plans to include dike grading, culvert size and grades, ditch grading, and any other pertinent items related to the construction of the proposed storm water system.
- Estimated quantities for the construction of the storm sewer improvements for use in bidding
- Project manual including specifications and bid documents.

**Task 3: Construction Administration** – included work with this task includes the following:

- Presentation of plans, specifications, and cost estimate to City Council.
- Responding to requests for information and holding pre-bid meeting.
- Bid/Quote letting.
- Award of contract.

**Task 4: Construction Observation** – included work with this task includes the following:

- Staking dike, culverts, and ditch.
- Observing construction of dike, culverts, and ditch.

---

**Johnson Engineering Group, LLC**

PO Box 384 Windom, MN 56101

**City of Windom**  
City Council  
18<sup>th</sup> Ave Storm Sewer Design  
March 13, 2026



- JEG will coordinate with a third-party testing firm to test construction material and perform compacting testing for the dike construction. Third-party testing fees will be paid by the owner.

Task 5: Construction Closeout – included work with this task includes the following:

- As-built drawings.

Project Fee Overview:

The **total estimated fee** for work performed, outlined above in task 1-5, is **\$19,000**. Due to variability in construction methods and pour sequences, JEG will provide the construction observation services outlined above in task 4 on a time and material basis.

On behalf of Johnson Engineering Group, thank you for this opportunity to provide this proposal. Should you have any questions, or need clarification of anything presented in our letter, please do not hesitate to call me at 507-832-8450.

Sincerely,

**Johnson Engineering Group**

Accepted by:

\_\_\_\_\_  
By: Dennis Johnson  
Its: Principal

\_\_\_\_\_  
By: Steve Nasby

\_\_\_\_\_  
Date

## GENERAL TERMS AND CONDITIONS

### Article 1. Our Agreement

**1.1** Our agreement with you consists of these General Terms and Conditions and the accompanying written proposal or authorization (Agreement). This Agreement is our entire Agreement and supersedes all prior agreements. This Agreement may be modified only in a writing signed by us, making specific reference to the provision modified. Directing us to start work prior to execution of this Agreement constitutes your acceptance of this Agreement.

**1.2** The words “you,” “we,” “us,” and “our” include officers, employees, and subcontractors.

**1.3** Any conflicting or additional terms in a purchase order, work order, or other form used to authorize our services are not part of our Agreement unless we specifically accept them in writing. If we cannot agree on mutually acceptable terms, we have the right to withdraw our proposal without liability to you or others, and you will compensate us for services already rendered.

### Article 2. Our Responsibilities

**2.1** We will provide the services specifically described in our Agreement. You agree that we are not responsible for services that are not fairly including in our specific undertaking. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

**2.2** In performing our services, we will use that degree of care and skill ordinarily exercised by reputable members of our profession practicing under similar circumstances in the same locality at the same time.

**2.3** Our duties do not include supervising your contractors or commenting on, overseeing, or providing the means and methods of their work, unless we accept such duties in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings, and the providing of our services will not relieve others of their responsibilities to you or to others.

**2.4** We will provide a health and safety program for our employees, but we will not be responsible for contractor, job, or health or safety unless we accept that duty in writing. You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us.

**2.5** Our estimates of construction or remediation costs will be based on information available to us and on our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

**2.6** Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and that site conditions may change over time.

### Article 3. Your Responsibilities

**3.1** You agree to provide us with all site information and data to which you have access which may affect our services. We will not be responsible for locating buried objects at the site unless we accept that duty in writing. You agree to hold us harmless from claims, damages, losses, and related expenses involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others on your behalf furnished to us.

**3.2** You will provide access to the site. In the course of our work some damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site, but we will not be responsible for reasonable or normal damage. We have not included the cost of restoration for such damage in the estimated charges.

**3.3** You agree to provide us with information in your possession or control relating to contamination at the work site.

**3.4** Neither this Agreement nor the providing of services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous materials. You agree to hold us harmless and indemnify us from any such claim or loss.

**3.5** Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment, unless we accept that duty in writing.

**3.6** You agree to make disclosures required by law. In the event you do not own the site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at your site. You agree to hold us harmless and indemnify us from claims related to disclosures made by us that are required by law and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.

### Article 4. Reports and Records

**4.1** Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property but are subject to a license to you for your use in the related project for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. You agree to indemnify and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use. At your request, we will provide endorsements of our reports or letters of reliance, but only if the recipients agree to be bound by the terms of our agreement with you and only if we are paid the administrative fee stated in our then current Schedule of Charges.

**4.2** Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable for damages resulting from changes in an electronic document occurring after we transmit it to you.

**4.3** If you do not pay for our services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

## GENERAL TERMS AND CONDITIONS

**4.4** Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written discretion to store or transfer the materials at your expense.

**4.5** Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

### Article 5. Compensation

**5.1** You will pay for services as agreed upon or according to our then current Schedule of Charges if there is no other written agreement as to price. An estimated cost is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to any specified retainer.

**5.2** You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices on receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

**5.3** If you direct us to invoice another, we will do so, but you agree to be responsible for our compensation unless you provide us with that person's written acceptance of all terms of our Agreement and we agree to extend credit to that person and to release you.

**5.4** Your obligation to pay for services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of lawsuit in which we are not involved, your successful completion of a project, receipt of payment from another, or any other event. No retainage will be withheld.

**5.5** You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

**5.6** If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work change, or if changed labor union conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice and we will receive an equitable adjustment of our compensation.

**5.7** In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to fees otherwise due us.

### Article 6. Disputes, Damages, and Risk Allocation

**6.1** Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

**6.2** Neither of us will be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital.

**6.3** For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability will not exceed the total fees paid by you.

**6.4** You agree to indemnify and defend us from all liability to others in excess of the risk allocation stated above and to insure this obligation.

**6.5** The prevailing party in any action relating to this agreement shall be entitled to recover its costs and expenses, including reasonable attorney fees, staff time, and expert witness fees.

**6.6** The law of the state in which our servicing office is located will govern all disputes. Each of us waives trial by jury.

### Article 7. General Indemnification

**7.1** We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of person for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

**7.2** To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

**7.3** You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

### Article 8. Miscellaneous Provisions

**8.1** We will provide a certificate of insurance to you upon request.

**8.2** You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

**8.3** Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

**8.4** Our Agreement may be terminated early only in writing. We will receive an equitable adjustment of our compensation in the event of early termination.

**8.5** If a provision of this Agreement is invalid or illegal, all other provisions shall remain in full force and effect.

## ACTION ITEM



### CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator *[Signature]*  
**DATE:** March 10, 2026  
**RE:** USGS River Gage – Operational Agreement  
**DEPT:** Emergency Management \ Water  
**CONTACT:** [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the local funding agreement for the USGS Des Moines River gage.

### Issue Summary/Background

Following the 2019 flooding the city, County and other local stakeholders worked with FEMA, US Army Corps of Engineers and U.S. Geological Service (USGS) to replace and update the Des Moines River gage in order to provide more accurate data.

In 2021 the City of Windom entered into an agreement with USGS and the Army Corps of Engineers for the placement and operation of the new Des Moines River gage (by the Windom Country Club). The cost for the gage and operations was to be split 50/50. The local share of the cost was shared by the City's Water Department, Cottonwood County Emergency Management, Cottonwood County Soil & Water Conservation Service and Red Rock Rural Water. A five-year agreement was drafted between these local stakeholders to fund the 50% local share. The 2021 agreements with the USGS\Corps of Engineers and the local parties expired in 2025. The USGS is working on the master agreement between USGS and City of Windom. The agreement for the local match has been provided to the local stakeholders and has been approved for the next five years.

### Fiscal Impact

The local share of the agreement is \$5,785 to \$6,140 over the five years. The funding from Cottonwood County Emergency Management, Cottonwood County Soil & Water Conservation Service and Red Rock Rural water is set at \$4,000 per year which leaves the City's Water Department a payment of \$1,785 to \$2,140 per year over the five-year period.

### Attachments

1. Des Moines River Gage Joint Funding Agreement
2. USGS emails



**Des Moines River Gage  
JOINT FUNDING AGREEMENT**

This Memorandum of Agreement ("Agreement") is entered into as of 2-12-26 2026 by and between the City of Windom, MN ("City") a municipal corporation and Cottonwood County Emergency Management, Cottonwood County Soil & Water Conservation Service and Red Rock Rural Water ("Partners") all governmental entities under the laws of the State of Minnesota.

**Whereas**, the City desires to have an advanced flood gage placed on the West Fork of the Des Moines River that will be installed, monitored and owned by the US Geological Service; and

**Whereas**, the new flood gage will provide more information for emergency planning, flooding and monitoring the watershed and this information will be useful to all the Partners; and

**Whereas**, the City is requesting matching funds from the Partners to off-set the local match costs required by the US Geological Service for the period of 2026 – 2030. A copy of the Funding Agreement is attached hereto.

**Be it therefore resolved**, that the Parties agree to the following:

**Section 1. Fiscal Agent.** During the term of this Agreement, the City will receive local matching funds from the partners in the amounts shown in this section. Funds paid to the City will be combined with City funds to account for the required US Geological Service matching funds.

|                                                     |                  |
|-----------------------------------------------------|------------------|
| Cottonwood County Emergency Management              | \$1,250 per year |
| Cottonwood County Soil & Water Conservation Service | \$1,250 per year |
| Red Rock Rural Water Association                    | \$1,500 per year |

City of Windom contributions will comprise the balance of funds due to the US Geological Service through its Water, Wastewater, Emergency Management or General Fund.

Annual payments by Partners to City may be made once per year, but no more than quarterly.

**Section 2. Payments and Reports to US Geological Service.** City will be solely responsible for making the payments to the US Geological Service and for completing required reporting.

**Section 3. Construction of Gage.** The US Geological Service, and/or other Federal or State agents, shall be responsible for the installation and maintenance of the river gage.

**Section 4. Temporary Program; Sunset Provisions.** This Joint Funding Agreement will start upon execution by all parties and run through September 30, 2030. This timeframe includes five annual payments for Partners (2026, 2027, 2028, 2029 and 2030).

**Section 5. Entire Agreement.** This is the full and complete agreement of the Parties. There are no other oral or implied agreements. A copy of the US Geological Services Joint Funding Agreement is attached as a reference.

**Section 6. No Precedent.** This agreement does not set any precedent for any future renewal.

**City of Windom**

---

**Red Rock Rural Water Association**

Domme Jove Red Rock Rural Water System  
Manager

**Cottonwood County Emergency Management**

---

**Cottonwood County Soil & Water Conservation Service**

---

**Section 6. No Precedent.** This agreement does not set any precedent for any future renewal.

**City of Windom**

---

**Red Rock Rural Water Association**

---

**Cottonwood County Emergency Management**

---

**Cottonwood County Soil & Water Conservation Service**

A handwritten signature in black ink, appearing to be a stylized name, is written over a horizontal line.



## Steve Nasby

---

**From:** Torrison, Benjamin C <btorrison@usgs.gov>  
**Sent:** Wednesday, January 21, 2026 3:54 PM  
**To:** Steve Nasby  
**Subject:** Renewal of Joint Funding Agreement between for Des Moines River above Windom, MN streamflow monitoring station

Hi Steve,

Our Joint Funding Agreement (JFA) between USGS and the City of Windom to operate the streamflow monitoring station on the Des Moines River expired back on Sept 30, 2025. I am reaching out to see if we can get to work on creating a new JFA. I want to apologize for reaching out so late after the last JFA expired. Last year was a really big year of turnover at USGS including James Fallon retiring, whom you would have dealt with before on this stuff. I'm doing my best to work through a backlog of expired agreements just like the one for the Windom monitoring station.

One thing I wanted to check it with you about is this: is the City happy with what USGS is doing for you, which is essentially operating the streamflow monitoring station? Would you like to discuss anything else, or changing the scope of what we've been doing? I've found certain situations with Cooperators where those who set up the working done under these agreements going back many years are all retired. So, it does indeed seem like a good time for reflection.

I wanted to let you know we put some significant effort into the monitoring station this year. When the CR15/Country Club Dr bridge went under construction late last fall, we moved our equipment slightly downstream which resulted in virtually no loss of data collection. We also installed a camera that allows us to track river conditions visually. You can see the camera images here: [HIVIS | Des Moines River above Windom](#). If you're interested in other camera images from other rivers in Minnesota or around the US, you can check out this website: [HIVIS | Dashboard](#). The data produced by the Windom gage can be found here as always: [Des Moines River Above Windom, MN - USGS Water Data for the Nation](#). As a follow up to the bridge construction, when that is complete, we are planning to move our equipment back up to the bridge but not bring back the big metal shelter. The equipment box will look then like it does now:



I am hopeful the City will be interested in maintaining support for the Windom monitoring station. If so, I would encourage us to consider another 5 year funding agreement. The upshot of this for both of us is not having to redo the agreement every year, and then having a funding structure locked in for that 5 year period. Assuming 5 years is ok with the City going forward, can you let me know if you're still interested and I'll shoot over some costs right away?

Thanks a lot,  
Ben

Benjamin C. Torrison  
Supervisory Hydrologic Technician  
Mounds View, MN Field Office Chief  
Upper Midwest Water Science Center  
United States Geological Survey  
2280 Woodale Dr, Mounds View MN 55112  
612-418-6934 (mobile)

## Steve Nasby

---

**From:** Torrison, Benjamin C <btorrison@usgs.gov>  
**Sent:** Wednesday, January 28, 2026 8:35 AM  
**To:** Steve Nasby  
**Cc:** Paul Johnson; Ryan Anderson; Farrell, Patrick D  
**Subject:** Re: [EXTERNAL] RE: Renewal of Joint Funding Agreement between for Des Moines River above Windom, MN streamflow monitoring station

Hi Steve,

Thanks for your email and I'm glad to hear the City is interested in continuing to work with USGS - we appreciate your support! Moving forward with the 5 year framework, the upshot of this for both of us is not having to redo the agreement every year, and then having a funding structure locked in for that 5 year period. As you will see below, the price of operating this gage is split between the City of Windom, USGS, and the Army Corps of Engineers (USACE). As much as I would like to keep the price low for the next 5 years, I think I have to plan for some inflation each year. Here is the price structure I am proposing, which equates to a 3% increase total per year split between the City of Windom and the ACOE.

|        | USGS     | City of Windom | USACE    | Total     |
|--------|----------|----------------|----------|-----------|
| FY2026 | \$ 5,560 | \$ 5,785       | \$ 5,785 | \$ 17,130 |
| FY2027 | \$ 5,560 | \$ 5,872       | \$ 5,872 | \$ 17,304 |
| FY2028 | \$ 5,560 | \$ 5,960       | \$ 5,960 | \$ 17,480 |
| FY2029 | \$ 5,560 | \$ 6,049       | \$ 6,049 | \$ 17,658 |
| FY2030 | \$ 5,560 | \$ 6,140       | \$ 6,140 | \$ 17,840 |

I wanted to pass along a few things regarding the funding table above. I should point out the USACE dollar amounts are preliminary because USGS and USACE are always on a year to year agreement, so predicting the future price is not something I can do. However, they have always been a solid partner for us so I don't foresee any issue with ACOE being able to cover cost increases. You will obviously notice that USGS is not increasing our cost to help cover inflation or other unforeseeable cost increases - I can explain why this is the case.

- Basically, each Center in USGS (ours being the Upper Midwest Water Science Center) receives a pot of Federal funds we can use to match what State/local Cooperators contribute to a given project/JFA. Total USGS match funding in the whole USGS, and to our Center has been held constant for many years. We originally set up projects and funding agreements that defined our match as a percent of the total fundings, but as prices have increased and operational needs have changed, we are no longer able to provide match as a percent. This means that as a Center we are trying to balance our limited matching funds across all programs and trying to define how we can meet all partner goals. As it currently stands we have consistently overspent our annual matching funding for a few years and are working towards a "correction", meaning we are slowly reducing the amount of CMF going to every existing project and need to make up the cost difference to operate the gages or complete the study with partner funds.

- It is likely that the amount of match dollars available is going to either remain constant or slightly decrease, depending on a lot of outside factors. Congress has not changed the amount of matching funding allocated to Centers for many years. If more work needs to be done or costs to operate need to be increased, it is likely going to fall on our partners to cover those costs. However, we always try to minimize the burden on our cooperators and want to make sure we are providing the best products to meet their needs.
- One example I've seen first hand is the cost of equipment has increased. Many of the things we regularly need for most or all gages have gone up at least 10-20% in cost over the last 4 years.
- In the realm of "what am I getting for what I'm paying", in addition to the streamflow monitoring and the camera images, one thing that comes up every so often when I talk to Cooperators is what happens with floods and flood damage to our equipment. In the event of a flood wiping out our equipment, or a truck running it over (I've seen this happen multiple times), we replace the equipment without any further expense to the Cooperator(s). So, I hope this will be a further piece of mind for you.

If you have any questions about this, please let me know! I will look forward to hearing back from you. If you decide you're ready to move forward, I can have a JFA written up and sent to you for signature.

Separate but related: we will plan to move our equipment back to the bridge this spring or whenever the bridge construction is complete. Question: we would love to install a radar water level sensor out on the new bridge. Who should we talk to about that? Is that a Cottonwood County contact? Thanks for any help on this subject.

Ben

Benjamin C. Torrison  
Supervisory Hydrologic Technician  
Mounds View, MN Field Office Chief  
Upper Midwest Water Science Center  
United States Geological Survey  
2280 Woodale Dr, Mounds View MN 55112  
612-418-6934 (mobile)

---

**From:** Steve Nasby <Steve.Nasby@windommn.com>  
**Sent:** Tuesday, January 27, 2026 2:54 PM  
**To:** Torrison, Benjamin C <btorrison@usgs.gov>  
**Cc:** Paul Johnson <Paul.Johnson@co.cottonwood.mn.us>; Ryan Anderson <Ryan.Anderson@windommn.com>  
**Subject:** [EXTERNAL] RE: Renewal of Joint Funding Agreement between for Des Moines River above Windom, MN streamflow monitoring station

|                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <p>This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------|

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** SUBMISSION OF GRANT APPLICATION – DEED – CHILD CARE  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or Sonya.Wilt@windommn.com

---

### **Recommendations/Options/Action Requested**

EDA Staff recommends that the City Council take the following action concerning submission of a grant application for additional funding for the construction/remodeling activities for the child care center at Highland:

1. Adopt the Resolution authorizing submission of an application in DEED's Economic Development Child Care Grant Program.
- 

### **Issue Summary/Background**

As we've discussed previously, child care is a critical need in Windom. Plans are underway to establish a new child care center at the Highland Early Childhood Center ("Highland") to be known as "Soaring Eagles Child Care Center".

Construction and remodeling will be required at Highland to comply with state regulatory requirements for child care centers. Numerous businesses, organizations, and entities have contributed to this project. However, additional funds are required to complete the renovation project.

The Department of Employment and Economic Development ("DEED") offers an "Economic Development Child Care Grant Program" and Windom, as a charter city, is an eligible applicant.

If the grant is awarded, there is a match requirement. There are other grant funds, pledges, and donations that will be sufficient to provide the required match.

The proposal is to request a grant of \$100,000 to complete the required renovations to open the "Soaring Eagles Child Care Center" by September 1, 2026.

Attached is a Resolution authorizing submission of this grant application to DEED.

### **Fiscal Impact**

---

There should be no fiscal impact to the City to submit this grant application nor to provide the required match.

### **Attachments**

---

1. Resolution Authorizing Submission of Application to DEED for Economic Development Child Care Grant.

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION TO DEED FOR ECONOMIC DEVELOPMENT CHILD CARE GRANT**

---

WHEREAS, child care is a critical need in Windom and in Cottonwood County. The availability of child care impacts employers' ability to hire and retain workers and also the community's ability to grow; and

WHEREAS, the EDA Board has adopted expansion of Child Care in Windom as a strategic goal and the Windom Way Forward Committee (the "Committee"), with technical assistance from First Children's Finance, has evaluated the needs of Windom for future growth and designated child care as the first priority; and

WHEREAS, one of the goals is to establish a child care center; and it has been determined that the former Highland School, now named Highland Early Childhood Center, ("Highland") is the most logical location as it is currently the site of Headstart, a preschool, and other similar programs and the building and playground have been updated in recent years; and

WHEREAS, there is a need for additional construction and remodeling at Highland to comply with the State's regulatory standards for child care centers prior to opening of the "Soaring Eagles Child Care Center"; and

WHEREAS, the Committee has secured local grants and donations to cover a portion of the proposed construction costs, however additional funding of at least One Hundred Thousand Dollars (\$100,000) is needed; and

WHEREAS, the Minnesota Department of Employment and Economic Development ("DEED") offers an Economic Development Child Care Grant Program; and

WHEREAS, as a home rule charter city, the City of Windom is an eligible applicant to act as the legal sponsor for the application to be submitted to DEED; and

WHEREAS, if the grant is awarded, there is a required match; and through other grants, pledges and donations, there are sources for the required match.

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

1. An application shall be submitted to the Minnesota Department of Employment and Economic Development in the "Economic Development Child Care Grant Program" requesting a grant of One

Hundred Thousand Dollars (\$100,000) towards construction and remodeling costs to complete the “Soaring Eagles Child Care Center”.

2. The City of Windom shall act as legal sponsor for this grant application; and the City Administrator is hereby authorized, on behalf of the City of Windom, to execute the grant application for submission to DEED.
3. The City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration.
4. The sources and amounts of the required local match are sufficient and committed to the project.
5. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
6. Upon approval of its grant application by the State, the City of Windom is authorized to enter into agreements with the State of Minnesota for the above-referenced project; and the City of Windom certifies that it will comply with all applicable laws and regulations, and requirements as stated in the grant agreements.

Adopted this 17<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Hilary Mathis, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

-----  
STATE OF MINNESOTA :  
SS  
COUNTY OF COTTONWOOD:

The undersigned, being the duly qualified and acting City Administrator of the City of Windom, Cottonwood County, Minnesota, hereby certifies that I have carefully reviewed the foregoing Resolution with the original thereof on file and of record in my office, and find the same to be a full, true and complete transcript of the Resolution adopted by the Windom City Council at its meeting on March 17, 2026.

DATED this \_\_\_\_\_ day of March, 2026.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of March, 2026, by the said Steven Nasby.

\_\_\_\_\_  
Notary Public in and for the State of Minnesota



## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** SUBMISSION OF APPLICATION FOR DNR GRANT  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or [Sonya.Wilt@windommn.com](mailto:Sonya.Wilt@windommn.com)

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council adopt the Resolution approving submission of an application in the DNR's Outdoor Recreation Grant Program for the Kastle Kingdom reconstruction.

---

### Issue Summary/Background

Kastle Kingdom in the Windom Recreation Area has been one of the public's favorite parks. The original playground structure, built in 1995, was purchased through Playground by Leathers. As a part of the project 600 volunteers from the community, under the guidance and supervision of company and City Staff, helped construct the playground.

The original playground structure was constructed of wood. Over time the structure deteriorated to the point that it was unsafe for the public and it was demolished in the Fall of 2025. The City and the public wish to construct a new playground structure on the existing site. The site is within the Windom Recreation Area, is owned by the City of Windom, and already has restrooms and a park shelter adjacent to the playground area.

The City has budgeted for a portion of the costs of replacement of the playground structure. A non-profit, known as "Friends of the Parks", has been formed and has been active in the planning and fundraising for the new playground structure. Grant applications have been and are being submitted. The opportunity arose to submit an application in the DNR's Outdoor Recreation Grant Program. The deadline for the submission of the application is March 31, 2026. Application requirements include adoption of a resolution by the City Council approving the submission of the grant application to the DNR.

If the grant is awarded, a match from the City will be required. The City has a Kastle Kingdom park reserve allocated for this project, sources of in-kind match, donations and pledges for the project, and other monetary sources to fulfill this match.

Attached for your review is the local government Resolution authorizing the City's application in the DNR's Outdoor Recreation Grant Program.

It is anticipated that the DNR will announce the grant awards in either May or June. However, payment of the funds will not be made until fall. **If the grant is awarded, no funds expended prior to the "project period" as stated in the grant award agreement can be used as matching funds and are not eligible for reimbursement. Use of reserve funds prior to this project period would make them ineligible as**



**matching funds. Any changes to the description or scope of the project or “significant changes to the cost breakdown” after the grant is awarded could “jeopardize receipt of funds”.**

### **Fiscal Impact**

---

A match will be required from the City. The sources of the match are in place.

### **Attachments**

---

1. Resolution Approving Submission of an Application in Department of Natural Resources’ Outdoor Recreation Grant Program.

SW:mh

## RESOLUTION #2026-

INTRODUCED:

SECONDED:

VOTED:       Aye:  
              Nay:  
              Absent:

### RESOLUTION APPROVING SUBMISSION OF AN APPLICATION IN DEPARTMENT OF NATURAL RESOURCES' OUTDOOR RECREATION GRANT PROGRAM

---

**WHEREAS**, the playground structure in a favorite Windom park, known as Kastle Kingdom, had deteriorated and required demolition to ensure the safety of the public; and

**WHEREAS**, the City of Windom and the residents of Windom wish to construct a new playground structure at the Kastle Kingdom location which property is owned by the City; and

**WHEREAS**, the City of Windom is seeking funding and donations are being accepted for said new construction; and

**WHEREAS**, an opportunity has arisen to apply for a grant in the Department of Natural Resources' ("DNR") Outdoor Recreation Grant Program; and

**WHEREAS**, if this grant is awarded, there is a required match from the City for this grant; and the City has a Kastle Kingdom park reserve allocated for this project, sources of in-kind match, donations and pledges for the project, and other monetary sources to fulfill this match; and

**WHEREAS**, it is necessary that the City Council of the City of Windom adopt a Resolution approving the submission of an application in this grant program.

#### **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, HEREBY RESOLVES AS FOLLOWS:**

BE IT RESOLVED that City of Windom act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on 31/03/2026 and that CITY ADMINISTRATOR STEVE NASBY is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Windom.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that City of Windom has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Windom has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Windom has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Windom may enter into an agreement with the State for the above-referenced project, and that City of Windom certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that CITY ADMINISTRATOR STEVE NASBY is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

ADOPTED by the City Council of Windom, Minnesota, this 17th day of March, 2026.

\_\_\_\_\_  
Hilary Mathis, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

-----

I CERTIFY THAT the above resolution was adopted by the Windom City Council of City of Windom on 17/03/2026.

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** “SOARING EAGLES CHILD CARE CENTER” – TEMPORARY LOAN  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or Sonya.Wilt@windommn.com

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action concerning a temporary loan to bridge the funding gap and expedite the schedule for the construction/remodeling activities at Highland School:

1. Approve a Motion authorizing the City to advance the sum of Seventy-five Thousand Dollars (\$75,000) as a temporary loan for the construction/remodeling activities at Highland School for the “Soaring Eagles Child Care Center”.
- 

### Issue Summary/Background

The Windom Way Forward Committee (“Committee”) was established to evaluate what programs and actions the City of Windom needs as the community moves forward into the future. The Committee is comprised of members from all walks of life including City officials Mayor Hilary Mathis, City Administrator Steve Nasby, and EDA Director Sonya Wilt.

After consideration of various factors, it was the Committee’s decision that availability of child care is the first priority. This availability impacts employers’ ability to hire and retain workers and also the community’s ability to grow. The Committee worked with First Children’s Finance concerning the structure and planning for the project.

The Core Team of the Committee adopted four goals *which are paraphrased* as follows: (1) Establish a child care facility; (2) strengthen and expand in-home child care capacity by supporting existing and new providers; (3) research and develop a plan to grow a local pipeline of early childhood educators; and (4) establish a capital and resource development strategy to sustain and maintain a child care center and in-home child care providers.

After review of various options, the Committee has determined the former Highland School is the best solution for the new “Soaring Eagles Child Care Center”. The center will provide at least 50 child care spots. There is a synergy in this building, now named Highland Early Childhood Center, as it is currently the site of Headstart, a preschool, the SEED Program, and an after-school program known as “Adventure Club”. The building has undergone recent updates and would only require updates to comply with State regulations for child care centers. The School’s architect, Wold Group, has worked with the Committee concerning required updates to the building and a proposed budget for the project.

Numerous businesses, organizations, and entities have contributed to this project. To date, \$125,000 of the needed nearly \$200,000 for renovations have been secured through grants and donations. The Windom Area Foundation is also accepting ongoing donations for the child care center. Additional grant applications and donation requests are still pending. However, currently there is a need to expedite the updates to the facility as

the plan is to open the “Soaring Eagles Child Care Center” on September 1, 2026.

The Windom Way Forward Committee is requesting that the City advance a temporary loan for construction and remodeling to expedite the completion of the child care center. On March 9<sup>th</sup>, representatives from the Committee made a presentation to the EDA Board. Following the presentation, the EDA approved a motion recommending that the City act as a temporary lender of the sum of \$75,000 to help fill the gap for construction and remodeling costs for the Center until additional funding and donations have been received.

### **Fiscal Impact**

---

The fiscal impact would be a temporary loan of \$75,000 from the sources set forth herein.

### **Attachments**

---

1. Minutes from EDA Meeting of March 9, 2026, *included with the Consent Agenda*;
2. “Strategic Supply Plan (SSP)” created by the Core Team and summarized by First Children’s Finance.

SW:mh



# First Children's Finance

## STRATEGIC SUPPLY PLAN (SSP)

### IMPLEMENTATION PROJECT: SMART GOALS

CITY OF WINDOM, MINNESOTA

FEBRUARY 2026

*\*To ensure the core team's goals remain authentic, little to no content edits were made in the creation of this summary.*

#### Goal One

**By 2027, Windom will expand licensed center-based child care capacity by 50 slots, to support local employers, enhance workforce participation, strengthen economic competitiveness, and support long-term community growth.**

**Project Team Lead:** Jamie Frank and Angie Klassen

**Team Members:** Scott Marquardt, Shelby Medina

#### Goal Two

**By December 31, 2026, the Windom's Way Forward Group will develop an annual plan to strengthen and expand in-home daycare capacity by supporting existing and new providers.**

**Project Team Lead:** Sonya Wilt

**Team Members:** Hilary Mathis, Shelby Medina, Local Family Child Care Provider/s

#### Goal Three

**By September 1, 2026, the Windom's Way Forward Group will research opportunities and develop a plan to grow a local pipeline of early childhood educators.**

**Project Team Lead:** Jacob Johnson

**Team Members:** Chamber Member/Chamber Board Member, First Children's Finance, Joel LaCanne, Emily Masters, UCAP

#### Goal Four

**By 2027, Windom will establish a coordinated capital and resource development strategy that leverages public, private, and philanthropic investment to strengthen child care as workforce infrastructure supporting labor force participation, business growth, and long-term economic competitiveness**

**Project Team Lead:** Justin Schmit, Juhl Erickson

**Team Members:** Steve Nasby, Jamie Frank, Sonya Wilt, County Commissioner

## FOR MORE INFORMATION

**Contact SSP Core Team Lead:** Jamie Frank

[jfrank@isd177.com](mailto:jfrank@isd177.com), 507-831-6910



## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** "SOARING EAGLES CHILD CARE CENTER" – OPERATIONAL INVESTMENTS  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or Sonya.Wilt@windommn.com

---

### Recommendations/Options/Action Requested

EDA Staff recommends that the City Council take the following action concerning operational investments for the new child care center at Highland School:

1. Approve a Motion authorizing the City to pay the sum of Twenty-eight Thousand Dollars (\$28,000) per year for five years as operational investments for the "Soaring Eagles Child Care Center".

---

### Issue Summary/Background

One of the goals adopted by the Windom Way Forward Committee ("Committee") was to establish capital and resources to sustain and maintain a child care center (*paraphrased*).

After review of various options, the Committee recommended the former Highland School as the best site for a new child care center to be called "Soaring Eagles Child Care Center". The plan is to open the child care center on September 1, 2026.

The State regulates child care centers and has set forth requirements concerning the operation of these centers including, but not limited to, the number of adults required for supervision of infants and children. One adult may only supervise 4 infants. However, 1 adult may supervise 10 preschool children. These requirements impact the number of staff members necessary to operate a child care center.

As with any business, there are operational expenses and these expenses need to be paid in order for the business to succeed. One of the principal sources of funds for the child care center is the child care payments received from the parents of the children in the care of the center. However, these receipts will not be sufficient to sustain the center. For this reason, the Committee is requesting businesses, organizations, and entities to commit to contributing an annual amount for five years to help cover operational expenses and ensure the continued operation of the center.

On March 9<sup>th</sup>, representatives from the Committee made a presentation to the EDA Board. Following the presentation, the EDA approved a motion recommending that the City Council approve the sum of \$28,000 per year for five years as operational investments for the Soaring Eagles Child Care Center.

The proposed funds for these annual payments include, but are not limited to, loan repayments by Premium Iowa Pork, LLC to the City in connection with the recruitment allocation from the Special Appropriation and other EDA and City funds.

## **Fiscal Impact**

The fiscal impact would be an annual operational investment of \$28,000 for a five-year period from the sources set forth herein.

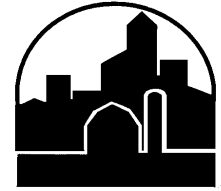
## **Attachments**

1. Minutes from EDA Meeting of March 9, 2026, *included with the Consent Agenda*.

SW:mh



# ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** TIF DISTRICT 1-22 – TERMINATION OF CONTRACT – APOLLO DEVELOPMENT  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or [Sonya.Wilt@windommn.com](mailto:Sonya.Wilt@windommn.com)

---

## **Recommendations/Options/Action Requested**

EDA Staff recommends that the City Council take the following action regarding termination of a Contract for Private Redevelopment on property in TIF District 1-22 (“Cemstone District”):

1. Adopt attached RESOLUTION TERMINATING CONTRACT (“AGREEMENT”) FOR PRIVATE REDEVELOPMENT BETWEEN THE CITY OF WINDOM AND APOLLO DEVELOPMENT LLC”.

## **Issue Summary/Background**

---

The City of Windom entered into a Contract for Private Redevelopment (“Agreement”) with Apollo Development LLC (“Apollo” or “Developer”) dated March 21, 2022. Pursuant to the Agreement, Apollo was to purchase Lot 5, Block 1 of South Cottonwood Lake Subdivision to the City of Windom, Cottonwood County, Minnesota, from the EDA for the purpose of constructing a market-rate apartment building on the property. This lot is located on the former Cemstone site and is addressed as 1407 Cottonwood Lake Drive.

The Agreement sets forth “conditions precedent” and that Apollo was to be in material compliance with the terms and provisions of the Agreement. These conditions included, but were not limited to, providing evidence of financing for the project, providing construction plans for the minimum improvements (a market-rate multi-family residential apartment building with a minimum of 40 units) to be constructed on the property; entering into a contract(s) for the construction of the apartment building, etc. The apartment building was to be completed by January 1, 2025. To date Apollo has not purchased the property and is not in material compliance with any of the terms of the Agreement.

The EDA and City Staff have been in contact with Apollo on numerous times attempting to obtain compliance with the Agreement and move this project forward, but to no avail.

EDA Staff has contacted the City’s TIF Attorney concerning the City’s options under the Agreement which contains provisions for terminating the Contract. The City’s TIF Attorney has confirmed that because the completion date has passed, the Agreement is no longer enforceable by Apollo. He recommends that the City Council formally terminate the Agreement by adoption of a resolution and that notice of such termination be sent Apollo.

## **Fiscal Impact**

---

Pursuant to the provisions of the Agreement, if the conditions precedent are not satisfied by the Completion Date (January 1, 2025), the City shall have no obligation under this Agreement. Thus, there should be no fiscal impact to the City for termination of this Contract.

## **Attachments**

---

1. Resolution Terminating Contract (“Agreement”) for Private Redevelopment Between the City of Windom and Apollo Development LLC.

SW:mh

## **RESOLUTION #2026-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION TERMINATING CONTRACT (“AGREEMENT”) FOR PRIVATE REDEVELOPMENT BETWEEN THE CITY OF WINDOM AND APOLLO DEVELOPMENT LLC**

---

**WHEREAS**, the City of Windom entered into a Contract for Private Redevelopment (“Agreement”) with Apollo Development LLC (“Apollo” or “Developer”) dated March 21, 2022; and

**WHEREAS**, at the time of the execution of the Agreement, the real property (“property”) was yet to be platted; but has since been platted and assigned an address and Parcel No. as follows:

Lot 5, Block 1 of South Cottonwood Lake Subdivision to the City of Windom, Cottonwood County, Minnesota;  
Address: 1407 Cottonwood Lake Drive, Windom, Minnesota 56101  
Parcel No. 25-714-0050; and

**WHEREAS**, pursuant to the Agreement, Apollo was to purchase the property from the EDA and construct an apartment building on the property; and

**WHEREAS**, pursuant to the Agreement, the Completion Date for the construction of the apartment building was January 1, 2024; however, this date was extended to January 1, 2025; and

**WHEREAS**, the Agreement set forth conditions precedent in Section 3.1 which included the Developer’s material compliance with all terms and provisions of the Agreement; the Developer’s conditions to provide evidence of financing for the project; provide construction plans for construction of all of the minimum improvements (which included a market-rate multi-family residential apartment building with a minimum of 40 units, etc.); enter into a contract for construction of all of the minimum improvements; and issuance and delivery of the certificate of completion for the project by the City; and

**WHEREAS**, to date Apollo has not purchased the property and is not in material compliance with any of the terms of the Agreement; and

**WHEREAS**, pursuant to Section 3.1(f) of the Agreement: Apollo agreed that if the conditions precedent are not satisfied by the Completion Date (January 1, 2025), the City shall have no obligation under this Agreement; and

**WHEREAS**, the EDA and the City have been in contact with Apollo on numerous times attempting to obtain compliance with the Agreement and move this project forward, but to no avail; and

**WHEREAS**, Section 9.9 sets forth the events and procedure for termination of the Agreement and states that the Agreement terminates on the date the Agreement is canceled and rescinded under Section 3.1 of the Agreement.

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

1. The City of Windom states that the conditions precedent in the Agreement were not satisfied by the Completion Date stated in the Agreement which was January 1, 2025; and pursuant to the Agreement, the City has no obligation under this Agreement.

2. Pursuant to Section 9.9 of the Agreement, the City of Windom cancels, rescinds, and terminates the Agreement effective on the date of adoption of this Resolution.

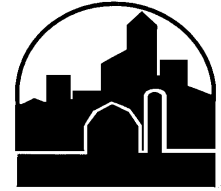
3. EDA Staff is directed to provide written Notice of Termination of the Agreement to Apollo Development LLC by e-mail and U.S. Mail.

Adopted by the Council this 17th day of March, 2026.

\_\_\_\_\_  
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](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** SONYA WILT, EDA DIRECTOR  
**CC MEETING DATE:** MARCH 17, 2026  
**RE:** TIF DISTRICT 1-22 – IFL RESOLUTION  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** Sonya Wilt, EDA Director – 507-832-8661 or [Sonya.Wilt@windommn.com](mailto:Sonya.Wilt@windommn.com)

---

## **Recommendations/Options/Action Requested**

EDA Staff recommends that the City Council take the following action regarding TIF District 1-22 (“Cemstone District”):

1. Adopt attached RESOLUTION approving an Interfund Loan (IFL) for TIF District 1-22.

## **Issue Summary/Background**

---

TIF District 1-22 (“Cemstone District”) was established on June 18, 2019. On October 6, 2020, the City Council approved modification of TIF District 1-22 to include additional land.

EDA Staff is requesting that the City Council review and adopt the attached Resolution approving an interfund loan for this TIF district. TIF regulations require that the City Council adopt an Interfund Loan Resolution to allow the EDA and the City to reimburse themselves for eligible expenses advanced by the EDA and/or City in connection with the TIF District. An IFL Resolution must be adopted before these expenses are advanced.

The City received a redevelopment grant from the Minnesota Department of Employment and Economic Development (“DEED”) in the amount of \$424,905. The funds were used for the demolition of the former Cemstone plant site. As a part of the requirements of the grant award, street and utility infrastructure was also installed on the property.

The grant also required a certain amount of development on the site including construction of a lake home, a duplex, a villa (smaller single-family home), and a 25-30 unit market-rate apartment building (“required development”). Pursuant to the Grant Contract Agreement (“Agreement”) between DEED and the City, this required development was to be completed within the period of 5 years from the date of the grant award which was March 26, 2021. This five-year period will expire on March 26, 2026.

There is one home currently under construction in the new subdivision *however it is not on the “lake” side*. The apartment building was to be completed by January 1, 2024. However, an extension was granted until January 1, 2025, due to a delay in the demolition activities on the site. The EDA has had numerous communications with the apartment developer; but due to financing and other factors, construction of the apartment building has not begun. *(This matter will be addressed in another agenda item.)*

The Agreement with DEED provides that if this required development has not been completed by March 26, 2026, the City will need to begin (semi-annual) repayments to DEED of the grant award. Repayments will be reduced as each structure of the required development is completed and will cease after construction of all of the required development has been completed.

Director Wilt has confirmed with DEED that no interest accrues on the grant amount; the first payment in the amount of \$21,245 will be due on August 15, 2026; and similar payments will be required every 6 months

thereafter for a period of ten years unless the required development is completed. (The City will be receiving a formal letter regarding this obligation from DEED effective as of March 26, 2026.)

On March 9<sup>th</sup>, the EDA Board reviewed this matter. The Board approved a motion requesting that the City Council adopt an interfund loan resolution for the repayment to DEED of the Redevelopment Grant Award of \$424,905 received by the City.

After discussions with the City's TIF Consultants and TIF Attorney, it was recommended that the City Council adopt an Interfund Loan Resolution to cover this upcoming expense.

To assure that the IFL is in place prior to the required development deadline of March 26, 2026, we are requesting that the City Council adopt the IFL Resolution at the March 17, 2026, City Council Meeting.

### **Fiscal Impact**

---

The fiscal impact includes semi-annual payments of \$21,245 (*\$42,490 each year*) commencing in August 2026 for a period of ten (10) years unless the required development is completed. An annual report must be filed each year stating the development that has been completed. The payment amount will be decreased as construction of each structure in the required development is completed. At such time as all structures in the required development have been completed, the repayments of the grant award to DEED shall cease.

### **Attachments**

---

1. Resolution Authorizing an Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-22.

SW:mh

## RESOLUTION # 2026-

INTRODUCED:

SECONDED:

VOTED:        AYE:

              NAY:

              ABSENT:

### **RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-22.**

---

BE IT RESOLVED by the City Council (the "Council") of the City of Windom, Minnesota (the "City"), as follows:

#### Section 1.     Background.

1.01. The City has previously approved the establishment of Tax Increment Financing District No. 1-22 (the "TIF District") within Development District No. 1 (the "Project"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, public utilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from City funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

#### Section 2.     Terms of Interfund Loan.

2.01. The City hereby authorizes the advance of \$424,905 from the EDA's funds and City's funds for Qualified Costs. The EDA and City shall reimburse themselves for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 5% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid annually on or before each December 31 (each a "Payment Date"), commencing on the first Payment Date on which the Authority has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding twelve (12) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this Interfund Loan are prepayable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

2.05. This Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may amend the terms of this Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

Adopted this 17<sup>th</sup> day of March, 2026.

---

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](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator   
**DATE:** March 4, 2026  
**RE:** Wage Study Proposal Recommendation  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [steve.nasby@windommn.com](mailto:steve.nasby@windommn.com) – 831-6129

---

### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve Abdo to provide the consulting services to conduct a wage study for the City of Windom.

### Issue Summary/Background

---

The City Council had agreed to conduct a wage study as part of the 2024 labor negotiations prior to the next contract. The Personnel Committee is recommending that this wage study be encompassing all employee groups (IBEW, LELS and Supervisory).

A Request for Proposals (RFP) was drafted and sent out to seven firms doing that work which are Minnesota based. Four proposals were received – Abdo, DDA Human Resources, Flaherty & Hood and MRA. The Council approved an ad hoc committee consisting of representatives of the employee groups to review the proposals and make a recommendation. The ad hoc group consisted of Jordan Bussa, IBEW rep; Andrew Kinnetz, LELS rep; Devin Kopperud, Supervisory employees rep and myself. The ad hoc committee met and is recommending the engagement of Abdo to perform the wage study to include a market analysis and benefits valuation\comparison (health benefits, specialty pay, vacation, sick leave, etc.).

The goal of the market study is to have current data available for the 2026 labor negotiations. As such, the timeline for the study is to have it completed by the end of July 2026.

### Fiscal Impact

---

The City Council has budgeted \$20,000 for the market study. The Abdo proposal included fees of \$18,800, but did include re-modeling the compensation system which is not desired by any of the parties so elimination of this component should reduce the cost.

### Attachments

---

1. Wage Study Proposal – Abdo.





Proposed by

Leah Davis, CPA

Partner | Abdo

leah.davis@abdosolutions.com

P 507.524.2347

February 09, 2026

SERVICE PROPOSAL FOR

# City of Windom

444 9th Street Windom, Minnesota 56101

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ



# Executive Summary

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

Dear Steve,

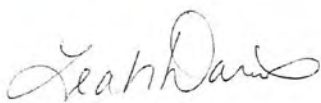
Thank you for the opportunity to submit this proposal to the City of Windom (the City) for partnering with you on a Position Classification and Compensation Study. Based on our experience with the type of work outlined in the proposal and our discussion of your goals for the project, we're confident our experience and expertise will allow us to address your needs and priorities while exceeding your expectations.

Abdo's success has been driven by utilizing staff that is experienced and well trained in governmental planning, human resources, payroll, compensation systems, and operations. We understand that there are certain factors that are most important to the City in the selection of a consultant. Factors like our attention to detail, overall project approach, collaboration with leadership and the quality of work and outcomes are just a few of the ways we set ourselves apart in our abilities and value to your city.

Our approach to this project is to engage with leadership to ensure we have an exceptional understanding of the project, each individual's role in the project, overall expectations and needs, as well as exceptions to standard operations. Throughout the project, there will be periodic meetings with your team to share information, solicit input and provide updates. Based on our experience, we will structure each phase of the project to emphasize efficiencies and streamline processes. By spending time on the front-end evaluating positions, goals, objectives and needed deliverables, the end product for your City will be one that provides analysis and recommendations for

We appreciate this opportunity to present this proposal for your Compensation and Classification project and look forward to hearing from you.

**Abdo LLP**



**Leah Davis, CPA**  
Partner | Abdo



**Michael Mooney, SPHR, SHRM-CP**  
Manager | Abdo



# The current state

## WHAT WE HEARD

We understand the challenges you face as an organization with ever-changing regulations, financial standards, staffing changes, and strategic vision. Through our conversations, we understand these challenges to include:

- Total Compensation – It is important to the city to evaluate not only base wages, but also consider the amount that the City contributes to employees benefits plans.

## CONSIDERATIONS AS YOU MOVE FORWARD

Given these challenges you're facing, we know that it can become overwhelming to grasp all the factors at play. Our team wants to ensure you have a pulse on all of these factors as you begin your search for solutions. Have you considered the following:

- While rolling benefits contributions and wages into one total comp value can be a challenge at the market level, a parallel analysis of both can offer the City valuable insights into their compensation package to staff.



# The path forward

## WHAT'S YOUR VISION?

**Let's build it together.** With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- Attract and retain the talent you need to reach your goals by using reliable market data to offer thoughtful and competitive compensation packages.
- Alignment of your employee incentive programs with key business goals and metrics to effectively motivate the behaviors and performance that drive success.
- Proactively evaluate organizational compensation strategies to avoid issues related to pay equity and pay transparency compliance while driving overall employee satisfaction.

## EXPERTISE FOR YOUR CHALLENGES

Your City faces unique challenges that require a specific understanding of regulations and operations. Our team has experience working with similar entities giving us a unique understanding of the challenges you face.



## Meet Michael

**Michael Mooney**  
Manager

Michael joined the Firm in 2022. He brings over 8 years of experience working closely with business leaders, managers, and employees in a wide variety of HR Functions. He is passionate about helping clients understand the nuance in compensation and total rewards that help shape pay decisions



## The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)

# Your Team

At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That's why we've curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked in HR and payroll for decades, cultivating the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges, potential cost reductions, and a quicker road to results.

## KEY CONTACTS

Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



### LEAH DAVIS, CPA

#### Partner

*leah.davis@abdosolutions.com*

**P** 507.524.2347

Leah joined Abdo in 2016 and now leads the Firm's HR and Payroll Advisory practice. She has many years of experience in Human Resources management, consulting, and compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative workflows and compliance.



### MICHAEL MOONEY, SPHR, SHRM-CP

#### Manager

*michael.mooney@abdosolutions.com*

**P** 952.715.3043

Michael joined the Firm in 2022. He brings nearly 10 years of experience working closely with business leaders, managers, and employees in a wide variety of HR Functions. While Michael specializes in compensation plan design and market analysis, his experience as an internal HR Manager makes him a well rounded HR Professional.





# Project Plan and Timeline

A clear implementation process coupled with frequent and consistent updates is critical to any successful project. The project scope and timeline below includes update meetings with the City leadership and other staff, designed to provide project updates, solicit comments, review progress, and address any challenges.

**Timeline assumes a project start date in March 2026.**

## PROJECT PHASE

## TIMELINE

### Introduction and Project Orientation

The first step to this project is to review and analyze data provided by the City. This includes the existing job descriptions and current compensation model, and any other data the City has available. After this review, we will meet with the leadership to discuss overall project expectations, define strategic goals and outcomes, identify current compensation challenges, and discuss project timeline. This is also an opportunity for the City to ask for clarification on the project and address any questions or concerns they may have.

**DAY 1 - 15**  
*depending on City availability*

### Labor Market Employers Criteria and Selection

Our team will solicit input from City leadership to develop a list of highly market comparable organizations, based on factors, including but not limited to, population covered, size, geography, services, and budget to be used in the wage analysis.

### Comprehensive Job Description Review

Job descriptions will provide the basis for accurate job matching so the Abdo team will invest time to ensure they are very clear on each position's duties and responsibilities.

Existing job descriptions will be reviewed for compliance with the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA/ADAA), with recommendations for further review should any positions appear to be misclassified.

**DAY 16 - 35**

### Market Compensation Analysis

Abdo will complete a full wage/compensation market survey, utilizing aged 2025 Minnesota Local Government Salary Survey put out by the League of Minnesota Cities as well as direct wage data surveys to identified similar entities and private sector compensation resources, if applicable. This analysis will include recommendations for effectively maintaining marketable wage scales into the future.

**DAY 35 - 60**



| PROJECT PHASE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMELINE                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p><b>Classification &amp; Compensation System Updates and Compliance Testing</b></p> <p>The overall structure of the compensation study and system structure will be reviewed and updated according to the compensation and performance management philosophies of the City and will include identification of current or potential pay compression, pay equity, and collective bargaining issues, if applicable.</p> <p>Any recommendations will include discussion and development of an implementation strategy that minimizes the financial impact on the City while achieving the desired compensation priorities. Multi-year implementation strategies will be considered if necessary.</p> <p>Once the proposed structure is completed, all data will be tested for compliance with Federal and State regulations, including required Minnesota Local Government Pay Equity reporting for all municipal entities.</p> | <p><b>DAY 60 - 80</b></p>                                            |
| <p><b>Final Documents and System Presentation</b></p> <p>All documents will be reviewed with the Management team in draft format before finalization and distribution. Final reporting (2 draft revisions included) will include comprehensive project findings, recommendations, description of overall methodology utilized in the project, data analysis, and estimated implementation costs and recommended implementation process.</p> <p>The City will be provided with all tools and resources to administer and maintain the proposed compensation model into the future.</p> <p>Once approved by leadership, report findings and recommendations will be presented, in person or virtually, to the Council (up to 2 separate meetings included in pricing, additional meetings will incur fees) for review and discussion.</p>                                                                                       | <p><b>DAY 80 - 100</b><br/><i>depending on City availability</i></p> |
| <p><b>Implementation and System Administration Training/Support</b></p> <p>Our team will develop and lead a customized compensation system implementation and maintenance program for leadership and applicable staff. Training will include suggestions for appropriately awarding step increases and documented plan administration best practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |
| <p><b>Develop Position Reclassification and Review Policy</b></p> <p>We are also available to work with internal leadership to develop a formal position review and reclassification request policy to consistently evaluate future requests for position scoring or compensation changes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |
| <p><b>Post Contract Support Services</b></p> <p>On an as needed basis, Abdo will be available to review new or significantly altered job descriptions, including determination of points and salary ranges for the position, as well as provide documentation support for future pay equity reporting to the Minnesota Department of Management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><i>Optional &amp; as directed by the City</i></p>                 |



# Value

## SERVICE & PRICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will judge you have been satisfied, however, we welcome further conversation if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following pages.

## ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

## PAYMENT TERMS

Initial invoice will be sent within 10 days of the execution of this agreement.

Contract Execution - 30% of Contract due

Completion of Market Analysis - 40% of Contract due

Delivery of Final Report to Council- Remaining Balance due

**This quote is valid for ninety (90) days following the proposal submission deadline.**

## **POST CONTRACT SUPPORT SERVICES OPTIONS**

### ***Annual Market Study Updates***

In the future, should you wish to conduct annual updates of relevant position market data, Abdo provides options for clients to perform a full market wage analysis, provide recommendations for updates to your existing compensation structure to ensure ongoing alignment with your compensation philosophy, and provide a cost analysis of any suggested changes.

### ***Individual Position Reclassification/Scoring***

As you change or add new positions within your organization, Abdo is always available to assist with job description development and review, position reclassification and scoring, and to provide documentation support for future Minnesota pay equity reporting.

### ***Formal Position Reclassification and Review Policy Development***

Since positions change over time and employees may occasionally request classification/scoring reviews, make sure your City has a clear, consistent and manageable process and policy in place to handle changes and requests. Abdo will help you draft a customized policy to ensure that you're proactively addressing and administering your position classification maintenance as you move forward.

### ***Tri-Annual Minnesota Local Government Pay Equity Reporting***

There aren't many things that cause more stress and uncertainty than complex compliance requirements, especially when they're only required once every three years. Let Abdo take the worry out of your upcoming reporting year and help you ensure accurate, consistent, and timely reporting for your tri-annual Minnesota local government pay equity reporting compliance.





| ABDO CONTRACT TASK<br>ASSUMES 50 INDIVIDUAL POSITIONS                                                                                                                                                               | TOTAL COSTS NOT TO EXCEED |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Existing Job Description Compliance Review                                                                                                                                                                          | \$3,200                   |
| Market Compensation Analysis: Includes access to an online dashboard to review results and benefits contribution analysis.                                                                                          | \$7,250                   |
| Classification & Compensation System Recommendations: includes virtual Abdo Milestone Meeting with leadership to review market findings and customize compensation plan updates.                                    | \$2,750                   |
| Minnesota Local Government Pay Equity Testing: includes testing of current and proposed pay systems                                                                                                                 | \$2,000                   |
| Final Documents & Report of Findings and Recommendations: includes up to 2 report draft revisions, up to 2 meetings with leadership and in-person presentation to Council (including related travel time/mileage) * | \$3,000                   |
| Adopted Compensation System Training and Materials: Includes 1-2 hours of virtual system training and transition support                                                                                            | \$600                     |
| <b>TOTAL PROJECT INVESTMENT<br/>(LUMP SUM NOT TO EXCEED)</b>                                                                                                                                                        | <b>\$18,800</b>           |

\* For in-person presentation, travel time will be billed at standard hourly rates and mileage will be billed at the standard IRS rate.

| OPTIONAL ADDITIONAL SERVICES                                               | INVESTMENT                                  |
|----------------------------------------------------------------------------|---------------------------------------------|
| Annual Market Study Updates - up to 50 positions for 2 years post-contract | \$5,750                                     |
| Individual Position Reclassification/Scoring Updates                       | \$325/position with current job description |
| Development of Formal Position Reclassification and Review Policy          | \$1,900                                     |
| Tri-Annual Minnesota Local Government Pay Equity Reporting                 | \$2,000                                     |



# What Our Clients Say

## CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their compensation study services. Additional references are available upon request.



### CITY OF ANOKA

**Amy Oehlers**  
Assistant City Manager  
P 763.576.2712

### CITY OF APPLE VALLEY

**Tom Lawell**  
City Administrator  
P 952.953.2578

### CITY OF OTSEGO

**Sabrina Hille**  
Assistant City  
Administrator | Human  
Resources  
P 763.235.3162



# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

*"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."*

**– Steve McDonald, CPA | Managing Partner**





*An ongoing quest to  
be better, together*

### OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We aim to build a firm that provides opportunities for people that are as diverse as the clients we serve. We believe that when we understand each other better, we grow better together.

Over the past several years, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through training opportunities, guest speakers, and cultural awareness activities. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

Abdo is committed to advancing the interest in accounting careers for students of color at both the high school and college level. In 2022, the firm was chosen as one of just ten firms in the nation to host an ethnic minority accounting student as part of the AICPA's PCPS George Willie Ethnically Diverse Student Scholarship and Internship Program. The recipient of this scholarship remains with the firm today as a senior associate in our tax department.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



**59%**

*of our employees  
are female*



**56%**

*of our  
management level  
employees are  
female*



**18%**

*of our interns this  
year are people of  
color*



### ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



## DEI Initiatives



### PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



### GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.



### CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.

CEO **ACTION** FOR  
DIVERSITY & INCLUSION

### YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



### COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.



# Appendix A

AGREEMENT FOR SERVICES

# Agreement for Services

THIS AGREEMENT, is made and entered into on February 09, 2026, by and between the City of Windom, Minnesota (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

**Section 2 Client's Termination Rights:** Client may terminate this Agreement for its convenience by providing written notice of termination to Contractor. Upon any termination by Client for convenience, Client shall be obligated to pay for all services provided by Contractor through the date of termination set forth in the written notice. In addition, Client may terminate this Agreement for Contractor's failure to perform its services in accordance with the terms of this Agreement (termination for "cause") by providing Contractor written notice of intent to terminate that sets forth in detail the reasons for cause to terminate, which written notice shall afford Contractor a reasonable period of time of not less than ten (10) business days to cure the stated grounds for termination to the reasonable satisfaction of Client. In the event of Client's termination of the Agreement for cause, Client shall be obligated to pay for all services provided by Contractor through the date of termination.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 10 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the Client Operations Manager. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.



## ARTICLE IV (CONTINUED)

### GENERAL (CONTINUED)

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

**Section 5 Data Accuracy and Prompt Delivery:** Client understands, acknowledges and agrees that Contractor's performance of services under this Agreement is dependent on Client promptly providing Contractor with accurate data, documents, and other information pertinent to the subject consulting engagement. Client shall provide Contractor access to data, documents and other information requested by Contractor in accordance with the project schedule mutually agreed to by Client and Contractor. Contractor also represents and warrants that said data, documents and information shall be reliable and accurate to the best of Client's knowledge and agrees that Contractor shall be entitled to rely on the accuracy of the same in the performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising out of or relating to any errors, inaccuracies, or omissions in the data, documents and other information provided by Client to Contractor pursuant to this Agreement. Further, in the event of any delay on the part of Client to provide to Contractor required data, documents or other information or the identification of any errors, inaccuracies, or omissions in the data, documents or other information provided by Client, Contractor shall be entitled to an equitable adjustment of the schedule and compensation for the performance of its services resulting from said delay or need to address any errors, inaccuracies, or omissions in the data, documents or other information provided by Client.

**Section 6 No Legal Advice:** Client understands, acknowledges and agrees that the consulting services provided by Contractor under this Agreement do not include or constitute legal advice and that Contractor is not undertaking to provide Client legal advice in connection with the consulting engagement hereunder. Client further understands, acknowledges and agrees that the subject matter of this engagement, including regulatory compliance, implicates complex legal issues requiring assessment and advice from competent legal counsel. Client shall be responsible for engaging and/or consulting with legal counsel of its choosing to assess and advise Client regarding the propriety and legality of any recommendations, guidance or advice of Contractor arising from or relating to Contractor's performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising from or relating to Client's payroll or other human resources policies and/or practices both prior to, during and following Contractor's provision of services under this Agreement, including, but not limited to, any claims by current or former employees of Client challenging the propriety or legality of said practices.

#### ARTICLE IV (CONTINUED)

##### GENERAL (CONTINUED)

**Section 7 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 8 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 9 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate human resource recommendations and information that allows the Client the ability to make final human resource decisions. Contractor will provide final human resource recommendations, but Contractor is not responsible for the final decisions made regarding human resource matters and Client shall indemnify and hold Contractor harmless from the same.

**Section 10 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this Agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

**Section 11 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 12 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 13 Equal Employment Opportunity:** Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

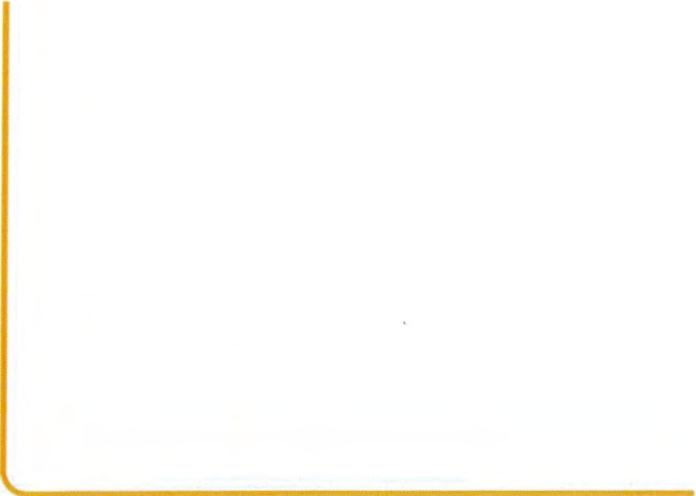
#### ARTICLE IV (CONTINUED)

##### LIMITATION OF LIABILITY

**Section 14 Disputes:** If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

**Section 15 Limitation of Liability:** Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. ABDO WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF ABDO'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.





# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES

# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**City of Windom**

444 9th Street  
Windom, Minnesota 56101



SIGNATURE

Steve Nasby

**Abdo, LLP**

100 Warren Street, Suite 600  
Mankato, Minnesota 56001

A handwritten signature in cursive script, appearing to read "Leah Davis".

**Leah Davis, CPA**

Partner | Abdo  
February 09, 2026



# Appendix C

PROFESSIONAL BIOS





# Leah Davis

## CPA

Partner, HR and Payroll Services

leah.davis@abdosolutions.com

Direct Line 507.524.2347

Leah joined Abdo in 2016 and now leads the Firm's HR and Payroll Advisory practice. She spends her time helping employers find creative ways to capture opportunities and overcome their most pressing HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries. She also has several years of experience in public accounting, focusing on business tax and financial institutions. This variety of experiences equip Leah with a unique perspective on the complex HR, financial, regulatory, and strategic planning issues that public and private employers face every day.

### EDUCATION

- Bachelor of Science in Accounting and Business Administration, Minnesota State University, Mankato
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Society for Human Resource Management (SHRM)
- National Public Employer Labor Relations Association (NPELRA)
- Licensed as a Certified Public Accountant in Minnesota and Arizona

### QUALIFICATIONS

- Human Resources management, consulting, and compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative workflows and compliance
- HR and leadership team coaching and training, focused on strategic thought leadership and building technical and practical skills to improve overall performance and operational effectiveness
- Employee Benefit Plan Administration and Analysis, including Affordable Care Act (ACA) compliance, benefit workflow optimization, and evaluation of benefit plan design options to evaluate costs and maximize employee value recognition
- Employee Incentive and Compensation Plan Development, including public sector position classification and compensation plan design and total compensation analysis
- Complex State and Federal employment tax and regulatory compliance consulting, including FLSA wage and hour analysis and tax agency amendments and negotiations



# Michael Mooney

SPHR, SHRM-CP

Manager

michael.mooney@abdosolutions.com

Direct Line 952715.3043

Michael joined the Firm in 2022. He brings over 5 years of experience working closely with business leaders, managers, and employees in a wide variety of HR Functions. He is passionate about utilizing HR technology and data to support growing businesses.

## EDUCATION

- Bachelor of Science in Management with HR Emphasis, North Dakota State University

## PROFESSIONAL MEMBERSHIPS

- Society for Human Resource Management

## QUALIFICATIONS

- Human Resources management & process development
- HRIS implementation, system utilization, and process improvement
- Compensation and benefits plan design and management
- Manager coaching
- Full cycle recruiting and interview training
- Certified DiSC Workplace Profile facilitator
- Employee engagement, development, performance management and retention
- Experience in banking and multi-family housing industries



# MEMORANDUM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Personnel Committee  
**DATE:** March 10, 2026  
**RE:** City Attorney Services - Recommendation

In January 2026, City Attorney Ron Schramel, announced his desire to discontinue the provision of legal services to the City of Windom as to focus on his private practice. The City Council appointed Mr. Schramel as City Attorney with a pending end date of April 1, 2026.

The City Administrator previously provided information from other communities in the area as to how they were receiving legal services for City Attorney work. That information was provided to the City Council in February and the City Council tasked the Personnel Committee with making a recommendation to the City Council for City Attorney services.

On March 9<sup>th</sup> and March 11<sup>th</sup>, the Personnel Committee conducted interviews with Pamela Whitmore and Mary Tietjen (Kennedy & Graven); Chris Hood, Robert Scott and Gavin Keogh (Flaherty & Hood) and Kristi Meyeraan who is Jackson's part-time County Attorney.

The Personnel Committee's recommendation to the City Council is to engage Kennedy & Graven to do the City Attorney work for the City and authorize the Mayor and City Administrator to execute a legal services agreement. The rate quoted for the legal services is \$210\hour. Although this firm is based in Minneapolis the Personnel Committee was impressed by Kennedy & Graven's commitment to building a relationship with the city and responding in a timely manner to address our needs.

Attached is an overview of Kennedy & Graven as a firm and their service in Municipal Law.



## **AGREEMENT FOR LEGAL SERVICES**

This Agreement, entered into between the City of Windom, a Minnesota municipal corporation (the “City”) and the law firm of KENNEDY & GRAVEN, CHARTERED (the “City Attorney”) effective as of this \_\_\_\_day of March, 2026, provides as follows:

### **SECTION 1. Background: Findings.**

1.01. *Authority.* The appointment and removal of the City Attorney is made by the Mayor, approved by City Council, pursuant to Section 5.01 City Charter.

1.02. *Council Determination.* At a duly called regular meeting of the City Council held on March \_\_\_, 2026, the City Council determined that the firm of Kennedy & Graven, Chartered be engaged as City Attorney, with Pamela J.F. Whitmore and Mary Tietjen of that firm serving as primary legal counsel for the City and directed staff to negotiate an Agreement for Legal Services.

### **SECTION 2. Terms and Conditions.**

2.01. *Consideration.* In consideration of the mutual promises and conditions contained in this Agreement, the City and the City Attorney agree to the terms and conditions set forth herein.

2.02. *City Attorney Appointment.* The City appoints the firm of Kennedy & Graven, Chartered as City Attorney, with Pamela J.F. Whitmore acting as primary legal counsel for the City, and Mary D. Tietjen acting as secondary legal counsel for the City.

2.03. *Usual and Customary Legal Services.* The City Attorney agrees to perform all usual and customary legal services for the City in accordance with the terms of this Agreement, including, but not limited to the following:

- a. Attend up to two City meetings (City Council, City board or commission, staff meeting, etc.) per month, upon request, with the option to do so remotely;
- b. Draft and review of ordinances, resolutions, policies and correspondence, as requested;
- c. Attend other meetings as requested, with the option to do so remotely, and participate in telephone conversations with the City Council, City Administrator, Department Heads, and other City staff on general legal matters;
- d. Review and draft municipal contracts, including contracts for public improvements, joint powers agreements, construction, purchase of equipment, and the like;
- e. Represent the City in matters related to the administrative enforcement of City

building, housing, and zoning codes (with the exception of commencing litigation or judicial abatement actions, which will be charged out of retainer at litigation rates);

- f. Interpret and advise with respect to general municipal employment matters including, but not limited to, general questions related to PELRA, ESST, Paid Leave, labor agreements, personnel policies, FLSA, veterans' preference, and unemployment compensation (with the exception of matters involving the imposition of employee discipline, employment litigation, and participating in labor negotiations);
- g. Research and submit legal opinions on municipal or other legal matters requested by the City Council or City Administrator;
- h. Provide legal briefing, as requested, to the City staff and Council regarding new or proposed legislation affecting municipal operations and activities;
- i. Provide written updates on new state and federal legislation or judicial holdings impacting the City, and suggest action or changes in operations or procedures to assure compliance;
- j. Review bonds and insurance required by or for City contracts or activities;
- k. Conduct regular training for City staff and the City Council, as requested, including, but not limited to, Open Meeting Law, Data Practices, City government procedures, and planning commission duties;
- l. Review responses to Data Practices requests;
- m. Advise on general land use matters, such as reviewing or drafting of easements, purchase agreements, lease agreements, and license agreements;
- n. All other routine legal services except those pertaining to:
  - i. Litigation, administrative proceedings, eminent domain, and special assessment appeals;
  - ii. Review and drafting of subdivision and land development contracts;
  - iii. Approval of improvement bonds/proceedings and other authorized bond issues;
  - iv. Public utilities and telecommunication matters;
  - v. Matters involving the imposition of employee discipline, employment litigation and participating in labor negotiations;
  - vi. Economic development and redevelopment services such as negotiation and preparation of subdivision and related agreements, tax increment financing, and other public finance mechanisms;
  - vii. Attendance at meetings of separate boards and commissions of the City

including, but not limited to Economic Development Authority, Planning Commission, and Charter Commission, except as provided in Section 2.03 (a) above;

- viii. Real estate matters and actions involving closings, including, but not limited to, representation of the City in real estate sales and purchases; and representation of the City in real estate actions (i.e., quiet title actions, registration proceedings, and proceedings subsequent (both bringing on behalf of the City and defending the City's interests));
- ix. Recodification;
- x. Non-routine Ordinance drafting which involves drafting, revising, researching or meeting with any public committees for creation of code or ordinances not previously in existence for the City; and
- xi. Any other services not identified in this Agreement.

City Attorney will notify City Administrator in instances when municipal contracts, joint powers agreements, bidding documents, equipment purchases and lease documents, project plans and specifications and the like are not routine in nature.

As an aid to the interpretation of the services to be covered by this Agreement, the following definitions shall apply:

“Administrative proceedings” means services directly related and preparatory to representing the City or its agencies before a federal, state or regional administrative agency.

“Eminent domain” means services performed directly related and preparatory to the commencement of an action of eminent domain by or against the City or its agencies.

“Litigation” means services performed by the City Attorney: (a) in response to a claim filed against the City or an action commenced against the City, its agencies, or its officers, agents or employees; (b) in response to administrative proceedings; and (c) appearances on behalf of the City or its agencies before state or federal courts, boards, or commissions.

“Routine” means matters usual and customarily undertaken by a city attorney in the discharge of office.

2.04. *Compensation for Legal Services.* For legal services, except as provided in Section 2.08, the City agrees to compensate the City Attorney at the following hourly rates for services indicated below:

- a. For all attorneys in general municipal matters as set forth in Section 2.03 (except Section 2.03(m)) as follows:
  - i. For all Shareholder attorneys in year one:  
\$205/hr.
  - For all Shareholder attorneys in in year two:  
\$210/hr.
  - For all Shareholder attorneys in in year three:  
\$215

- ii. For all associate attorneys in year one:  
\$195/hr.  
For all associate attorneys in year two:  
\$200/hr.  
For all associate attorneys in in year three:  
\$205/hr.
  - iii. For all paralegals and law clerks in year one:  
\$130/hr.  
For all paralegals and law clerks in year two:  
\$135/hr.  
For all paralegals and law clerks in year three:  
\$140/hr.
  - iv. For all attorneys in matters in which costs are passed through to a  
developer and tax increment matters for year one:  
\$260/hr.  
  
For all attorneys in matters in which costs are passed through to a  
developer and tax increment matters for year two:  
\$265/hr.  
  
For all attorneys in matters in which costs are passed through to a  
developer and tax increment matters for year two:  
\$270/hr.
- b. For all attorneys for matters set forth in Section 2.03 (n) as follows:
  - i. For all Shareholder attorneys in year one:  
\$215/hr.  
For all Shareholder attorneys in in year two:  
\$220/hr.  
For all Shareholder attorneys in in year three:  
\$225
  - ii. For all associate attorneys in year one:  
\$200/hr.  
For all associate attorneys in year two:  
\$205/hr.  
For all associate attorneys in in year three:  
\$210/hr.
  - iii. For all paralegals and law clerks in year one:  
\$135/hr.

For all paralegals and law clerks in year two:  
\$140/hr.  
For all paralegals and law clerks in year three:  
\$145/hr.

vi. Bond counsel services as set forth in Section 2.08.

2.05. *Compensation for Expenses.* The City will compensate the City Attorney for the following actual and necessary expenses incurred by the City Attorney on behalf of the City:

The City Attorney will bill its out-of-pocket costs for such things as postage, mileage, photocopying, filing fees, recording fees, and similar items.

|                        |                        |
|------------------------|------------------------|
| Photocopying:          | \$.10 per page         |
| Color copies           | \$.10 per page         |
| Mileage*               | IRS reimbursement rate |
| Other charges such as: | Actual cost charged    |
| Messenger service      |                        |
| Postage                |                        |
| Filing fees            |                        |
| Recording fees         |                        |

The City Attorney's monthly billing statements will provide detail for all fees and costs.

\*Mileage for introductory visit will not be billed. Other requested visits will be mutually agreed upon by both parties.

2.06. *Billing Statements.* Billings by the City Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the tasks performed, the attorney or staff performing them, the time spent on each task and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total time spent for each category and the total fees, charges and disbursements for each category. City can choose to pay by ACF or check.

2.07. *Term of Agreement.* The term of this Agreement shall be for three years ("term") with the first year starting on April 1, 2026 and ending March 31, 2027 ("year one"), with the second year starting on April 1, 2027 and ending on March 31, 2028 ("year two") and the third year starting on January 1, 2028 and ending on December 31, 2029.

2.08. *Bond Counsel Services.* Bond counsel services are not part of this Agreement but may be made such by mutual agreement of the parties. In the event such services are desired by the City, fees for these services will be those usual and customarily charged by the firm of Kennedy & Graven, Chartered.

2.09. *Primary Legal Counsel.* It is the intention of the parties and it is hereby agreed by the City Attorney, that the term "primary legal counsel" as used herein means and refers to Pamela J.F. Whitmore or Mary D. Tietjen who will, except in the case of extraordinary



circumstances involving disability, unavoidable conflict or other good and substantial reasons, perform, supervise and be responsible to the City for the legal services to be provided.

2.10. *Entire Agreement.* This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the City Attorney and supersedes any other written or oral agreements between the City and the City Attorney. This Agreement can only be modified in writing signed by the City and the City Attorney.

2.11. *Termination.* This Agreement may be terminated by the City at any time or by the City Attorney upon 90 days' written notice.

2.12. *Conflict of Interest.* The City Attorney shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the City Attorney, with the consent of the City, shall arrange for suitable alternative legal representation. It is the intent of the City Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

2.13. *Agreement Not Assignable.* Except as provided in Paragraph 2.12 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.

2.14. *Agreement Not Exclusive.* The City retains the right to hire other legal representation for specific legal matters.

2.15. *Independent Contractor Status.* All services provided by the City Attorney pursuant to this Agreement shall be provided by the City Attorney as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

2.16. *Work Products.* All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.

2.17. *Insurance.* The City Attorney shall maintain professional liability (malpractice) insurance in the minimum amount of \$1,500,000.

2.18. *Data Practices Act Compliance.* Data provided to the City Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

2.19. *Choices of Law and Venue.* This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based

Document Number: 1057862

on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

CITY OF NAME

By: \_\_\_\_\_

Its: Mayor

By: \_\_\_\_\_

Its: City Clerk

KENNEDY & GRAVEN, CHARTERED

By: /s/Pamela Whitmore

City Attorney



([https://  
www.kennedy-  
graven.com/](https://www.kennedy-graven.com/))

## About Kennedy & Graven

### *Experienced Guidance in Local Government Issues*

#### **General Counsel • Special Counsel • Litigation**

**Kennedy & Graven, Chartered** combines the tradition and history of two of the state's leading law firms in the fields of local government law, public finance, and development. The attorneys of Lefler, Kennedy, O'Brien, & Drawz, P.A. (founded in 1958), joined Holmes & Graven, Chartered (founded in 1973), in 1989. We have continued to build upon this strong foundation by expanding and diversifying our representation of public and private clients.

Today, Kennedy & Graven stands as the largest Minnesota law firm that practices primarily in local government law. Our lawyers are known for their extensive backgrounds and sound guidance in **municipal law** (<https://www.kennedy-graven.com/practice-areas/municipal-law/>), **township law** (<https://www.kennedy-graven.com/practice-areas/township-law/>), **school law** (<https://www.kennedy-graven.com/practice-areas/school-law/>), and **public finance** (<https://www.kennedy-graven.com/practice-areas/public-finance/>). We represent a large range of **cities** (<https://www.kennedy-graven.com/representative-cases/cities/>), **townships** (<https://www.kennedy-graven.com/representative-cases/townships/>), **schools** (<https://www.kennedy-graven.com/representative-cases/schools/>) and **private** (<https://www.kennedy-graven.com/representative-cases/private/>) clients.

An excellent support staff that includes highly trained paralegals, secretaries, law clerks, and administrative staff complements our 35-member team of **accomplished attorneys** (<https://www.kennedy-graven.com/attorneys/>). We employ advanced technology to facilitate communication and provide our clients with effective and efficient representation.

We believe that one foundation of our practice rests on solid relationships with our clients, some of whom we have represented since 1958. Another foundation is a commitment to excellence, personal integrity, and the highest ethical standards.

Our firm name includes late founder David Graven because of his love of being on the leading edge of the law, his great enthusiasm for public affairs, his standards for excellence, and his unparalleled ability to bring out the best in others. David Graven was a law professor, politician, trial attorney and was extremely active in public policy dialogue. One of David Graven's favorite sayings was "Upward and Onward". From our perspective, his spirit lives on and still permeates Kennedy & Graven.

Our firm is also named after David J. Kennedy because of his understanding of the important role that local government has in our society; for his genuine interest in public law; and for a law practice philosophy that emphasizes keeping clients informed through effective communication.

We welcome the opportunity to assist you in addressing your legal concerns, and encourage you to **contact us** (<https://www.kennedy-graven.com/contact/>) for more information. Contact our office at **612-337-9300 (tel:+1-612-337-9300)** to be connected to the right person for your legal issue, or e-mail our attorneys directly.



([https://  
www.kennedy-  
graven.com/](https://www.kennedy-graven.com/))

# Municipal Law

## *Legal Counsel to Minnesota Cities*

### **General Counsel • Special Counsel • Litigation**

The term municipal law is commonly used to identify those laws that apply uniquely to cities or that otherwise are frequently relevant to cities. Kennedy & Graven, Chartered, devotes a majority of its practice to serving the specific needs of city government. Since 1958, we have provided continuous representation to cities statewide in Minnesota. Our lawyers currently serve cities throughout Minnesota as **general counsel**, and provide **special counsel** and **litigation services**. We represent cities among all four classes including both statutory and home rule charter cities.

### **Municipal Law**

Our municipal law attorneys have extensive knowledge and experience in the everyday issues confronting city government:

#### **Land Use**

- Zoning
- Municipal Planning Act and Metropolitan Land Planning Act
- Comprehensive Plans
- Platting and subdivision regulations
- Conditional uses
- 60 Day Rule – action on written request relating to zoning
- Annexation – orderly and contested
- Purchase and sale of real state

#### **Licensing and Regulation**

- Traffic control and parking
- Nuisances – regulation and abatement
- Liquor Licensing and Regulation

#### **Council Meetings and Actions**

- Open Meeting Law
- Data Privacy

- Ordinances – notice, publication, enforcement and constitutional standards

## **Employment and Personnel**

- Labor rights, discrimination and wage laws
- Public Employment Labor Relations Act (PERLA) – negotiation and bargaining
- Fair Labor and Standards Act (FLSA)
- Pensions and Retirement (PERA)
- Federal Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Termination and Discipline

## **Litigation**

- Construction related claims
- Employment disputes
- Enforcement of ordinances
- Land use disputes
- Adult use regulations

## **Utilities and Telecommunications**

- Gas and Electric Franchises
- Cell Phone Towers
- Easements

## **Environmental Law**

- Wetlands, shorelands and flood plains

## **Eminent Domain and Takings**

- Regulatory – inverse condemnations
- Eminent Domain/condemnation for public purposes

## **Purchasing and Contracts**

- Bids and specifications – lowest responsible bidder
- Best value contracting
- Construction

## **City Revenues**

- Property Taxes
- Special Assessments – to finance public improvements
- User Fees – when available and reasonableness

---

## **Attorneys**



[\(https://www.kennedy-graven.com/profile/david-anderson/\)](https://www.kennedy-graven.com/profile/david-anderson/)

**David T. Anderson**

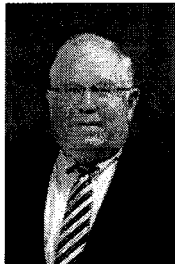
Shareholder

612-337-9274

[danderson@kennedy-graven.com](mailto:danderson@kennedy-graven.com) (<mailto:danderson@kennedy-graven.com>)

*General Municipal Law, Litigation, Real Estate*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/DAVID-ANDERSON/)**



[\(https://www.kennedy-graven.com/profile/ronald-batty/\)](https://www.kennedy-graven.com/profile/ronald-batty/)

**Ronald H. Batty**

Shareholder

612-337-9262

[rbatty@kennedy-graven.com](mailto:rbatty@kennedy-graven.com) (<mailto:rbatty@kennedy-graven.com>)

*Economic Development and Redevelopment, General Municipal Law, Land Use Law*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/RONALD-BATTY/)**



[\(https://www.kennedy-graven.com/profile/andrew-biggerstaff/\)](https://www.kennedy-graven.com/profile/andrew-biggerstaff/)

**Andrew Biggerstaff**

Shareholder

612-337-9288

[abiggerstaff@kennedy-graven.com](mailto:abiggerstaff@kennedy-graven.com) (<mailto:abiggerstaff@kennedy-graven.com>)

*Municipal Law & Development, Tax Increment Financing, Real Estate, Public Utilities, Energy & Infrastructure, General Corporate & Regulatory*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/ANDREW-BIGGERSTAFF/)**





[\(https://www.kennedy-graven.com/profile/greta-bjerkness/\)](https://www.kennedy-graven.com/profile/greta-bjerkness/)

**Greta L. Bjerkness**

Shareholder

612-337-9228

[gbiorkness@kennedy-graven.com](mailto:gbiorkness@kennedy-graven.com) (<mailto:gbiorkness@kennedy-graven.com>)

*Municipal Law, Real Estate, Mediation*

**PROFILE ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/GRETA-BJERKNES](https://www.kennedy-graven.com/profile/greta-bjerkness/)/)**



[\(https://www.kennedy-graven.com/profile/zac-desautels/\)](https://www.kennedy-graven.com/profile/zac-desautels/)

**Zac DesAutels**

Associate

(612) 337-9268

[zdesautels@kennedy-graven.com](mailto:zdesautels@kennedy-graven.com) (<mailto:zdesautels@kennedy-graven.com>)

*Litigation, Municipal Law*

**PROFILE ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/ZAC-DESAUTELS](https://www.kennedy-graven.com/profile/zac-desautels/)/)**



[\(https://www.kennedy-graven.com/profile/alexander-furcich/\)](https://www.kennedy-graven.com/profile/alexander-furcich/)

**Alexander Furcich**

Associate

612-337-9250

[afurcich@kennedy-graven.com](mailto:afurcich@kennedy-graven.com) (<mailto:afurcich@kennedy-graven.com>)

**PROFILE ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/ALEXANDER-FURCICH](https://www.kennedy-graven.com/profile/alexander-furcich/)/)**



[\(https://www.kennedy-graven.com/profile/sam-ketchum/\)](https://www.kennedy-graven.com/profile/sam-ketchum/)

**Sam Ketchum**

Associate

612-337-9244

[sketchum@kennedy-graven.com](mailto:sketchum@kennedy-graven.com) (<mailto:sketchum@kennedy-graven.com>)

*Environmental Law, General Municipal Law, Land Use Law, Litigation, Utility and Telecommunications Law*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/SAM-KETCHUM/)**



[\(https://www.kennedy-graven.com/profile/?smid=785\)](https://www.kennedy-graven.com/profile/?smid=785)

**Peter G. Mikhail**

Shareholder

612-337-9290

[pmikhail@kennedy-graven.com](mailto:pmikhail@kennedy-graven.com) (<mailto:pmikhail@kennedy-graven.com>)

*Eminent Domain, Real Estate/Land-Use, Municipal Law, Constitutional Law*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/?SMID=785)**



[\(https://www.kennedy-graven.com/profile/bridget-nason/\)](https://www.kennedy-graven.com/profile/bridget-nason/)

**Bridget M. Nason**

Shareholder

612-337-9245

[bnason@kennedy-graven.com](mailto:bnason@kennedy-graven.com) (<mailto:bnason@kennedy-graven.com>)

*Municipal Law*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/BRIDGET-NASON/)**

(<https://www.kennedy-graven.com/profile/scott-riggs/>).

**Scott J. Riggs**

Shareholder

612-337-9260

[sriggs@kennedy-graven.com](mailto:sriggs@kennedy-graven.com) (mailto:[sriggs@kennedy-graven.com](mailto:sriggs@kennedy-graven.com)).

*Commercial Real Estate, Employment Law, General Municipal Law, Litigation*

PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/SCOTT-RIGGS/)

(<https://www.kennedy-graven.com/profile/joseph-sathe/>).

**Joseph L. Sathe**

Associate

612-337-9255

[jsathe@kennedy-graven.com](mailto:jsathe@kennedy-graven.com) (mailto:[jsathe@kennedy-graven.com](mailto:jsathe@kennedy-graven.com)).

*General Municipal Law*

PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/JOSEPH-SATHE/)

(<https://www.kennedy-graven.com/profile/haley-taylor-schlitz/>).

**Haley Taylor Schlitz**

Associate

612-337-9229

[htaylorschlitz@kennedy-graven.com](mailto:htaylorschlitz@kennedy-graven.com) (mailto:[htaylorschlitz@kennedy-graven.com](mailto:htaylorschlitz@kennedy-graven.com)).

PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/HALEY-TAYLOR-SCHLITZ/)



[\(https://www.kennedy-graven.com/profile/sarah-sonsalla/\)](https://www.kennedy-graven.com/profile/sarah-sonsalla/)

**Sarah J. Sonsalla**

Shareholder

612-337-9284

[ssonsalla@kennedy-graven.com](mailto:ssonsalla@kennedy-graven.com) (<mailto:ssonsalla@kennedy-graven.com>)

*General Municipal Law, Real Estate*

**PROFILE** ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/SARAH-SONSALLA/](https://www.kennedy-graven.com/profile/sarah-sonsalla/))



[\(https://www.kennedy-graven.com/profile/jana-oleary-sullivan/\)](https://www.kennedy-graven.com/profile/jana-oleary-sullivan/)

**Jana O'Leary Sullivan**

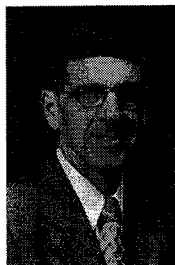
Shareholder

612-337-9215

[jsullivan@kennedy-graven.com](mailto:jsullivan@kennedy-graven.com) (<mailto:jsullivan@kennedy-graven.com>)

*Municipal Law, Employment Law*

**PROFILE** ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/JANA-OLEARY-SULLIVAN/](https://www.kennedy-graven.com/profile/jana-oleary-sullivan/))



[\(https://www.kennedy-graven.com/profile/james-thomson/\)](https://www.kennedy-graven.com/profile/james-thomson/)

**James J. Thomson**

Shareholder and President

612-337-9209

[jthomson@kennedy-graven.com](mailto:jthomson@kennedy-graven.com) (<mailto:jthomson@kennedy-graven.com>)

*General Municipal Law, Land Use Law, Litigation*

**PROFILE** ([HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/JAMES-THOMSON/](https://www.kennedy-graven.com/profile/james-thomson/))



[\(https://www.kennedy-graven.com/profile/rachel-tierney/\)](https://www.kennedy-graven.com/profile/rachel-tierney/)

**Rachel G. Tierney**

Shareholder

612-337-9234

[rtierney@kennedy-graven.com](mailto:rtierney@kennedy-graven.com) (<mailto:rtierney@kennedy-graven.com>)

*General Municipal Law, Economic Development and Redevelopment*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/RACHEL-TIERNEY/)**



[\(https://www.kennedy-graven.com/profile/siobhan-tolar/\)](https://www.kennedy-graven.com/profile/siobhan-tolar/)

**Siobhan L. Tolar**

Associate

612-337-9248

[stolar@kennedy-graven.com](mailto:stolar@kennedy-graven.com) (<mailto:stolar@kennedy-graven.com>)

*Municipal Law, Economic Development*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/SIOBHAN-TOLAR/)**



[\(https://www.kennedy-graven.com/profile/robert-vose/\)](https://www.kennedy-graven.com/profile/robert-vose/)

**Robert J. V. Vose**

Shareholder

612-337-9275

[rvose@kennedy-graven.com](mailto:rvose@kennedy-graven.com) (<mailto:rvose@kennedy-graven.com>)

*Commercial Litigation, General Municipal Law, Litigation, Telecommunications Law, Utility and Telecommunications Law*

**PROFILE (HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/ROBERT-VOSE/)**



(<https://www.kennedy-graven.com/profile/pam-whitmore/>)

**Pam Whitmore**

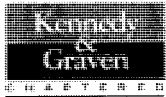
Shareholder

612-337-9276

[pwhitmore@kennedy-graven.com](mailto:pwhitmore@kennedy-graven.com) (<mailto:pwhitmore@kennedy-graven.com>)

*General Municipal Law, Employment Law, Conflict Resolution, Strategic Planning & Public Engagement*

**[PROFILE \(HTTPS://WWW.KENNEDY-GRAVEN.COM/PROFILE/PAM-WHITMORE/\)](https://www.kennedy-graven.com/profile/pam-whitmore/)**



**Minneapolis**

Fifth Street Towers  
150 South Fifth Street, Suite 700  
Minneapolis, MN 55402

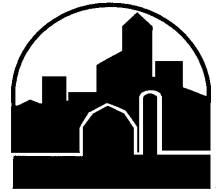
**612-337-9300**

**Toll Free: 800-788-8201**

Fax: 612-337-9310



## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** John Nelson, Manager, River Bend Liquor  
**DATE:** March 13, 2026  
**RE:** Liquor Store Non-Union Part-Time Clerk Hiring  
**DEPT:** Liquor Store  
**CONTACT:** John Nelson      John.Nelson@windommn.com

---

### **Recommendations/Options/Action Requested**

---

It is recommended that the City Council approve the hiring of Chelsea Stevens as a Non-Union Part-Time Liquor Store Clerk at a starting wage of \$15.00. This wage is in accordance with the Wage Schedule for Seasonal, Part-time and Swimming Pool Employees.

### **Issue Summary/Background**

---

In mid-December of 2025, I met with Chelsea as part of her probationary review for her job as a Union Part-Time Liquor Store Clerk. At that time, we discussed the need to put in more weekly hours to meet the position demand, and we agreed to extend her probation 3 months into March. On February 18, 2026, I met with Chelsea in regards to her annual review, and also review her probationary status. During this review Chelsea received an above average score in her review. The downfall was that she was only putting in about 13 hours (or less) of work a week, when the position requires 15 to 29 hours.

It was then that Chelsea and I discussed the potential of leaving the Union position and potentially rejoining in a Non-Union Position. Chelsea submitted her resignation on February 27, 2026 and in that asked to be reconsidered for a Non-Union Position. Her letter listed her last day as March 16, 2026.

With that it is my recommendation to hire Chelsea back as a Non-Union Part-Time Liquor Store Clerk at a wage of \$15.00/hour which is the 1-year step on the Wage Schedule for Season, Part-Time and Swimming Pool Employees.

### **Fiscal Impact**

---

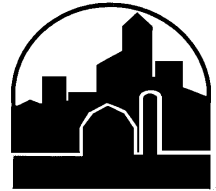
There is no fiscal impact as these hours are already budgeted hours during normal operations, and will not require any training time.

### **Attachments**

---

None

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** John Nelson, Manager, River Bend Liquor  
**DATE:** March 13, 2026  
**RE:** Liquor Store Union Part-Time Liquor Store Clerk Position  
**DEPT:** Liquor Store  
**CONTACT:** John Nelson      John.Nelson@windommn.com

---

### **Recommendations/Options/Action Requested**

---

It is recommended that the City Council hire Sarah Schaeppi as the Union Part-Time Assistant Liquor Store Clerk. This is a Grade 1 position. It is recommended to hire her at Step 1 (\$16.67) of the 2026 IBEW Union Wage Schedule with a 6-month probationary period. Upon successful completion of her probationary period, a step increase would be awarded.

### **Issue Summary/Background**

---

On February 27, 2026, Chelsea Stevens resigned her union position effective March 16, 2026. In Late February an internal and external job posted was posted. The job posting had no internal transfer requests for this position. Externally has generated 7 applications. A total of 5 Interviews were conducted March 11<sup>th</sup> through March 13<sup>th</sup>. Upon completion of the interviews, it is recommended to hire Sarah Schaeppi as the Union Part-Time Assistant Liquor Store Clerk at a wage of \$16.67.

### **Fiscal Impact**

---

The fiscal impact will come from Part-Time Wages in our budget.

### **Attachments**

---

None

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Mayor Mathis  
**DATE:** March 10, 2026  
**RE:** Appointment to Library Board  
**DEPT:** Mayor\Council  
**CONTACT:** Mayor Mathis: [WindomMayor@windom-mn.com](mailto:WindomMayor@windom-mn.com)

---

### **Recommendations/Options/Action Requested**

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

1. Appoint Jan Dehmlow to fill the unexpired term of Anita Winkel.

### **Issue Summary/Background**

Ms. Winkel recently passed away creating a vacancy. Her term was to run through December 31, 2026. I am recommending the appointment of Jan Dehmlow to fill the unexpired term.

---

### **Fiscal Impact**

None.

---

### **Attachments**

1. None.