



CITY COUNCIL MEETING

July 21, 2026

City Council Chamber

6:30 p.m.

AGENDA

CITY OF WINDOM, MN

444 Ninth Street, P. O. Box 38

Windom, MN 56101

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Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – July 7, 2026
 - Council Minutes – Special Meetings – July 6, 2026 & July 8, 2026
 - Economic Development Authority – July 13, 2026
 - Library Board – July 14, 2026
 - Planning Commission – July 14, 2026
 - Amplification Permit – Night to Unite – August 4, 2026
 - Amplification Permits – Cottonwood County Fair – August 5, 2026 through August 8, 2026
 - Excluded Bingo Permit – American Legion Auxiliary – August 5, 2026 through August 8, 2026
 - Exempt Gambling Permit – Pheasants Forever – September 12, 2026
 - Exempt Gambling Permit – Windom Area Youth Football – October 23, 2026
 - Regular Bills
2. Department Heads
3. Night to Unite Proclamation
4. Airport
 - FAA Agreement for Transfer of Entitlement Funding
 - Approve MNDOT Aviation Agreement for AWOS Equipment
5. Planning Commission – Conditional Use Permit
6. 18th Avenue Storm Sewer Improvement Project
 - Plans/Specifications – Advertisement for Bids
7. Personnel Committee
 - Hiring Recommendation – Library – On-Call
8. Contractor Payments
 - 2025 Alley Improvement Project – Final Pay Request - \$27,232.64
 - 2026 Street Improvements – Pay Request #3 - \$630,029.54
9. New Business
10. Old Business
 - FEMA Appeal Discussion
11. Council Comments
12. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
July 7, 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, Jenny Quade, James Nelson, Scott Benson and Jayesun Sherman

Council Absent: Dennis Esplan

City Staff Present: Steve Nasby, City Administrator; Jon Ketzenberg, Streets & Parks Superintendent; John Nelson, Liquor Store Manager; Matt Fast, Building Official; James Hanson, EDA Director and Isaac Paulson, Sergeant

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – June 16, 2026
 - Community Center Commission – June 15, 2026
 - Joint Airport Zoning Board – June 23, 2026
 - Joint Government Meeting – June 29, 2026
 - Utility Commission – June 25, 2026
- Amplification Permit – Windom Area Chamber of Commerce – July 16, 2026
- Exempt Gambling Permit – Friends of Windom Parks – July 16, 2026
- Regular Bills

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

5. Department Heads:

None.

6. 2025 Alley Project:

Mathis said that the Council will hold the public hearing and that the engineers will provide an overview.

Bryce Hunt, DGR Engineering, introduced himself and provided a project overview, highlighted the assessment costs and the additional work requested by property owners for roof drainage work. Hunt noted that the project costs came in under the original assessments due to good project bids. The total cost was about \$675,000 and 34% of that was assessed and the City paid the remaining 66%.

Mathis opened the public hearing and asked that speakers identify themselves and the address of the property they are speaking about for the assessment.

No comments were received. Mathis closed the public hearing.

Council Member Sherman introduced the Resolution No. 2026-38, entitled “RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2025 ALLEY IMPROVEMENT PROJECT” and moved its adoption. The Resolution was seconded by Benson and on roll call vote: Aye: Nelson, Quade, Benson and Sherman. Nay: None. Absent: Esplan. Abstain: None. Resolution passed 4 - 0.

7. Ordinance No. 207 – 2nd Series – Minor Code Revisions – Title and Summary Publication:
Matt Fast, Building Official, noted the sections of the proposed code revisions. He said that this ordinance was passed by the Council at the June 16th meeting but the Council was short of the 4/5 majority needed to publish. As such, they are requesting approval to publish a title and summary.

Motion by Nelson second by Quade to approve the publication of Ordinance No. 207, 2nd Series Title and Summary. Motion carried 4 – 0.

Nelson asked when ordinances are effective. Nasby replied that ordinances are effective upon publication.

8. 2nd Reading – Ordinance No. 208, 2nd Series – Adding New Sections and Subsections to City Code:
Fast said that there had been a request to look at additions to the I-1 Light Industrial Zoning District for crematories and pet crematories. The Planning Commission reviewed the potential land use in this zone and are recommending the addition of crematories as a conditional use. The first reading was passed on June 16th and this is the 2nd reading and request for publication of title and summary.

Motion by Benson second by Sherman to approve the 2nd Reading of Ordinance No. 208, 2nd Series for a new sections and subsections to City Code, I-1 as presented. Motion carried 4 – 0.

Motion by Quade second by Sherman to approve the publication of Ordinance No. 208, 2nd Series Title and Summary. Motion carried 4 – 0.

9. 2nd Reading – Ordinance No. 209, 2nd Series – Granting a Nonexclusive Franchise - MERC:
Nasby said that the City has had a franchise agreement with Minnesota Energy Resources Company (MERC) and their predecessors with the most recent franchise agreement expiring later this year. The City Council has discussed the renewal of the franchise agreement and the document has been reviewed by both the City Attorney and MERC. This ordinance is simply renewing the franchise agreement, whereas the next item on the agenda considers adding a franchise fee. Staff is also requesting the approval of publication by title and summary.

Motion by Benson second by Quade to approve the 2nd Reading of Ordinance No. 209, 2nd Series as presented. Motion carried 4 – 0.

Motion by Sherman second by Quade to approve the publication of Ordinance No. 209, 2nd Series Title and Summary. Motion carried 4 – 0.

10. 2nd Reading – Ordinance No. 210, 2nd Series – Implementing a Franchise Fee - MERC:
Nasby said the Council previously had information regarding the ability to consider a franchise fee, customer data and information on others communities that have franchise fees and held a work session. At the work session there was direction from the Council to consider adding a franchise fee of \$2.50/meter per month for residential; \$15.00/meter per month for commercial businesses and \$30.00/meter per month for industrial users as shown by MERC customer classifications. This ordinance is the implementation of the franchise fee, which if passed would need to be submitted to the Minnesota Public Utilities Commission for approval which is a 90-day process and then MERC would need a little time to build it into their rate structure.

Motion by Benson second by Quade to approve the 2nd Reading of Ordinance No. 210, 2nd Series as presented. Motion carried 4 – 0.

Quade noted that during the work session the thought is to put this revenue toward street repair and maintenance as a way to fund a seal-coating program, which is a need.

Nelson asked if the prior franchise agreement had a fee? Nasby said the prior 25-year agreement did not include any franchise fee in the ordinance, but this new franchise fee give the City Council the option to include one. Nelson said he has heard from people that have a business and have more than one meter servicing their site and if this fee should be capped at one meter. Also, \$2.50/month could be hard on some households as an extra cost.

Mathis said that the Council held a good work session and has a solid plan for using the new revenue for street maintenance so she is comfortable with the proposal.

Quade said the street work needs to be done so it is either use this source for revenue or raise property taxes, so there would be a cost increase to people. This is a 25-year agreement and the franchise fee is now an option for the Council. Many communities have a gas franchise fee in our area too. The Council just needs to be sure to use the funding for a good purpose which is the streets and that benefits everyone.

Nelson said other communities around us have the local sales tax too, but the Legislature did not approve it for Windom.

Motion by Quade second by Sherman to approve the publication of Ordinance No. 210, 2nd Series Title and Summary. Motion carried 4 – 0.

11. Cottonwood County Fair – Cowboy Mounted Shooting Association – Hold Harmless Agreement:

Nasby said the Fair Board has been working with the City on getting this exhibition shooting event coordinated and that there were issues with insurance and liability that have been resolved. The City did seek input from the League of MN Cities Insurance Trust and they are okay with us approving with insurance provisions of including the City as an additional insured to both policies.

Motion by Benson second by Sherman to approve the Hold Harmless Agreement in addition to the insurance requirements. Motion carried 4 – 0.

12. Windom Apartments LLC – Letter of Agreement for PACE Loan:

Nasby said the City Council had previous approved an acknowledgement of the property owners taking out a PACE loan. The PACE lenders are now asking that the City, as first mortgage holder, agree not to place the property into forbearance or foreclosure. The negotiated compromise is that some good faith loan payments be made and the duration of the agreement ends on March 31, 2027. Additionally, if there is a breach of the conditions of the letter of agreement the City can exercise its full rights as a lien holder. Attached to the letter, and handed out to the Council, is a new amortization schedule showing the amounts due to the City following the lack of payments that were to have started in 2025.

Motion by Sherman second by Nelson to approve the Letter of Agreement with Windom Apartments LLC as presented. Motion carried 4 – 0.

13. River Bend Liquor – Fire Department Fundraiser – Fund Transfer:

John Nelson, Liquor Store Manager, said that the MMBA sponsors fund drives for local fire departments and that the City participated in prior years and there are four events. First, the

Preliminary

Department is doing a pallet raffle. Second, there will be specially designed fire boots for donations at the liquor store. Third, a portion of sales from Molson\Coors is donated to the Windom Fire Department. Last, is a rare bourbon tasting event where people can do a tasting and get a drawing ticket for the chance to purchase limited release bourbons.

In September he will be requesting that the Council approve a fund transfer from the Liquor Fund to the Fire Department for the amount raised by the Molson\Coors MMBA event.

14. Street Closure Request – July 16th – Windom Chamber Hot Dog Night:

Jon Ketzenberg, Streets & Parks Superintendent, said the Chamber is requesting the closure of 3rd Avenue and 9th Street around the square for hot dog night on July 16th from 5:00 pm to 7:00 pm

Motion by Benson second by Sherman to approve the temporary street closure as presented on July 16th from 5 – 7 pm. Motion carried 4 – 0.

15. New Business:

Quade said she would like to move the start time for the August 4, 2026 City Council meeting time to 8:00 pm as this is the same evening as the Night to Unite event.

Motion by Quade second by Sherman to move the start time for the August 4th City Council meeting to 8:00 pm. Motion carried 4 – 0.

16. Old Business:

Nasby said the FEMA representative has been emailed the questions about the disaster funds received and if those can be used for demolition, if the City can appeal the FEMA decision and request demolition\clean-up funding. As of the Council meeting there has been no reply from FEMA. The State HSEM office has offered their help and support in whatever path the City decides to undertake. The City has until July 27th to file with HSEM so this was tabled to July 21st.

Quade asked about the Red Leaf Court Stormwater Project. Nasby said he has been emailing Johnson Engineering Group and it has been slow getting the plans and specifications. Quade said that the Street Committee has also been getting those inquiries and is still wanting to get this project moving ahead.

17. Council Comments:

Benson said summer is here and hot weather, please watch out for your own health and keep an eye on your neighbors.

Quade said she was attending the SRDC Annual meeting.

Sherman wished everyone a great summer.

Mathis said it was a good July 4th and hoped everyone was safe. Hot dog night is July 16th from 5 – 7 pm and encouraged people to participate. Friends of the Parks will be doing an auction to raise money for Kastle Kingdom. She noted the Peace Runners will be in town on July 16th around mid-morning and noted that she will meet with them and more information is at peacerun.org.

18. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 7:23 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
City Hall, Council Chamber
July 6, 2026
5:00 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, Jayesun Sherman and Scott Benson

Council Absent:

City Staff Present: Steve Nasby, City Administrator and Ron Schramel, Acting City Attorney

3. Pledge of Allegiance

4. Windomnet Discussions – Midco and SW Minnesota Broadband Services (SMBS):

Mathis said the City Council will go into closed session for Real Estate Negotiations under Minnesota Statute 13D.05 Subdivision 3 (c)(3) for Windomnet and read the legal description of the real estate. The Council would meet with SMBS representatives from 5:00 pm to 6:30 pm and then meet with Midco representatives from 6:30 pm to 8:00 pm.

Ron Schramel said that a roll call of everyone at the meeting is needed and the meeting will be recorded. The recording is private data until a closing is completed if Windomnet is sold.

Motion by Benson second by Nelson to go into closed session at 5:05 pm. Motion carried 5 – 0.

Roll Call: Mathis, Esplan, Quade, Benson, Nelson, Sherman, Benson, Nasby, Schramel and Travis Thies (SMBS), Butch Kuhnau (SMBS), Joe Pell (SMBS) and Wally Habben (SMBS).

Mathis recessed the meeting at 6:18 pm and excused the SMBS representatives.

Mathis reconvened the meeting in closed session at 6:30 pm.

Roll Call: Roll Call: Mathis, Esplan, Quade, Benson, Nelson, Sherman, Benson, Nasby, Schramel and Ben Dold (Midco), Andrew Curley (Midco) and Patrick McCann (Midco).

Motion by Benson second by Nelson to come out of closed session at 7:38 pm. Motion carried 5 – 0.

5. Adjournment:

Mayor Mathis adjourned the meeting by unanimous consent at 7:38 p.m.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
City Hall, Council Chamber
July 8, 2026
5:00 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, Jayesun Sherman and Scott Benson

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator and Ron Schramel, Acting City Attorney

3. Windomnet Discussions – Federated Electric\Broadband:

Mathis said the City Council will go into closed session for Real Estate Negotiations under Minnesota Statute 13D.05 Subdivision 3 (c)(3) for Windomnet and read the legal description of the real estate. The Council would meet with Federated representatives from 5:00 pm to 6:30 pm and then the Council would engage in discussions following Federated.

Ron Schramel said that a roll call of everyone at the meeting is needed and the meeting will be recorded. The recording is private data until a closing is completed if Windomnet is sold.

Motion by Benson second by Sherman to go into closed session at 5:05 pm. Motion carried 5 – 0.

Roll Call: Mathis, Esplan, Quade, Benson, Nelson, Sherman, Benson, Nasby and Schramel. Federated representatives included Scott Reimers, David Meschke, Chelsy Weires, Katrina Frisch, John Sexen, Scott Thiesse, Glen Dicks, Troy Post, Bruce Brockmann, Troy Rasmussen and Tyler Ayers.

Mathis recessed the meeting at 6:17 pm and excused the Federated representatives. Mathis reconvened the meeting in closed session at 6:22 pm.

Motion by Benson second by Nelson to come out of closed session at 7:24 pm. Motion carried 5 – 0.

Motion by Sherman second by Quade to set a Special City Council meeting for July 21, 2026 at 4:30 pm. Motion carried 5 – 0.

4. Adjournment:

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

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JULY 13, 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 Consultant Sonya Wilt, EDA Director James Hanson, and Admin. Asst. Mary Hensen; Mayor Hilary Mathis; City Administrator Steve Nasby; and Kevin Stevens, Cottonwood County Liaison.

3. Introduction of New EDA Director: James Hanson: President Sanow welcomed Jim Hanson as the new EDA Director. Mr. Hanson said that he was from Iowa. He then provided a brief background of his prior work experience in the areas of workforce development and economic development.

4. New Agenda Item – Request to Add Agenda Item No. 8. D: This concerns a new loan application from a child care provider at 1140 Third Avenue received in this morning's mail. In response to a question from a Commissioner, Consultant Wilt advised that this is an application in the "Roots to Wings Child Care Provider Program" which is totally separate from the "Soaring Eagles Child Care Center" Project.

Motion by Commissioner Quade, seconded by Commissioner Wepplo, to add Agenda Item No. 8. D. Motion carried 5-0.

5. Approval of Minutes: June 8, 2026

Motion by Commissioner Wepplo, seconded by Commissioner Hill, to approve the Minutes of the EDA Meeting held on June 8, 2026. Motion carried 5-0.

6. EDA-Owned Properties – North Windom Industrial Park

A. Appraisal Review: The EDA Board approved the selection of Robinson Appraisal & Associates of Mankato to conduct an appraisal of the three available lots in NWIP. The estimated date for the appraisal to be completed was July 10th. However, the EDA received an e-mail on July 9th that the appraisal may not be completed until early next week. At the time of the meeting, the appraisal had not been received.

B. Closed Session – Negotiations – Lot Sales Price: The closed session was not held as the appraisal had not been received.

7. Public Hearing

A. Public Hearing on Proposed Land Sale - 4111 Commerce Boulevard: The public hearing was not held as the appraisal had not been received and no offer to purchase the property had been received. Following a brief discussion, the following action was taken.

Motion by Commissioner Quade, seconded by Commissioner Wepplo, to schedule a Special Meeting of the EDA Board for Monday, July 27, 2026, at noon and to reschedule this Public Hearing to the Special EDA Meeting on July 27, 2026, which begins at noon. Motion carried 5-0.

8. Ratification of Conditional Use Permit Application: Admin. Asst. Hensen updated the Board that at the request of LaCanne Funeral Homes, LLC (the proposed Buyer of the EDA property) and to help expedite this project, the EDA joined in a conditional use permit application with LaCanne concerning this lot at 4111 Commerce Boulevard. The application is requesting a conditional use permit to allow the construction and operation of a pet crematory on this property. This application is contingent on the approval of Ordinance No. 208, 2nd Series (on crematories and pet crematories) and the sale of this property to LaCanne Funeral Homes, LLC.

Motion by Commissioner Hill, seconded by Commissioner Wepplo, to ratify the EDA’s action, as property owner, to join in the application for a conditional use permit for the EDA’s property at 4111 Commerce Boulevard and to ratify the EDA President’s signature on that application. Motion carried 5-0.

9. Roots To Wings Child Care Provider Program

A. Discussion - Potential Amendments to Guidelines: Consultant Wilt recapped that currently the Guidelines require that a child care center needs to be located within the Windom city limits to be eligible for the Program. Staff is requesting that the Board consider amending this provision to include properties within an additional radius of Windom. In response to a question, Consultant Wilt advised that this program was funded by grants from the Taylor Family Farms Foundation and The Robert and Helen Remick Charitable Foundation Trust. After further discussion, the following action was taken.

Motion by Commissioner Quade, seconded by Commissioner Hill, to amend the Guidelines of the Roots to Wings Child Care Provider Program to provide that “The child care center must be located within Windom city limits or within a two-mile radius of the Windom city limits.” Motion carried 5-0.

The Board reviewed the eligible activities for the grant portion of this Program to consider whether there are any other types of projects that should be included as eligible activities. After further discussion, it was the consensus of the EDA Board that the eligible activities for a grant shall remain as currently stated in the Guidelines. It was further the consensus of the EDA Board that the two loan components within this Program provide opportunities for reimbursement of a portion of eligible construction or remodeling expenses.

B. Grant Application - 40463 US Highway 71: Consultant Wilt stated that the EDA has received an application from Jean Wilder requesting a grant of \$1,000. Her plan is to spray foam insulation in the garage to allow the garage to be heated and cooled. The garage could then be used for play and gross motor activities when the weather does not permit the children to be outside. Mrs. Wilder estimates the total costs of the project as \$6,000 and she is requesting \$1,000 as a grant from this program. It was the consensus of the EDA Board that this application does not meet the requirements for a grant. The Applicant could submit a new application in the Child Care Provider Loan Program for this project.

Motion by Commissioner Quade, seconded by Commissioner Wepplo, to deny the grant application submitted by Jean Wilder and to encourage her to apply for a Child Care Provider Loan in this Program. Motion carried 5-0.

C. Grant Application – 790 Des Moines Drive: Consultant Wilt reported that the EDA has received an application from Breanna VanWesten requesting a grant of \$1,000. Her plan is to replace some old and/or cracked plates, bowls, and cups from Kaplan; and purchase Magnatiles, nugget couch, toys, safety mats for under swings, nap mats, portable baby bouncer, cardstock paper for crafts, etc.

Motion by Commissioner Quade, seconded by Commissioner Hill, to approve the grant application for \$1,000 submitted by Breanna VanWesten of 790 Des Moines Drive. Motion carried 5-0.

D. Loan Application – 1140 Third Avenue: Consultant Wilt reported that the EDA has received an application from Heidi Dubois requesting a loan of \$4,000 to replace three windows in the play room (porch) and also to install a sidewalk for safe access for the children to and from the bus. Consultant Wilt advised that the maximum loan in the Child Care Provider Loan Program is \$3,000.

Motion by Commissioner Quade, seconded by Commissioner Wepplo, to approve the loan application submitted by Heidi Dubois of 1140 Third Avenue for the sum of \$3,000 for replacement of three windows in the play room and installation of a sidewalk for access between the child care location and the bus. Motion carried 5-0.

10. Soaring Eagles Child Care Center – Update: City Admin. Nasby updated the Board concerning the status of

this new child care center at the Highland School. DEED has approved the child care grant. The renovations are underway and the Windom Way Forward Committee will be meeting tomorrow. There are between 25 and 30 applications for child care spots in the Center. Application packets, including the fee schedule, were sent out to interested parties. The proposed opening date for the Center is September 1st.

11. EDA Infrastructure Assistance Program

A. Loan Update: Admin. Asst. Hensen reported that the HRA will be paying off the remaining balance on the EDA loan and assuming and combining that principal balance with the existing HRA loan. The terms of the total loan will then be modified to provide for accrual of interest at the rate of four percent per annum with monthly payments to the HRA for the period of five years commencing in August.

12. TIF District 1-22

A. Windom Apartments LLC – Property Update: The final three units in Building “A” were completed and a Certificate of Occupancy was issued on this final building. City Admin. Nasby advised that the final pay request to release the remaining \$100,000 of the Special Appropriation, that had previously been approved, was submitted and the funds from DEED were received by the City the last week of June. There was a closeout meeting with the DEED Rep. The City is holding the remaining amount pending the final submission of wage compliance forms, etc. by the Developer/contractors. A new management company has taken over the management of the property and installed a new sign.

B. PACE Loan – Update: City Administrator Nasby updated the Board concerning the request by Windom Apartments LLC that the City acknowledge the Property Owner’s efforts to obtain a PACE loan to pay off the first mortgage to Bell Bank. The City would then be in first mortgage position on this property. The City and the Property Owner have negotiated a letter of agreement, through March 31, 2027, whereby the City would not foreclose on the property if certain conditions are met by the Property Owner, including monthly payments of \$6,000, beginning in August, to be applied to reduce principal on the loan. These payments represent a good faith commitment by the Property Owner to continue progress towards refinancing the Property Owner’s obligation to the City. Pursuant to the Agreement, a new amortization schedule was prepared which incorporates the total of the loans plus interest. If there is a breach of these conditions, the City can exercise its full rights as a lienholder.

13. New Business: None.

14. Unfinished Business

A. Staff Report: Director Hanson provided a brief overview of his activities since he began with the City on July 6th. Consultant Wilt met with Director Hanson for approximately 5 hours on July 7th to update him on current activities.

Consultant Wilt thanked the EDA Board and said she enjoyed working with them. The Board thanked her for her efforts on behalf of the City and wished her well in her sign business.

15. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the May 2026 financial reports submitted by Van Binsbergen & Associates.

16. Adjourn: On consensus, President Sanow adjourned the meeting at 12:48 p.m.

Attest:

James Hanson, EDA Director

Heidi Hill, EDA Secretary-Treasurer

Windom Library Board Meeting
Tuesday, July 14, 2026 at 5:05 pm

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

Roll Call- John Duscher, Steve Fresk, Jan Dehmlow, Sarah Peterson, and Diane Sykora

Library Staff- Kari Hanson

Additions to Agenda- On call position interview

S. Fresk made the motion with second by S. Peterson to approve the agenda and minutes from the June meeting; motion carried.

Financial Report- May financial information was shared. D. Sykora made the motion with a second by S. Fresk; motion carried. Motion to accept the May financial report was passed.

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

1. Total circulation for June was 3,398 items.
2. Story Time has been very well attended (up to 20 children).
3. Thursday, July 16 there will be a Wonder Weavers Storytellers presentation (Digging to China) at the Historical Society for children.
4. There are approximately 200 children participating in the summer library program.
5. A person has been interviewed for the on-call position.

J. Dehmlow made the motion to accept the Librarian's Report with a second from S. Peterson; motion carried.

Old Business- The new book drop will be delivered in the near future.

New Business- Discussion was held on the new on call prospect. S. Fresk made the motion to approve the hire and recommend to the council to hire this individual. Second by J. Dehmlow; motion carried.

Adjournment- The meeting was adjourned at 5:19 PM.

****Notice of change of date for the next Library Board meeting to 5:05 PM on Tuesday, August 4, 2026 due to election on August 11.**

**CITY OF WINDOM, MINNESOTA
PLANNING COMMISSION
MINUTES
JULY 14, 2026**

1. Call to Order: The meeting was called to order by Zoning Admin. Fast at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Matt Miller, Brandon Pletcher, Tom Tegels, and Jared Baloun (by Zoom).

Absent: Ben Byam, Lorri Cole, and Tyler Patterson.

Vice Chairperson Carol Hartman passed away on June 30, 2026.

Also Present: B&Z Staff: Zoning Admin. Matt Fast and Admin. Asst. Mary Hensen.

3. Appointment of Acting Chairman for Meeting: Zoning Admin. Fast advised that it is necessary to appoint a Commissioner who is present in the Council Chamber to act as Chairman for this meeting.

Motion by Commissioner Tegels, seconded by Commissioner Miller, to appoint Commissioner Pletcher as the Acting Chairman for this meeting. Roll Call Vote: Ayes: Commissioners Miller, Pletcher, Tegels, and Baloun; Nay: None; Absent: Commissioners Byam, Cole, and Patterson. Motion carried 4-0.

4. Approval of Minutes: June 9, 2026:

Motion by Commissioner Baloun, seconded by Commissioner Tegels, to approve the Planning Commission Minutes for the Meeting held on June 9, 2026, as presented. Roll Call Vote: Ayes: Commissioners Miller, Pletcher, Tegels, and Baloun; Nay: None; Absent: Commissioners Byam, Cole, and Patterson. Motion carried 4-0.

5. Public Hearing

A. Zoning Application – Conditional Use Permit – 4111 Commerce Boulevard

Applicants: LaCanne Funeral Homes, LLC and EDA

Re: Pet Crematory – I-1 District

Acting Chairman Pletcher introduced the agenda item and referred to Zoning Admin. Fast for further information. Zoning Admin. Fast advised that LaCanne Funeral Homes, LLC has submitted a Zoning Application requesting a conditional use permit to construct and operate a pet crematory at 4111 Commerce Boulevard which is located in the North Windom Industrial Park Subdivision. The Economic Development Authority of Windom, as property owner, has joined in signing the Application. The Application is contingent on the approval of Ordinance No. 208, 2nd Series (“Crematories and Pet Crematories”) by the City Council and purchase of the property by the Applicant.

In May, the Planning Commission reviewed these proposed new City Code Sections. On June 9, 2026, the Planning Commission held the public hearing on these new City Code Sections and recommended that the City Council hold the required two readings of the Ordinance and approve the new Sections. On July 7, 2026, the City Council held the second reading of Ordinance No. 208, 2nd Series and approved this Ordinance.

This property is zoned as I-1 “Light Industrial”. Pursuant to City Code Section 121.02, a pet crematory would be a conditional use in the I-1 Zoning District.

The Applicant was not present nor anyone else on behalf of the Applicant or the Property Owner. Acting Chairman Pletcher opened the Public Hearing at 7:06 p.m. and requested any comments from anyone in the audience three times. There were no members of the public present and there were no comments from the public. Acting Chairman Pletcher closed the Public Hearing at 7:07 p.m.

In response to a question, Zoning Admin. Fast replied that he had received no comments from the public concerning this application.

Acting Chairman Pletcher referred the Application to the Planning Commission for discussion. There being no further discussion, Acting Chairman Pletcher referred to Zoning Admin. Fast for examples of potential conditions for the granting of a conditional use permit for a pet crematory in the I-1 Zoning District.

Zoning Admin. Fast reviewed six suggested conditions from City Code Sections for approval of this application.

Zoning Admin. Fast then reviewed the required findings of fact for approval of a conditional use permit.

Acting Chairman Pletcher asked for any additional comments or questions from the Planning Commission.

Motion by Commissioner Tegels, seconded by Commissioner Miller, to recommend City Council approval of the application for a conditional use permit, submitted by LaCanne Funeral Homes, LLC, and the property owner, Economic Development Authority of Windom, to allow the construction and operation of a pet crematory on property located in an I-1 District upon the following conditions:

- (1) The pet crematory shall maintain a current license issued by the Minnesota Board of Animal Health.**
- (2) The pet crematory shall comply with permit requirements and regulations of the Minnesota Pollution Control Agency and applicable Minnesota Administrative Rules.**
- (3) Remains shall not be comingled or scattered on the crematory's property.**
- (4) There shall be no exterior storage of equipment, materials or supplies used in the facility, or remains.**
- (5) The pet crematory shall comply with other requirements as set forth in City Code Sections 121.03 through 121.06.**
- (6) The pet crematory shall be constructed within one year of approval of the conditional use permit by the Windom City Council or the conditional use permit shall be revoked.**

The property to be covered by the conditional use permit is located at 4111 Commerce Boulevard, Windom, Minnesota, and is described as Lot 2, Block 2, Except the East 1.09 acres thereof, in the North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-556-0070.)

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

Findings of Fact for Conditional Use Permit:

- (1) As stated in the narrative herein.**
- (2) The proposed use will not be detrimental to the integrity of the I-1 Zoning District.**
- (3) The proposed use is not in conflict with the City's comprehensive plan.**
- (4) The proposed use will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.**
- (5) The proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.**

(6) The proposed use will not interfere with the provision of a reasonable economic benefit to the community.

(7) The provisions for interrelationship between the proposed development and contiguous and non-contiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.

(8) The proposed project can be accommodated with existing public utilities and services and will not overburden the City's service capacity.

Vote by roll call: Ayes: Commissioners Miller, Pletcher, Tegels, and Baloun. Nay: None; Absent: Commissioners Byam, Cole, and Patterson. Motion carried 4-0.

6. Unfinished Business: None.

7. New Business: None.

8. Planning Commission Comments, Concerns, Suggestions: Commissioner Baloun said that he is planning on contributing and collecting money for a memorial in honor of Carol Hartman, a long-time Planning Commissioner. He said that if others wanted to contribute a memorial also, they could contact him. His plan is to donate the money to Relay for Life. Acting Chairman Pletcher said that was a good idea and Commissioners could connect with Commissioner Baloun if they wished to contribute to the memorial.

Acting Chairman Pletcher also said that Carol was part of the Planning Commission even before he became a Commissioner and that she will be missed.

9. Adjourn: The meeting was adjourned by unanimous consent at 7:15 p.m.

Attest:

Matthew Fast, Building & Zoning Official

Brandon Pletcher, Acting Chairman

From: donna.torkelson@windommn.com
Sent: Monday, July 13, 2026 2:36 PM
To: Leesa Arndt
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event

08/04/2026

Location of Event

Windom Community Center

Start Time

05:00 pm

End Time

07:00 pm

Type of Event

Night to Unite

Applicant Information

Applicant Name

Jenny Quade

Address

902 5th Avenue
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 831-2678

Federal ID # - FEIN # or SSN #

999999999

MN ID #

99999999

Email

[REDACTED]

License Fee - None \$0.00

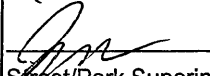
Street/Park Superintendent Recommends

☒

Approval

☐

Denial


Street/Park Superintendent

Police Chief Recommends

☒

Approval

☐

Denial


Police Chief

Application APPROVED this ____ day of _____, 20____.

Application DISAPPROVED this ____ day of _____, 20____.

City Council

Subject:
Date:

Permit Application for use of Amplification Equipment in Public
Monday, July 13, 2026 6:36:40 PM

Date of Event

08/05/2026

Location of Event

Cottonwood County Fairgrounds - Bus Barn

Start Time

05:00 pm

End Time

10:00 pm

Type of Event

Whitesidewalls - Band

Applicant Information

Applicant Name

Cottonwood County Agricultural Society (Fair Board)

Address

P O Box 391
Windom, Minnesota 56101
United States
[Map It](#)

Phone

Federal ID # - FEIN # or SSN #

MN ID #

Email

Would you like a copy of this form?

- Yes

License Fee - None \$0.00

Street/Park Superintendent Recommends

☒ Approval

☐ Denial

Street/Park Superintendent

Police Chief Recommends

☒ Approval

☐ Denial

Police Chief

Application APPROVED this ____ day of _____, 20____.

Application DISAPPROVED this ____ day of _____, 20____.

City Council

To: Leesa Arndt
Subject: Permit Application for use of Amplification Equipment in Public
Date: Monday, July 13, 2026 6:38:55 PM

Date of Event

08/06/2026

Location of Event

Cottonwood County Fairgrounds - Arena

Start Time

-01:00 pm

End Time

11:00 pm

Type of Event

Local Talent - Musical Performers

Applicant Information

Applicant Name

Cottonwood County Agricultural Society (Fair Board)

Address

P O Box 391
Windom, Minnesota 56101
United States
[Map It](#)

Phone

Federal ID # - FEIN # or SSN #

MN ID #

Email

Would you like a copy of this form?

• Yes

License Fee - None \$0.00

Street/Park Superintendent Recommends

☒ Approval

☐ Denial

Street/Park Superintendent

Police Chief Recommends

☒ Approval

☐ Denial

Police Chief

Application APPROVED this ____ day of _____, 20____.

Application DISAPPROVED this ____ day of _____, 20____.

City Council

To: Leesa Arndt
Subject: Permit Application for use of Amplification Equipment in Public
Date: Monday, July 13, 2026 6:41:15 PM

Date of Event

08/07/2026

Location of Event

Cottonwood County Fairgrounds - Arena

Start Time

05:00 pm

End Time

12:30 am

Type of Event

Hicktown Mafia - Band

Applicant Information

Applicant Name

Cottonwood County Agricultural Society (Fair Board)

Address

P O Box 391
Windom, Minnesota 56101
United States
[Map It](#)

Phone

[REDACTED]

Federal ID # - FEIN # or SSN #

[REDACTED]

MN ID #

[REDACTED]

Email

[REDACTED]

Would you like a copy of this form?

☒ Yes

License Fee - None \$0.00

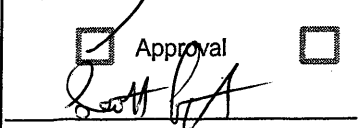
Street/Park Superintendent Recommends

☒ Approval ☐ Denial


Street/Park Superintendent

Police Chief Recommends

☒ Approval ☐ Denial


Police Chief

Application APPROVED this ____ day of ____, 20__.

Application DISAPPROVED this ____ day of ____, 20__.

City Council

To: Leesa Arndt
Subject: Permit Application for use of Amplification Equipment in Public
Date: Monday, July 13, 2026 6:43:21 PM

Date of Event

08/08/2026

Location of Event

Cottonwood County Fairgrounds - Arena

Start Time

05:30 pm

End Time

12:00 pm

Type of Event

Ragtown - Band

Applicant Information

Applicant Name

Cottonwood County Agricultural Society (Fair Board)

Address

P O Box 391
Windom, Minnesota 56101
United States
[Map It](#)

Phone

[REDACTED]

Federal ID # - FEIN # or SSN #

[REDACTED]

MN ID #

[REDACTED]

Email

[REDACTED]

Would you like a copy of this form?

• Yes

License Fee - None \$0.00

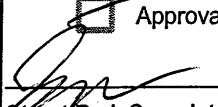
Street/Park Superintendent Recommends

☒

Approval

☐

Denial


Street/Park Superintendent

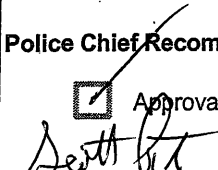
Police Chief Recommends

☒

Approval

☐

Denial


Police Chief

Application APPROVED this _____ day of _____, 20_____.

Application DISAPPROVED this _____ day of _____, 20_____.

City Council

LG240B Application to Conduct Excluded Bingo**No Fee**5/24
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: American Legion Aux Unit 206 Previous Gambling Permit Number: [REDACTED]
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: [REDACTED]
 Mailing Address: 1945 4th Ave
 City: Windom State: MN Zip: 56101 County: Cottonwood
 Name of Chief Executive Officer (CEO): Hebby Mann
 CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

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

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

☒ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☒ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

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

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☐ one of four or fewer bingo events held this year. Dates: _____**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☒ county fair Dates: 8/5/26 - 8/8/26☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Hebby Mann Daytime Phone: 507-822-1210Name of premises where bingo will be conducted: Legion BuildingPremises street address: 1480 8th AveCity: Windom If township, township name: _____ County: Cottonwood

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: Windom

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Debby Mau Date: 7/14/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Debby Mau

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113
 Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever Cottonwood County 0139

Previous Gambling Permit Number: X [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED]

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

Mailing Address: 290 10th Street

City: Bingham Lake State: MN Zip: 56118 County: Cottonwood

Name of Chief Executive Officer (CEO): Jerome Robillard

CEO Daytime Phone: [REDACTED]

CEO Email: [REDACTED]

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

Email permit to (if other than the CEO): [REDACTED]

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Windom Community Center

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

Check one:



City: Windom

Zip: 56101

County: Cottonwood



Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 12 2026

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Windom

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

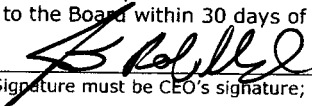
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 07/09/2026

(Signature must be CEO's signature; designee may not sign)

Print Name: Jerome Robillard

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Area Youth Football

Previous Gambling Permit Number: X- [REDACTED]

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 40269 310th St.

City: Storden State: MN Zip: 56174 County: Cottonwood

Name of Chief Executive Officer (CEO): Dustin Miller

CEO Daytime Phone: [REDACTED]

CEO Email: [REDACTED]

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Windom Country Club

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

Check one:

☒ City: Windom

Zip: 56101

County: Cottonwood

☐ Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 23, 2026

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

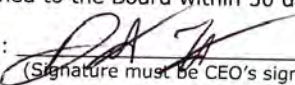
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7-5-26

(Signature must be CEO's signature; designee may not sign)

Print Name: Dustin Miller**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

Questions?

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

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

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

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



Windom, MN

Expense Approval Report

By Fund

Payment Dates 7/4/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41110-326	27.51
STEVE NASBY	7/8/2026	07/10/2026	Meal- Special City Council	100-41110-334	60.18
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	Closed / Summer Hours	100-41110-350	266.00
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	Sports	100-41110-350	97.80
Activity 41110 - Mayor & Council Total:					451.49
Activity: 41310 - Administration					
US BANK	113-9225343-6164208	07/06/2026	OFFICE SUPPLIES - CITY HALL	100-41310-200	-4.73
US BANK	113-9225343-6164208	07/06/2026	Jumbo Clips, Batteries	100-41310-200	23.54
US BANK	113-9225343-6164208	07/06/2026	Mailing Machine Magic Seal	100-41310-200	32.35
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	100-41310-200	6.00
WEX Health Inc	0002404841-IN	07/10/2026	Participant Fee (Admin) 100-4...	100-41310-217	143.50
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41310-321	72.85
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41310-326	317.21
US BANK	INV359740501	07/08/2026	Zoom Workplace Pro Monthly ..	100-41310-326	18.16
US BANK	JUNE 2026	07/06/2026	Credit Card Payment AUTHOR...	100-41310-433	30.00
Activity 41310 - Administration Total:					638.88
Activity: 41410 - Elections					
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	Filing Notice	100-41410-350	316.80
Activity 41410 - Elections Total:					316.80
Activity: 41910 - Building & Zoning					
WEX BANK	6/12/2026	06/16/2026	P&Z Fuel Charge	100-41910-212	120.99
VERIZON WIRELESS	6146898327	07/06/2026	822-1123	100-41910-321	41.42
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41910-321	58.32
Activity 41910 - Building & Zoning Total:					220.73
Activity: 41940 - City Hall					
US BANK	113-9225343-6164208	07/06/2026	Hand Towel Rolls	100-41940-211	74.12
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41940-381	482.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41940-382	78.25
MN ENERGY RESOURCES	5970060434	06/29/2026	Monthly Customer Charge	100-41940-383	49.19
HOMETOWN SANITATION SE...	0000667725	06/30/2026	City Hall	100-41940-384	124.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-41940-385	175.04
CRISTINA MAZARIEGOS	June 2026	07/10/2026	Cleaning	100-41940-406	975.00
Activity 41940 - City Hall Total:					1,958.58
Activity: 42120 - Crime Control					
AMAZON CAPITAL SERVICES, I...	13NW-1Y67-YLDF	07/06/2026	SUIN 1-inch 3 Ring Binder with...	100-42120-200	33.58
AMAZON CAPITAL SERVICES, I...	1DH9-DJLF-GX4F	07/06/2026	210A Toner Cartridges 4 Pack ...	100-42120-200	104.49
INDOFF, INC	3869357	07/13/2026	BOI510A Boise POLARIS 8-1/2"...	100-42120-200	67.90
DEVIN KOPPERUD	175866	07/13/2026	Airfare: TicketCharge -coach f...	100-42120-212	50.67
KWIK TRIP INC & SUBSIDIARIES	June 2026	07/07/2026	3452304	100-42120-212	1,663.91
KWIK TRIP INC & SUBSIDIARIES	June 2026	07/07/2026	3452304	100-42120-212	-120.07
WEX BANK	Police June 2026	07/02/2026	Police	100-42120-212	-17.09
WEX BANK	Police June 2026	07/02/2026	Police	100-42120-212	943.53
AT & T MOBILITY	287293102788X07032026	07/09/2026	Wireless	100-42120-321	936.77
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42120-321	29.41
ALPHA WIRELESS - MANKATO...	34589	07/07/2026	Agreement Monthly Mainten...	100-42120-323	120.00
COTTONWOOD CO AUD/TREAS	26070446	07/13/2026	Dispatch Fees	100-42120-325	5,649.75
LANGUAGE LINE SERVICES, INC	11975461	07/13/2026	OVER-THE-PHONE INTERPRET...	100-42120-327	17.50
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	DYK Ad	100-42120-340	412.10
CRYSTAL CLEAN CAR WASH LLC	1300	07/08/2026	Car Wash Services	100-42120-405	77.00
ALEX HAUGLID	1756	07/13/2026	Ford explorer unit 26-2	100-42120-405	600.00
COTTONWOOD CO AUD/TREAS	August 2026	07/15/2026	Jail Rent	100-42120-412	2,152.50

Expense Approval Report

Payment Dates: 7/4/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FLEET SERVICES DIVISION	2026110001	07/01/2026	MONTHLY LEASE RENT	100-42120-419	5,187.39
ENTERPRISE FM TRUST	613153-070326 Police	07/13/2026	Lease Charge (Full Month): Re...	100-42120-419	517.69
US BANK	35007312714082	06/29/2026	Renewal NetCloud Mobile Ess...	100-42120-433	639.00
US BANK	2332369	06/29/2026	Donna W - New Badge	100-42120-480	35.00
Activity 42120 - Crime Control Total:					19,101.03

Activity: 42220 - Fire Fighting

US BANK	US02309725	07/07/2026	Cleaning Head Module for Ro...	100-42220-211	96.18
WEX BANK	FIRE JUNE 2026	07/02/2026	FIRE	100-42220-212	741.34
RUNNINGS SUPPLY, INC	4579224	06/16/2026	FLAG POLYCOTTON FLAG 3PC ...	100-42220-215	94.95
SCHWALBACH HARDWARE	553091	06/22/2026	MARKING PAINT PL BLUE SB	100-42220-215	19.98
RUNNINGS SUPPLY, INC	4574810	06/04/2026	SPRING WATER RUNNINGS .5L...	100-42220-217	52.35
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42220-321	43.02
COTTONWOOD CO AUD/TREAS	26070446	07/13/2026	Dispatch Fees	100-42220-325	94.50
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42220-381	447.44
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42220-382	19.46
MN ENERGY RESOURCES	5963051292	06/29/2026	Monthly Customer Charge	100-42220-383	218.80
HOMETOWN SANITATION SE...	0000667770	06/30/2026	EMS Building	100-42220-384	49.99
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42220-385	44.37
SCHWALBACH HARDWARE	553046	06/22/2026	BATTERY 303/357 3PK	100-42220-404	13.99
O'REILLY AUTOMOTIVE, INC	4425-473711	06/30/2026	MINI BULB Unit 23	100-42220-405	13.36
SCHWALBACH HARDWARE	552783	06/16/2026	ANTIFREEZE PEAK RTU GAL	100-42220-405	27.98
US BANK	#111-2551548-4197029	07/07/2026	Advance XI054C150V054BST1...	100-42220-406	33.75
JORDAN BUSSA	02-06/28/2026	06/30/2026	Lawn Mowing of Emergency S...	100-42220-406	300.00
US BANK	634171	07/07/2026	2 X BSL310C Bodine (BSL310C...	100-42220-406	163.93
Activity 42220 - Fire Fighting Total:					2,475.39

Activity: 42500 - Civil Defense

ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-42500-381	36.65
Activity 42500 - Civil Defense Total:					36.65

Activity: 43100 - Streets

WEX BANK	Street June 2026	07/02/2026	Street / Parks	100-43100-212	-18.77
WEX BANK	Street June 2026	07/02/2026	Street / Parks	100-43100-212	1,036.41
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-217	100.00
ULINE SHIPPING SUPPLY SPEC...	209960011	07/06/2026	COOLING TOWEL RANGER HA...	100-43100-218	162.63
COTTONWOOD CO SOLID WA...	2681294	07/07/2026	Medium Brush	100-43100-224	10.00
COTTONWOOD CO SOLID WA...	2681296	07/07/2026	Medium Brush	100-43100-224	10.00
COTTONWOOD CO SOLID WA...	2681314	07/07/2026	Medium Brush	100-43100-224	10.00
COTTONWOOD CO SOLID WA...	2681316	07/07/2026	Medium Brush	100-43100-224	10.00
WINDOM AUTO VALUE	34335194	07/06/2026	CLMP LCKNG 6R 6/REG	100-43100-241	39.90
WINDOM AUTO VALUE	34335394	07/06/2026	CLMP LCKNG 11R 11/RE	100-43100-241	69.90
WINDOM AUTO VALUE	34335756	07/06/2026	3/8 RET. CLIP KIT 3/	100-43100-241	6.99
VERIZON WIRELESS	6146898327	07/06/2026	822-0783	100-43100-321	42.25
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-321	20.55
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	DYK- Weed Control	100-43100-350	90.75
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-381	1,555.71
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-381	279.55
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-382	22.49
MN ENERGY RESOURCES	5959274292	06/29/2026	Monthly Customer Charge	100-43100-383	49.27
HOMETOWN SANITATION SE...	0000667726	06/30/2026	Street Dept	100-43100-384	126.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-43100-385	50.91
SCHWALBACH HARDWARE	552869	06/16/2026	BEND J PVC 1.5X1.5SJ BAG	100-43100-401	17.58
SCHWALBACH HARDWARE	552871	06/16/2026	NUT SJ 1.5x1.5" PVC BULK	100-43100-401	15.17
SCHWALBACH HARDWARE	552927	06/26/2026	CAULK DFLEX230 WHT10.10Z	100-43100-401	7.59
JOHNSON HARDWARE	16319	07/06/2026	Oil	100-43100-404	26.38
JOHNSON HARDWARE	16716	07/06/2026	EFL DS 2400T /TR IMMER	100-43100-404	329.00
JOHNSON HARDWARE	16717	07/06/2026	A IMMER HEAD	100-43100-404	36.95
US BANK	306153534031975	06/04/2026	59011 0037 Belt Jackson Cycle	100-43100-404	188.86
WINDOM AUTO VALUE	34336379	07/06/2026	BATTERY	100-43100-404	179.99
WINDOM AUTO VALUE	34336380	07/06/2026	BATTERY	100-43100-404	-18.00
WINDOM AUTO VALUE	34335191	07/06/2026	HD HYDRAULIC FARM	100-43100-405	-3.90

Expense Approval Report

Payment Dates: 7/4/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALUE	34336055	07/06/2026	THIS TICKET CONTAINS PARTS ...	100-43100-405	6.61
Activity 43100 - Streets Total:					4,461.75
Activity: 45120 - Recreation					
WINDOM AREA SCHOOLS	3426	07/10/2026	1/3 COST SHARING FOR TURF ...	100-45120-215	5,333.33
SCHWALBACH HARDWARE	552595	06/09/2026	HOSE NOZZLE 3/4" GHT	100-45120-217	11.99
US BANK	8904821	07/07/2026	CH Baseball Heavy Duty Ancho..	100-45120-217	864.19
WINDOM AREA SCHOOLS	3416	07/01/2026	CE CATALOG AD FULL PAGE -	100-45120-340	240.00
Activity 45120 - Recreation Total:					6,449.51
Activity: 45202 - Park Areas					
SCHWALBACH HARDWARE	K52322	06/02/2026	GLUE ALLPURP WELDIT 10Z	100-45202-200	4.59
SCHWALBACH HARDWARE	K524351	06/03/2026	BATTERY ALKLN AAA CD8 ACE	100-45202-200	9.99
SCHWALBACH HARDWARE	552762	06/12/2026	ACIDIC TLT BWL CLNR 32OZ	100-45202-211	7.99
WEX BANK	Street June 2026	07/02/2026	Street / Parks	100-45202-212	186.95
SCHWALBACH HARDWARE	552472	06/08/2026	SMELLS BEGONE BREEZE15OZ	100-45202-216	13.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-45202-326	266.67
SCHWALBACH HARDWARE	522693	06/11/2026	5028441	100-45202-340	29.95
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-45202-381	923.85
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-45202-382	242.15
HOMETOWN SANITATION SE...	0000667727	06/30/2026	Square	100-45202-384	74.99
HOMETOWN SANITATION SE...	0000667740	06/30/2026	Island Park	100-45202-384	101.96
HOMETOWN SANITATION SE...	0000667741	06/30/2026	Tegels Park	100-45202-384	236.80
HOMETOWN SANITATION SE...	0000667742	06/30/2026	WRA	100-45202-384	109.99
HOMETOWN SANITATION SE...	0000667743	06/30/2026	Kastle Kingdom	100-45202-384	89.98
HOMETOWN SANITATION SE...	0000667752	06/30/2026	Mayflower Park	100-45202-384	51.98
HOMETOWN SANITATION SE...	0000667776	06/30/2026	Abby Park	100-45202-384	24.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	100-45202-385	303.76
BRENT HANSON	12202	07/13/2026	Kastle Kingdom Service Call	100-45202-402	97.00
SCHWALBACH HARDWARE	552867	06/16/2026	SILICONE W&D CLEAR 9.8OZ	100-45202-402	12.99
SCHWALBACH HARDWARE	553110	06/23/2026	QTVALVE5/80DX3/80DSTRLE	100-45202-402	15.99
SCHWALBACH HARDWARE	553121	06/23/2026	KEY KWIKSET KW1-ACE250PK	100-45202-402	19.96
SMITH AUTOMOTIVE CO	#50291	07/14/2026	2 TIRES 1 - Mount 2 TIRES Tec...	100-45202-404	26.55
WINDOM TOWING LLC	18818	07/06/2026	TIRE DISMOUNT	100-45202-404	23.74
RUNNINGS SUPPLY, INC	4578056	06/11/2026	TRIMMER LINE .095 797' SPO...	100-45202-404	86.98
BAUER BUILT	830186300	07/06/2026	#26 1200-12 6 MULTI TRAC C/...	100-45202-404	316.00
SCHWALBACH HARDWARE	552641	06/10/2026	CHAIN COIL 1/4" ZN 100	100-45202-406	86.61
Activity 45202 - Park Areas Total:					3,366.38
Fund 100 - GENERAL Total:					39,477.19
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	#111-2840597-5961811	07/01/2026	Prizes for Summer Reading	211-45501-200	165.45
US BANK	#114-1283773-4161855	07/01/2026	Laminating Pouches, 200 Cou...	211-45501-200	31.25
US BANK	#114-8345624-7268265	07/01/2026	DVD Order	211-45501-200	62.17
SCHWALBACH HARDWARE	553113	06/23/2026	BATH HOOK WHT 4-1/8" L	211-45501-200	13.18
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	211-45501-321	166.83
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	211-45501-326	95.00
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	DYK Ads	211-45501-350	254.25
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	211-45501-381	296.23
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	211-45501-382	21.24
MN ENERGY RESOURCES	5967711907	06/29/2026	Local Distribution Service Mon...	211-45501-383	45.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	211-45501-385	46.79
US BANK	#17097	07/01/2026	Captured Invoice from J & K W..	211-45501-402	50.00
VESTIS GROUP, INC	2560506922	07/02/2026	LOGO MAT	211-45501-402	49.12
SCHWALBACH HARDWARE	552245	06/18/2026	ROUNDUP WEED & GRASS KIL	211-45501-402	59.74
SCHWALBACH HARDWARE	552910	06/17/2026	WATER COOLER REPAIR	211-45501-402	220.49
CRISTINA MAZARIEGOS	June 2026	07/10/2026	Cleaning	211-45501-402	675.00
US BANK	MPL00060863	07/02/2026	Recipe Magazine	211-45501-433	33.95
MICROMARKETING, LLC	#1013052	07/07/2026	Pre-Pack Order	211-45501-435	51.14
MICROMARKETING, LLC	#1013665	07/13/2026	Night We Met, Let Them Theo...	211-45501-435	81.54
US BANK	#114-0148511-6078652	07/01/2026	Book Order	211-45501-435	8.98

Expense Approval Report

Payment Dates: 7/4/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	#114-1278991-9853851	07/01/2026	Book Order	211-45501-435	6.41
US BANK	#114-3983936-3525842	07/01/2026	Book Order	211-45501-435	7.46
US BANK	#114-6539786-5928218	07/01/2026	DVD Order	211-45501-435	53.96
US BANK	#114-8345624-7268265	07/01/2026	DVD Order	211-45501-435	73.58
US BANK	114-8345624-7268265	07/02/2026	Amazon Refund for DVD	211-45501-435	-6.03
INGRAM INDUSTRIES	97647252	07/07/2026	JOHANSEN WAIT & SEE	211-45501-435	256.26
INGRAM INDUSTRIES	97647253	07/07/2026	JACKSON	211-45501-435	58.27
INGRAM INDUSTRIES	97668105	07/07/2026	ROBERTS BLACK HILLS	211-45501-435	56.08
INGRAM INDUSTRIES	97771559	07/13/2026	LAUREN C ROMANCE REVIV O...	211-45501-435	25.24
INGRAM INDUSTRIES	97826708	07/13/2026	CASTILLO DARK PATH & O ON...	211-45501-435	26.36
Activity 45501 - Library Total:					2,984.94
Fund 211 - LIBRARY Total:					2,984.94

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	June 1 2026 to June 30 2026 A...	07/02/2026	Airport Water	225-45127-200	67.45
DOOLEY'S PETROLEUM, INC	892443	07/06/2026	Av Gas	225-45127-264	19,240.00
SOUTH CENTRAL ELECTRIC	05-01-26 to 05-31-26 Airport	06/23/2026	SCE Delivery Charge-Energy	225-45127-381	152.63
SOUTH CENTRAL ELECTRIC	05-01-26 to 5-31-26 Airport 2	06/23/2026	Facility Charge	225-45127-381	297.00
SCHWALBACH HARDWARE	552433	06/08/2026	ELMT GRD EXT LL 4X	225-45127-402	39.45
ENTERPRISE FM TRUST	613153-070326 Airport	07/13/2026	Lease Charge (Full Month): Re...	225-45127-419	297.74
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	Airport Zoning	225-45127-480	92.65
Activity 45127 - Airport Total:					20,186.92

Activity: 49950 - Capital Outlay

SEH	511149	07/07/2026	Airport Zoning Enactment	225-49950-500	9,600.00
Activity 49950 - Capital Outlay Total:					9,600.00
Fund 225 - AIRPORT Total:					29,786.92

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	Ambulance- June 2026	07/02/2026	AMBULANCE	235-42153-212	-85.78
WEX BANK	Ambulance- June 2026	07/02/2026	AMBULANCE	235-42153-212	4,735.65
AMAZON CAPITAL SERVICES, I...	1FT3-4JPP-H4HM	07/02/2026	Alcedo Sharps Container for H...	235-42153-217	67.01
LINDE GAS & EQUIPMENT INC.	57652898	07/02/2026	MED HIGH PRESSURE < 50CF	235-42153-261	976.74
WINDOM AREA HEALTH	734-0024-06-2026-03	07/07/2026	NURSING TRANSFER REIMB	235-42153-312	3,613.15
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	235-42153-321	28.68
COTTONWOOD CO AUD/TREAS	26070446	07/13/2026	Dispatch Fees	235-42153-325	1,368.00
US BANK	05/20/22026 Water/Chocolate	06/30/2026	HYV GRN 24PK PURI 7545006...	235-42153-334	21.64
US BANK	05-24-26 Snacks	06/30/2026	RICE KRISPIF	235-42153-334	20.85
AMBER SVOBODA	6/30/2026	07/06/2026	Ambulance Meals	235-42153-334	26.80
JODI JOHNSON	7/2/2026- 7/6/2026	07/06/2026	Ambulance Meals	235-42153-334	101.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	235-42153-381	298.29
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	235-42153-382	12.98
MN ENERGY RESOURCES	5963051292	06/29/2026	Monthly Customer Charge	235-42153-383	145.87
HOMETOWN SANITATION SE...	0000667770	06/30/2026	EMS Building	235-42153-384	50.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	235-42153-385	29.58
US BANK	31903799	06/11/2026	Ambulance Back Up Alarm on...	235-42153-405	34.82
PAUL MARSH	37449	07/02/2026	ENGINE OIL 10w30 Unit 29	235-42153-405	942.61
US BANK	#111-2551548-4197029	07/07/2026	Advance XI054C150V054BST1...	235-42153-406	33.75
JORDAN BUSSA	02-06/28/2026	06/30/2026	Lawn Mowing of Emergency S...	235-42153-406	300.00
US BANK	634171	07/07/2026	2 X BSL310C Bodine (BSL310C...	235-42153-406	163.92
MN REVENUE	1-752-622-096	07/10/2026	Minnesota Care Tax	235-42153-460	2,000.00
Activity 42153 - Ambulance Total:					14,886.54
Fund 235 - AMBULANCE Total:					14,886.54

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3869331	07/13/2026	J. Hansen Name Plate	250-46520-200	78.00
SONYA WILT	2034	07/06/2026	Contract Hours	250-46520-301	4,792.50
KENNEDY & GRAVEN , CHART...	194109	07/02/2026	WADC Loan Next Step Broadc...	250-46520-304	840.50
VERIZON WIRELESS	6146898327	07/06/2026	822-5918	250-46520-321	41.42

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	250-46520-321	58.32
FORUM COMMUNICATIONS ...	STCOW20626	07/06/2026	Windom RiverFest 2026 2 X 2....	250-46520-340	75.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	250-46520-381	57.56
Activity 46520 - EDA Total:					5,943.30
Fund 250 - EDA GENERAL Total:					5,943.30

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	05-01-26 to 05-31-2026 EDA	06/23/2026	Facility Charge	254-46520-381	142.00
Activity 46520 - EDA Total:					142.00
Fund 254 - NORTH IND PARK Total:					142.00

Fund: 309 - 2025 STREET PROJECT

Activity: 41000 - General Government

CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	Alley Improvement	309-41000-480	147.15
Activity 41000 - General Government Total:					147.15
Fund 309 - 2025 STREET PROJECT Total:					147.15

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

ABDO LLP	526564	07/08/2026	2026 Compensation Study	401-49950-500	6,420.00
RON'S ELECTRIC INC	157258	07/13/2026	OCCUPANCY SENSORS	401-49950-504	351.24
ELITE MECHANICAL SYSTEMS ...	39327	07/06/2026	Labor	401-49950-504	11,002.98
Activity 49950 - Capital Outlay Total:					17,774.22
Fund 401 - GENERAL CAPITAL PROJECTS Total:					17,774.22

Fund: 601 - WATER

Activity: 49400 - Water

WEX BANK	WATER JUNE 2026	07/02/2026	WATER	601-49400-212	447.45
DACOTAH PAPER CO	140145	07/02/2026	8" X 425' Kleenex 1-Ply Hard R...	601-49400-217	187.86
RUNNINGS SUPPLY, INC	4581259	06/22/2026	ANTIFRZE DUREX 50/50 EXT LI...	601-49400-217	50.96
RED ROCK RURAL WATER	June 1 2026 to July 1 2026 Jo...	07/02/2026	Water Usage	601-49400-217	49.40
RUNNINGS SUPPLY, INC	4584593	06/26/2026	TAPE HVAC FOIL FIBERGLASS 2...	601-49400-227	30.99
SCHWALBACH HARDWARE	553123	06/23/2026	SCREEN PET 36X84 BLK	601-49400-227	23.35
BARR ENGINEERING CO.	23171011.00 4	07/14/2026	Engineer / Scientist / Specialist..	601-49400-303	980.50
CARQUEST - SMITH AUTO SUP...	003692	07/07/2026	ship package W43	601-49400-310	17.48
MN VALLEY TESTING	1366428	07/10/2026	COLIFORM COLILERT	601-49400-310	77.50
CORE & MAIN LP	INV0032560	07/14/2026	Nycon Products 5" Wide Alum...	601-49400-310	476.21
VERIZON WIRELESS	6146898327	07/06/2026	822-1854	601-49400-321	51.42
VERIZON WIRELESS	6146898327	07/06/2026	822-4356	601-49400-321	40.01
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-321	51.66
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	601-49400-322	300.16
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-326	95.00
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	601-49400-326	1,091.51
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	601-49400-326	160.40
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-381	4,486.91
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-382	20.94
MN ENERGY RESOURCES	5967821156	06/29/2026	Monthly Customer Charge	601-49400-383	122.90
MN ENERGY RESOURCES	5969350412	06/29/2026	Monthly Customer Charge	601-49400-383	26.89
HOMETOWN SANITATION SE...	0000667729	06/30/2026	Wastewater	601-49400-384	131.99
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-385	45.80
STANTEC CONSULTING SERVI...	2585139	07/02/2026	professional services	601-49400-386	1,471.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	601-49400-386	869.86
US BANK	05-14762-46340	07/06/2026	Lau Blower/Fan Wheel, 1/2"B...	601-49400-402	31.28
DICKS WELDING INC	75917	07/06/2026	Captured Invoice from DICKS...	601-49400-408	30.00
MN RURAL WATER ASSOC	8/2026-7/2027	07/07/2026	Associate Membership	601-49400-433	425.00
Activity 49400 - Water Total:					12,311.93
Fund 601 - WATER Total:					12,311.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
WEX BANK	SEWER JUNE 2026	07/02/2026	SEWER	602-49450-212	203.70
DACOTAH PAPER CO	140145	07/02/2026	8" X 425' Kleenex 1-Ply Hard R...	602-49450-217	187.86
MN VALLEY TESTING	1365119	07/07/2026	BOD CARBONACEOUS	602-49450-310	146.00
MN VALLEY TESTING	1365437	07/06/2026	BOD CARBONACEOUS	602-49450-310	170.80
MN VALLEY TESTING	1365620	07/07/2026	BOD CARBONACEOUS	602-49450-310	266.80
MN VALLEY TESTING	1366030	07/08/2026	BOD CARBONACEOUS	602-49450-310	266.80
MN VALLEY TESTING	1366101	07/08/2026	BOD CARBONACEOUS	602-49450-310	126.00
MN VALLEY TESTING	1366270	07/09/2026	BICARBONATE	602-49450-310	141.60
MN VALLEY TESTING	1366282	07/09/2026	BOD CARBONACEOUS	602-49450-310	170.80
CORE & MAIN LP	INV0032560	07/14/2026	Nycon Products 5" Wide Alum...	602-49450-310	476.20
VERIZON WIRELESS	6146898327	07/06/2026	832-0212	602-49450-321	40.01
VERIZON WIRELESS	6146898327	07/06/2026	832-0222	602-49450-321	40.01
VERIZON WIRELESS	6146898327	07/06/2026	822-1674	602-49450-321	41.42
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	602-49450-321	175.04
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	602-49450-322	300.14
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	602-49450-326	95.00
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	602-49450-326	1,091.51
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	602-49450-326	160.40
SOUTH CENTRAL ELECTRIC	05-01-26 to 05-31-26 SEWER	06/23/2026	General Service Multi Phase ...	602-49450-381	143.12
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	602-49450-381	9,413.23
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	602-49450-382	311.76
MN ENERGY RESOURCES	5961956331	06/29/2026	Monthly Customer Charge	602-49450-383	24.84
MN ENERGY RESOURCES	5963803385	06/29/2026	Monthly Customer Charge	602-49450-383	231.74
MN ENERGY RESOURCES	5964774233	06/29/2026	Monthly Customer Charge	602-49450-383	20.09
MN ENERGY RESOURCES	5966240428	06/29/2026	Monthly Customer Charge	602-49450-383	26.32
GDF ENTERPRISES, INC	A30809	07/09/2026	109-2339 MOTION CONTROL ...	602-49450-406	128.88
GOPHER STATE ONE CALL	6060854	07/02/2026	JUNE 2026	602-49450-408	116.10
US BANK	PLP15834	07/06/2026	Schauer JAC2024H-PS & 2060...	602-49450-408	369.00
INTERSTATE POWER SYSTEMS	R024098211 01	07/07/2026	FIELD - GENERATOR LABOR	602-49450-408	1,037.50

Activity 49450 - Sewer Total: 16,440.17

Fund 602 - SEWER Total: 16,440.17

Fund: 604 - ELECTRIC

WESCO DISTRIBUTION, INC	717726	07/09/2026	FPAC PSE-3-42100 15KV, 95KV...	604-14200	15,535.35
ELECTRIC FUND	791	07/13/2026	STRAIN INSULATOR 5'	604-14200	30.37
BORDER STATES	932751377	07/09/2026	RAY GILS-4/0 GEL IN LINE SP -	604-14200	384.84
ELECTRIC FUND	1190	07/07/2026	" INNER DUCT 1 1/2 RED SCH ...	604-16300	8,506.17
SCOTT VEENKER	32684	07/02/2026	Excavator time (50,000 #-) Duf...	604-16300	2,027.95
ZOILA L MUNOZ PEREZ	00017450-9	07/10/2026	Prepayment Refund	604-22000	133.69
CARLOS LOPEZ	000333327-3	07/10/2026	Carlos Lopez	604-22000	13.72
CARLOS OSORNIO	00056623-0	07/10/2026	Carlos Lopez	604-22000	300.00

26,932.09

Activity: 49550 - Electric

WEX BANK	ELECTRIC JUNE 2026	07/02/2026	ELECTRIC	604-49550-212	720.16
LOCATORS & SUPPLIES, INC	0327925-IN	07/02/2026	AER-256 Red Construction Ma...	604-49550-217	415.48
RUNNINGS SUPPLY, INC	4575042	06/05/2026	GLOVES HIGH VIS DIPPED L MI...	604-49550-217	13.98
SCHWALBACH HARDWARE	55240012	06/04/2026	OSC BLD SET UF GP 5PC	604-49550-241	121.74
SCHWALBACH HARDWARE	5524131M	06/04/2026	RAKE BOW FIBER 16T ACE	604-49550-241	73.98
SCHWALBACH HARDWARE	552872	06/16/2026	SGM RM DIAM SAW BLDE 14"	604-49550-241	179.99
CMP - CENTRAL MUNICIPAL P...	8298	07/13/2026	ENERGY ENERGY SUPPLY	604-49550-263	36,182.47
CMP - CENTRAL MUNICIPAL P...	8298	07/13/2026	ENERGY ENERGY SUPPLY	604-49550-263	219,695.44
DEPARTMENT OF ENERGY	BFPB000800626	07/07/2026	BASE DEMAND CHARGES	604-49550-263	118,817.60
STAR ENERGY SERVICES LLC	26807	07/07/2026	6/1/2026 Star Engineering - D...	604-49550-303	438.75
CMP - CENTRAL MUNICIPAL P...	8298	07/13/2026	ENERGY ENERGY SUPPLY	604-49550-303	1,099.50
MN MUNICIPAL UTILITIES ASS...	69283	07/07/2026	Member registration (Cody Mi...	604-49550-308	1,170.00
SKARSHAUG TESTING LAB	296621	07/06/2026	Pr. Glove Clean/Test/Seal@ 2...	604-49550-310	467.96
VERIZON WIRELESS	6146898327	07/06/2026	822-7572	604-49550-321	40.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	6146898327	07/06/2026	822-5140	604-49550-321	40.01
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	604-49550-321	51.63
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	604-49550-322	300.16
OZ GROUP INC	5073176-070126	07/02/2026	Answering Service for July 20...	604-49550-325	153.27
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	604-49550-326	114.66
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	604-49550-326	2,176.49
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	604-49550-326	160.40
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	604-49550-381	125.83
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	604-49550-382	153.97
MN ENERGY RESOURCES	5965307304	06/29/2026	Monthly Customer Charge	604-49550-383	49.11
HOMETOWN SANITATION SE...	0000667730	06/30/2026	Electric Shop	604-49550-384	127.99
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	604-49550-385	223.99
AMAZON CAPITAL SERVICES, I...	1KW3-PGMK-6HWR	07/02/2026	KLEIN TOOLS 60585 Work Glo...	604-49550-402	62.12
RUNNINGS SUPPLY, INC	4575496	06/08/2026	CONCRETE MIX	604-49550-402	21.56
RUNNINGS SUPPLY, INC	4586447	06/30/2026	POLYCUT BLADES WHITE 12PK	604-49550-402	13.99
RD OFFUTT COMPANY	W2532804	07/09/2026	COOL-GARD-II	604-49550-404	3,613.63
SCHWALBACH HARDWARE	552702	06/11/2026	WINDSHIELD WASH ACE GAL -...	604-49550-405	4.99
SCHWALBACH HARDWARE	552039	06/26/2026	STICK FLAG8"X12"	604-49550-406	14.36
SCHWALBACH HARDWARE	552420	06/04/2026	HOSE ADPTR 3/4MGHX3 / 4M...	604-49550-406	314.91
SCHWALBACH HARDWARE	552426	06/04/2026	WATER HOSE ELBOW 90DEG	604-49550-406	33.97
SCHWALBACH HARDWARE	552684	06/11/2026	OSCILLTNG SPRNKL R 4000SF	604-49550-406	71.98
SCHWALBACH HARDWARE	Y74629	06/04/2026	KINKFREE HOSE SVR ACE 9"	604-49550-406	-23.98
ELECTRIC FUND	1188	07/07/2026	GROUND MLDG. 1/2" X 8	604-49550-408	1,464.03
ELECTRIC FUND	1189	07/07/2026	FUSE LINK 3 AMP	604-49550-408	8.46
ELECTRIC FUND	1191	07/08/2026	LED PHOTO CONTROL EK4536-...	604-49550-408	21.34
ELECTRIC FUND	1192	07/08/2026	STRANDED 2 COPPER 125FT R...	604-49550-408	200.25
ELECTRIC FUND	1193	07/08/2026	OH 10 KVA 240V	604-49550-408	370.00
ELECTRIC FUND	1194	07/13/2026	VINAL ELECTRIC TAPE 33- SUP...	604-49550-408	12.15
SCOTT VEENKER	32696	07/02/2026	Class 5 Gravel (per ton) mater...	604-49550-408	305.69
RUNNINGS SUPPLY, INC	4577813	06/11/2026	DRAIN TILE COUPLER 4"	604-49550-408	16.57
CMP - CENTRAL MUNICIPAL P...	8298	07/13/2026	ENERGY ENERGY SUPPLY	604-49550-450	3,819.16
WINDOM AREA DEVELOPMEN...July 2026		07/02/2026	Industrial Development	604-49550-491	1,200.00
Activity 49550 - Electric Total:					395,694.75
Fund 604 - ELECTRIC Total:					422,626.84

Fund: 609 - LIQUOR STORE

MIKE OR MARLENE SIMON	189332	07/13/2026	-9 BUSCH LT 24C	609-37840	575.06
					575.06

Activity: 49751 - Liquor Store

INDOFF, INC	3869872	07/13/2026	Thermal Paper Rolls - 3" X 230'..	609-49751-200	162.99
VESTIS GROUP, INC	2560506924	07/02/2026	BAG STAND TALL	609-49751-211	78.76
MAVERICK BEVERAGE COMP...	#INV1749600	07/02/2026	Freight - Out of State	609-49751-251	594.00
JOHNSON BROS.	1089106	07/01/2026	Kinky Liq Blackberry 10/Slv No...	609-49751-251	240.00
JOHNSON BROS.	1089107	07/01/2026	Cuervo Auth Marg Ds Strawbe...	609-49751-251	1,853.56
JOHNSON BROS.	1094065	07/09/2026	1800 Tequila Cristalino 750ml...	609-49751-251	7,540.75
BREAKTHRU BEVERAGE MN W...	127731323	07/02/2026	BLANTONS SINGLE BARREL B...	609-49751-251	1,842.55
BREAKTHRU BEVERAGE MINN...	127733895	07/02/2026	MONACO TEQUILA COCKTAIL ...	609-49751-251	267.00
DOLL DISTRIBUTING, LLC	2083726	07/02/2026	RADEBRGR 16.9OZ 6PKC	609-49751-251	144.30
DOLL DISTRIBUTING, LLC	2088237	07/07/2026	SURFSIDE BLK CHRY 4PKC	609-49751-251	54.00
DOLL DISTRIBUTING, LLC	2089545	07/09/2026	BIG GRV EDDY VP14 12P	609-49751-251	3,618.80
SOUTHERN GLAZER'S OF MN	2776534	07/02/2026	DIRTY SHIRLEY CKTL CHRY LU...	609-49751-251	660.11
SOUTHERN GLAZER'S OF MN	2779105	07/09/2026	ABSOLUT RTD OSA(CM/WCP)/...	609-49751-251	1,839.22
SOUTHERN GLAZER'S OF MN	2779106	07/09/2026	99 PEPPERMINT SCHNAPPS 99...	609-49751-251	0.01
SOUTHERN GLAZER'S OF MN	2779106	07/09/2026	99 PEPPERMINT SCHNAPPS 99...	609-49751-251	-0.01
SOUTHERN GLAZER'S OF MN	2779107	07/09/2026	FRANZIA CHILLABLE RED BIB	609-49751-251	331.00
BEVERAGE WHOLESALERS	443370	07/08/2026	3RD MN GOLD 2/12/16 CN	609-49751-251	3,606.20
SOUTHERN GLAZER'S OF MN	5141472	07/02/2026	99 PEACHES SCHNAPPS99PET...	609-49751-251	162.40
SOUTHERN GLAZER'S OF MN	5141473	07/02/2026	BASIL HAYDENS BBN 10YR 80 ...	609-49751-251	784.73
PHILLIPS WINE & SPIRITS	5198935	07/01/2026	Buzzballz Berry Cherry Limead...	609-49751-251	1,091.87

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	5202551	07/09/2026	Clase Azul Reposado Tequila 7...	609-49751-251	875.15
DOLL DISTRIBUTING, LLC	2083726	07/02/2026	RADEBRGR 16.90Z 6PKC	609-49751-252	12,626.55
DOLL DISTRIBUTING, LLC	2089545	07/09/2026	BIG GRV EDDY VP14 12P	609-49751-252	4,608.75
ARTISAN BEER COMPANY	3868768	07/01/2026	Cwb Mudpuppy Porter 4/6pk ...	609-49751-252	33.85
ARTISAN BEER COMPANY	3870630	07/09/2026	Gray Duck Seltzer Variety 2/1...	609-49751-252	30.75
BEVERAGE WHOLESALERS	442298	07/02/2026	A0 2/12CN CRISP APPLE	609-49751-252	10,166.75
BEVERAGE WHOLESALERS	443370	07/08/2026	3RD MN GOLD 2/12/16 CN	609-49751-252	6,815.57
DOLL DISTRIBUTING, LLC	921242	07/02/2026	BUSCH LT 24 PK CAN	609-49751-252	-150.80
PAINTED PRAIRIE VINEYARD	#000353	07/07/2026	WS LaCrescent 23	609-49751-253	129.00
MAVERICK BEVERAGE COMP...	#INV1749600	07/02/2026	Freight - Out of State	609-49751-253	84.00
JOHNSON BROS.	1089108	07/01/2026	Apothic Pinot Noir 750ml/12	609-49751-253	1,192.42
JOHNSON BROS.	1094066	07/09/2026	Andre Strawberry Mimosa 75...	609-49751-253	1,133.35
BREAKTHRU BEVERAGE MN W...	127731323	07/02/2026	BLANTONS SINGLE BARREL B...	609-49751-253	544.00
SOUTHERN GLAZER'S OF MN	2776535	07/02/2026	FRANZIA PINOT NOIR BIB	609-49751-253	172.25
SOUTHERN GLAZER'S OF MN	5141474	07/02/2026	FUEL BY FRANZIA AFTERBURN...	609-49751-253	24.00
PHILLIPS WINE & SPIRITS	5198936	07/01/2026	Bota Box Cabernet Sauv 3.01/3	609-49751-253	273.60
PHILLIPS WINE & SPIRITS	5202552	07/09/2026	Buzzballz Chiller Bent Banana ...	609-49751-253	1,003.00
ATLANTIC COCA-COLA	1000180906	07/09/2026	COKE 200Z Item #: 115001 UP...	609-49751-254	186.80
JOHNSON BROS.	1094066	07/09/2026	Andre Strawberry Mimosa 75...	609-49751-254	37.00
BREAKTHRU BEVERAGE MN W...	127731323	07/02/2026	BLANTONS SINGLE BARREL B...	609-49751-254	96.10
BEVERAGE WHOLESALERS	442298	07/02/2026	A0 2/12CN CRISP APPLE	609-49751-254	54.00
BEVERAGE WHOLESALERS	443370	07/08/2026	3RD MN GOLD 2/12/16 CN	609-49751-254	42.48
PHILLIPS WINE & SPIRITS	5198936	07/01/2026	Bota Box Cabernet Sauv 3.01/3	609-49751-254	61.55
PHILLIPS WINE & SPIRITS	5202552	07/09/2026	Buzzballz Chiller Bent Banana ...	609-49751-254	80.20
ARTISAN BEER COMPANY	3870631	07/09/2026	Wynk Variety Pack 10mg The ...	609-49751-258	215.50
ARTISAN BEER COMPANY	455537	07/08/2026	24 Gigli Selt Variety Pack 2/12...	609-49751-258	-82.30
DOLL DISTRIBUTING, LLC	2083726	07/02/2026	RADEBRGR 16.90Z 6PKC	609-49751-259	155.60
DOLL DISTRIBUTING, LLC	2089545	07/09/2026	BIG GRV EDDY VP14 12P	609-49751-259	205.05
BEVERAGE WHOLESALERS	442298	07/02/2026	A0 2/12CN CRISP APPLE	609-49751-259	63.60
BEVERAGE WHOLESALERS	443370	07/08/2026	3RD MN GOLD 2/12/16 CN	609-49751-259	32.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	609-49751-321	226.90
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	609-49751-326	94.66
MAVERICK BEVERAGE COMP...	#INV1749600	07/02/2026	Freight - Out of State	609-49751-333	24.00
JOHNSON BROS.	1089106	07/01/2026	Kinky Liq Blackberry 10/Slv No...	609-49751-333	8.44
JOHNSON BROS.	1089107	07/01/2026	Cuervo Auth Marg Ds Strawbe...	609-49751-333	29.00
JOHNSON BROS.	1089108	07/01/2026	Apothic Pinot Noir 750ml/12	609-49751-333	34.84
JOHNSON BROS.	1094065	07/09/2026	1800 Tequila Cristalino 750ml...	609-49751-333	169.68
JOHNSON BROS.	1094066	07/09/2026	Andre Strawberry Mimosa 75...	609-49751-333	35.87
BREAKTHRU BEVERAGE MN W...	127731323	07/02/2026	BLANTONS SINGLE BARREL B...	609-49751-333	51.65
DOLL DISTRIBUTING, LLC	2083726	07/02/2026	RADEBRGR 16.90Z 6PKC	609-49751-333	7.00
DOLL DISTRIBUTING, LLC	2089545	07/09/2026	BIG GRV EDDY VP14 12P	609-49751-333	7.00
SOUTHERN GLAZER'S OF MN	2776534	07/02/2026	DIRTY SHIRLEY CKTL CHRY LU...	609-49751-333	10.88
SOUTHERN GLAZER'S OF MN	2776535	07/02/2026	FRANZIA PINOT NOIR BIB	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	2779105	07/09/2026	ABSOLUT RTD OSA(CM/WCP/...	609-49751-333	28.02
SOUTHERN GLAZER'S OF MN	2779106	07/09/2026	99 PEPPERMINT SCHNAPPS 99...	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	2779107	07/09/2026	FRANZIA CHILLABLE RED BIB	609-49751-333	12.30
BEVERAGE WHOLESALERS	442298	07/02/2026	A0 2/12CN CRISP APPLE	609-49751-333	5.00
BEVERAGE WHOLESALERS	443370	07/08/2026	3RD MN GOLD 2/12/16 CN	609-49751-333	5.00
SOUTHERN GLAZER'S OF MN	5141472	07/02/2026	99 PEACHES SCHNAPPS99PET...	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	5141473	07/02/2026	BASIL HAYDENS BBN 10YR 80 ...	609-49751-333	3.74
SOUTHERN GLAZER'S OF MN	5141474	07/02/2026	FUEL BY FRANZIA AFTERBURN...	609-49751-333	4.10
PHILLIPS WINE & SPIRITS	5198935	07/01/2026	Buzzballz Berry Cherry Limead...	609-49751-333	19.34
PHILLIPS WINE & SPIRITS	5198936	07/01/2026	Bota Box Cabernet Sauv 3.01/3	609-49751-333	13.01
PHILLIPS WINE & SPIRITS	5202551	07/09/2026	Clase Azul Reposado Tequila 7...	609-49751-333	22.51
PHILLIPS WINE & SPIRITS	5202552	07/09/2026	Buzzballz Chiller Bent Banana ...	609-49751-333	52.75
NEXT STEP BROADCASTING INC	26060371	07/01/2026	Package	609-49751-340	127.50
NEXT STEP BROADCASTING INC	26060372	07/01/2026	Package	609-49751-340	51.00
NEXT STEP BROADCASTING INC	26060373	07/01/2026	: 30 Sponsorship	609-49751-340	212.16
NEXT STEP BROADCASTING INC	26060374	07/01/2026	30 Sponsorship	609-49751-340	40.80
NEXT STEP BROADCASTING INC	26060375	07/01/2026	Spot	609-49751-340	204.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEXT STEP BROADCASTING INC	26060376	07/01/2026	Package	609-49751-340	135.15
NEXT STEP BROADCASTING INC	26060377	07/01/2026	Package	609-49751-340	135.15
NEXT STEP BROADCASTING INC	26060378	07/01/2026	Package	609-49751-340	102.00
CITIZEN PUBLISHING CO	June 2026 Liquor Store	07/08/2026	Balance Forward-	609-49751-340	2,912.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	609-49751-381	954.74
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	609-49751-382	23.08
CULLIGAN	June 2026	07/06/2026	Services	609-49751-382	18.07
MN ENERGY RESOURCES	5965092165	06/29/2026	Monthly Customer Charge	609-49751-383	68.19
HOMETOWN SANITATION SE...	0000667728	06/30/2026	Liquor Store	609-49751-384	210.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	609-49751-385	48.12
US BANK	6a1d924ced	07/01/2026	Subscription Fee	609-49751-433	49.02
Activity 49751 - Liquor Store Total:					71,751.96
Fund 609 - LIQUOR STORE Total:					72,327.02

Fund: 614 - TELECOM

Activity: 49870 - Telecom

CITY LAUNDERING CO.	2252766	07/06/2026	36" MOP FRAME	614-49870-211	30.67
WEX BANK	TELECOM JUNE 2026	07/02/2026	TELECOM MOTOR FUEL	614-49870-212	307.27
RUNNINGS SUPPLY, INC	4583320	06/24/2026	TOMCAT W/BROMETHALIN M...	614-49870-217	34.99
VERIZON WIRELESS	6146898327	07/06/2026	822-2868	614-49870-321	51.42
VERIZON WIRELESS	6146898327	07/06/2026	822-2845	614-49870-321	51.42
VERIZON WIRELESS	6146898327	07/06/2026	822-2807	614-49870-321	51.42
VERIZON WIRELESS	6146898327	07/06/2026	822-2806	614-49870-321	41.42
VERIZON WIRELESS	6146898327	07/06/2026	822-2895	614-49870-321	51.42
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	614-49870-321	187.62
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	614-49870-322	300.16
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	614-49870-326	2,426.49
INNOVATIVE SYSTEMS LLC	INV-32547	07/02/2026	Hosted eLation Monthly Soft...	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-32857	07/10/2026	Innovative Systems Vendor # ...	614-49870-326	1,200.00
INNOVATIVE SYSTEMS LLC	INV-32946	07/10/2026	614-322	614-49870-326	160.40
NEUSTAR INFORMATION SERV...	L-0000054820	07/08/2026	Windomnet	614-49870-326	21.25
CITIZEN PUBLISHING CO	JUNE 2026	07/06/2026	WindomNet Advertising	614-49870-350	254.90
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	614-49870-381	2,189.72
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	614-49870-382	21.89
MN ENERGY RESOURCES	5961505265	06/29/2026	Monthly Customer Charge	614-49870-383	16.96
HOMETOWN SANITATION SE...	0000667731	06/30/2026	Telecom	614-49870-384	115.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	614-49870-385	44.47
ELITE MECHANICAL SYSTEMS ...	39746	06/29/2026	Labor	614-49870-404	135.00
ELITE MECHANICAL SYSTEMS ...	39747	06/29/2026	Labor	614-49870-404	130.00
KULSETH LAWN LANDSCAPE &...	6680	06/29/2026	04/21/2026 to 05-27-2026	614-49870-406	500.18
ENTERPRISE FM TRUST	613153-070326 Telecom	07/13/2026	Lease Charge (Full Month): Re...	614-49870-419	537.16
ECOMMUNITY SFN LLC	1496	07/07/2026	Windomnet Basic	614-49870-442	20,615.50
CONSOLIDATED COMMUNICA...	7/1/2026 to 7/31/2026	07/09/2026	Sw Eth Inter 1G	614-49870-442	1,459.95
US BANK	ims4749754	07/07/2026	Renewal & Board Fee	614-49870-444	188.00
CONSOLIDATED CALL CENTER ...	29370	07/02/2026	Directory Assistance	614-49870-445	125.84
FIBER MINNESOTA LLC	4173	07/10/2026	911 Trunks to Plymouth (2068...	614-49870-445	300.00
1623 FARNAM LLC	00013507	07/07/2026	1795.IXPORT.ZAYO-113.0103...	614-49870-447	200.00
US BANK	1473097-2026-06-25-1	07/07/2026	"My Dedicated Machine (ds15...	614-49870-447	208.50
ZAYO GROUP, LLC	2026070045189	07/06/2026	ELINE TRANSPORT CKTS	614-49870-447	1,950.00
GOLDEN WEST TECH & INT SO...	40002952	07/07/2026	Help Desk Support	614-49870-448	130.50
ONVOY, LLC dba INTELIGENT	663406	07/02/2026	Finance Charges	614-49870-451	117.57
ONVOY, LLC dba INTELIGENT	663464	07/06/2026	Taxes and Surcharges	614-49870-451	98.63
Activity 49870 - Telecom Total:					35,291.70
Fund 614 - TELECOM Total:					35,291.70

Fund: 615 - ARENA

Activity: 49850 - Arena

WEX BANK	Arena June 2026	07/02/2026	Arena	615-49850-212	266.40
RUNNINGS SUPPLY, INC	4573928	06/04/2026	WIRE 12 GA 10# ANNEALED 5...	615-49850-215	65.97
CARQUEST - SMITH AUTO SUP...	003608	07/07/2026	AVB LONG LIFE SMALL BULB	615-49850-217	1.44
RUNNINGS SUPPLY, INC	4574480	06/04/2026	Batteries, Woodshavings	615-49850-217	629.58

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	4581502	06/22/2026	ROUNDUP CONC. 1GAL 62072...	615-49850-217	84.99
RUNNINGS SUPPLY, INC	4583280	06/24/2026	SPIRITS MINERAL 1 GAL	615-49850-217	26.56
RUNNINGS SUPPLY, INC	4586579	06/30/2026	SWEEP 7" PLAIN 47*	615-49850-217	51.96
RUNNINGS SUPPLY, INC	4586807	07/01/2026	BOLTS CARRIAGE BULK 74556...	615-49850-217	3.93
SCHWALBACH HARDWARE	552443	06/26/2026	KEYKRAFTER #95 BRASS	615-49850-217	9.98
SCHWALBACH HARDWARE	552453	06/05/2026	LED CLNG LGHT FXTR 23W	615-49850-217	34.99
SCHWALBACH HARDWARE	553001	06/22/2026	Painting Supplies	615-49850-217	58.45
SCHWALBACH HARDWARE	553086	06/22/2026	CABLE TIES 8.6" SCREW MOU...	615-49850-217	25.98
VERIZON WIRELESS	6146898327	07/06/2026	822-0096	615-49850-321	45.85
VERIZON WIRELESS	6146898327	07/06/2026	822-0514	615-49850-321	41.42
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	615-49850-321	127.72
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	615-49850-326	395.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	615-49850-381	2,674.57
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	615-49850-382	161.53
MN ENERGY RESOURCES	5968312864	06/29/2026	Monthly Customer Charge	615-49850-383	424.15
HOMETOWN SANITATION SE...	0000667732	06/30/2026	Arena	615-49850-384	192.98
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	615-49850-385	97.33
SCHWALBACH HARDWARE	552848	06/16/2026	PAINT TRY LINR BLK 2QT	615-49850-401	869.21
Activity 49850 - Arena Total:					6,289.99
Fund 615 - ARENA Total:					6,289.99

Fund: 617 - M/P CENTER

HOMETOWN SANITATION SE...	0000667733	06/30/2026	Hometown	617-38531	189.98
					189.98

Activity: 49860 - M/P Center

US BANK	112-3057278-1849008	07/02/2026	Bath Tissue	617-49860-211	108.19
US BANK	112-3133441-1561864	07/02/2026	Bath Tissue	617-49860-211	97.98
US BANK	112-4437625-4370666	07/02/2026	Bath Tissue	617-49860-211	103.70
RUNNINGS SUPPLY, INC	4574902	06/05/2026	CLOROX BLEACH 43 OZ CONC...	617-49860-211	4.49
RUNNINGS SUPPLY, INC	4584615	06/26/2026	GLOVES BLACK X3NITRILE PF ...	617-49860-211	8.79
US BANK	9094	07/02/2026	CTWRR+REFIL	617-49860-211	15.88
SCHWALBACH HARDWARE	553210	06/25/2026	DUCT TAPE AQUA 20YD	617-49860-217	32.95
US BANK	0156	07/02/2026	DR PEPPER 12PK	617-49860-254	15.96
US BANK	9094	07/02/2026	Soft Drinks	617-49860-254	36.38
US BANK	112-6791767-4130661	07/02/2026	VEVOR Inflatable Air Blower, ...	617-49860-261	165.89
VERIZON WIRELESS	6146898327	07/06/2026	822-2843	617-49860-321	41.42
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	617-49860-321	63.74
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	617-49860-326	543.33
US BANK	112-6791767-4130661	07/02/2026	VEVOR Inflatable Air Blower, ...	617-49860-333	6.99
US BANK	9094	07/02/2026	Tax	617-49860-333	3.44
US BANK	96Cc	07/02/2026	Tax	617-49860-333	3.58
US BANK	49258311	07/02/2026	Value Pack - 50 Credits	617-49860-340	54.00
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	617-49860-381	1,503.23
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	617-49860-382	60.50
MN ENERGY RESOURCES	5963060951	06/29/2026	Monthly Customer Charge	617-49860-383	74.46
ELECTRIC FUND	City utilities July 2026	07/14/2026	MONTHLY UTILITY	617-49860-385	138.81
PLUNKETT'S PEST CONTROL	#10622077	07/06/2026	General Pest Control Program ...	617-49860-402	498.15
SCHWALBACH HARDWARE	552428	06/04/2026	KEYKRAFTER #95 BRASS	617-49860-402	9.98
RUNNINGS SUPPLY, INC	4574902	06/05/2026	WD-40	617-49860-404	6.49
SCHWALBACH HARDWARE	552117	06/26/2026	FILTER AIR PLEAT 20X20X2	617-49860-404	142.70
SCHWALBACH HARDWARE	552908	06/17/2026	REPLACED TOILET PARTS	617-49860-404	1,322.26
SCHWALBACH HARDWARE	553210	06/25/2026	Air Filters	617-49860-404	56.95
US BANK	4570955	07/02/2026	BAILEYS #2 RHODODENDRON	617-49860-406	128.18
RUNNINGS SUPPLY, INC	4574902	06/05/2026	3pk Prewound Spools	617-49860-406	26.99
RUNNINGS SUPPLY, INC	4574902	06/05/2026	Top Soil	617-49860-406	2.79
RUNNINGS SUPPLY, INC	4577080	06/09/2026	AUTOCUT C3-2 LINE HEAD	617-49860-406	46.99
RUNNINGS SUPPLY, INC	4584615	06/26/2026	C3-2 Line head-Trimmer	617-49860-406	26.99
US BANK	96Cc	07/02/2026	Creeping Jenny Variegated	617-49860-406	52.00
Activity 49860 - M/P Center Total:					5,404.18
Fund 617 - M/P CENTER Total:					5,594.16

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Payment Dates: 7/4/2026 - 7/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr...	INV0002836	07/10/2026	Federal Tax Withholding	700-21701	11,843.12
MN Department of Revenue - ...	INV0002837	07/10/2026	State Withholding	700-21702	6,626.59
Internal Revenue Service-Payr...	INV0002836	07/10/2026	Social Security	700-21703	15,472.44
MN Pera	INV0002834	07/10/2026	PERA	700-21704	11,134.48
MN Pera	INV0002834	07/10/2026	PERA	700-21704	968.06
MN Pera	INV0002834	07/10/2026	PERA	700-21704	17,174.46
MN State Deferred	INV0002835	07/10/2026	Deferred Roth	700-21705	1,272.00
MN State Deferred	INV0002835	07/10/2026	Deferred Compensation	700-21705	3,055.00
NECA IBEW FAMILY MEDICAL ...	August 2026	07/09/2026	41310 City Office	700-21706	48,689.14
LAW ENFORCEMENT LABOR S...	July 2026	07/08/2026	July 2026 Union Dues	700-21708	584.00
Internal Revenue Service-Payr...	INV0002836	07/10/2026	Medicare Withholding	700-21711	4,657.26
WEX Health Inc	07/02/2026	07/07/2026	Flex Spending	700-21712	71.00
WEX Health Inc	7/2/2026	07/07/2026	Flex Spending	700-21712	268.00
WEX Health Inc	7/7/2026	07/07/2026	Flex Spending	700-21712	76.53
WEX Health Inc	INV0002833	07/10/2026	HSA Employee Contribution	700-21723	917.71
BLUE CROSS/BLUE SHIELD	260701421155	07/08/2026	BCBS Vision Insurance	700-21726	170.02
					122,979.81
Fund 700 - PAYROLL Total:					122,979.81
Grand Total:					805,003.88

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	39,477.19
211 - LIBRARY	2,984.94
225 - AIRPORT	29,786.92
235 - AMBULANCE	14,886.54
250 - EDA GENERAL	5,943.30
254 - NORTH IND PARK	142.00
309 - 2025 STREET PROJECT	147.15
401 - GENERAL CAPITAL PROJECTS	17,774.22
601 - WATER	12,311.93
602 - SEWER	16,440.17
604 - ELECTRIC	422,626.84
609 - LIQUOR STORE	72,327.02
614 - TELECOM	35,291.70
615 - ARENA	6,289.99
617 - M/P CENTER	5,594.16
700 - PAYROLL	122,979.81
Grand Total:	805,003.88

Account Summary

Account Number	Account Name	Payment Amount
100-41110-326	Data Processing	27.51
100-41110-334	Meals/Lodging	60.18
100-41110-350	Printing & Design	363.80
100-41310-200	Office Supplies	57.16
100-41310-217	Other Operating Supplies	143.50
100-41310-321	Telephone	72.85
100-41310-326	Data Processing	335.37
100-41310-433	Dues & Subscriptions	30.00
100-41410-350	Printing & Design	316.80
100-41910-212	Motor Fuels	120.99
100-41910-321	Telephone	99.74
100-41940-211	Cleaning Supplies	74.12
100-41940-381	Electric Utility	482.00
100-41940-382	Water Utility	78.25
100-41940-383	Gas Utility	49.19
100-41940-384	Refuse Disposal	124.98
100-41940-385	Sewer Utility	175.04
100-41940-406	Repairs & Maint - Groun...	975.00
100-42120-200	Office Supplies	205.97
100-42120-212	Motor Fuels	2,520.95
100-42120-321	Telephone	966.18
100-42120-323	Radio Units	120.00
100-42120-325	Dispatching	5,649.75
100-42120-327	Interpretation Fees	17.50
100-42120-340	Advertising & Promotions	412.10
100-42120-405	Repairs & Maint - Vehicle	677.00
100-42120-412	Rentals - Building	2,152.50
100-42120-419	Vehicle Lease	5,705.08
100-42120-433	Dues & Subscriptions	639.00
100-42120-480	Other Miscellaneous	35.00
100-42220-211	Cleaning Supplies	96.18
100-42220-212	Motor Fuels	741.34
100-42220-215	Materials & Equipment	114.93
100-42220-217	Other Operating Supplies	52.35
100-42220-321	Telephone	43.02
100-42220-325	Dispatching	94.50
100-42220-381	Electric Utility	447.44

Account Summary

Account Number	Account Name	Payment Amount
100-42220-382	Water Utility	19.46
100-42220-383	Gas Utility	218.80
100-42220-384	Refuse Disposal	49.99
100-42220-385	Sewer Utility	44.37
100-42220-404	Repairs & Maint - M&E	13.99
100-42220-405	Repairs & Maint - Vehicle	41.34
100-42220-406	Repairs & Maint - Groun...	497.68
100-42500-381	Electric Utility	36.65
100-43100-212	Motor Fuels	1,017.64
100-43100-217	Other Operating Supplies	100.00
100-43100-218	Uniforms	162.63
100-43100-224	Street Maint Materials	40.00
100-43100-241	Small Tools	116.79
100-43100-321	Telephone	62.80
100-43100-350	Printing & Design	90.75
100-43100-381	Electric Utility	1,835.26
100-43100-382	Water Utility	22.49
100-43100-383	Gas Utility	49.27
100-43100-384	Refuse Disposal	126.98
100-43100-385	Sewer Utility	50.91
100-43100-401	Repairs & Maint - Buildi...	40.34
100-43100-404	Repairs & Maint - M&E	743.18
100-43100-405	Repairs & Maint - Vehicle	2.71
100-45120-215	Materials & Equipment	5,333.33
100-45120-217	Other Operating Supplies	876.18
100-45120-340	Advertising & Promotions	240.00
100-45202-200	Office Supplies	14.58
100-45202-211	Cleaning Supplies	7.99
100-45202-212	Motor Fuels	186.95
100-45202-216	Chemicals and Chemical ...	13.98
100-45202-326	Data Processing	266.67
100-45202-340	Advertising & Promotions	29.95
100-45202-381	Electric Utility	923.85
100-45202-382	Water Utility	242.15
100-45202-384	Refuse Disposal	690.68
100-45202-385	Sewer Utility	303.76
100-45202-402	Repairs & Maint - Struct...	145.94
100-45202-404	Repairs & Maint - M&E	453.27
100-45202-406	Repairs & Maint - Groun...	86.61
211-45501-200	Office Supplies	272.05
211-45501-321	Telephone	166.83
211-45501-326	Data Processing	95.00
211-45501-350	Printing & Design	254.25
211-45501-381	Electric Utility	296.23
211-45501-382	Water Utility	21.24
211-45501-383	Gas Utility	45.00
211-45501-385	Sewer Utility	46.79
211-45501-402	Repairs & Maint - Struct...	1,054.35
211-45501-433	Dues & Subscriptions	33.95
211-45501-435	Books and Pamphlets	699.25
225-45127-200	Office Supplies	67.45
225-45127-264	Merchandise For Resale -..	19,240.00
225-45127-381	Electric Utility	449.63
225-45127-402	Repairs & Maint - Struct...	39.45
225-45127-419	Vehicle Lease	297.74
225-45127-480	Other Miscellaneous	92.65
225-49950-500	Capital Outlay	9,600.00
235-42153-212	Motor Fuels	4,649.87

Account Summary

Account Number	Account Name	Payment Amount
235-42153-217	Other Operating Supplies	67.01
235-42153-261	Other Merchandise-Med...	976.74
235-42153-312	Nursing	3,613.15
235-42153-321	Telephone	28.68
235-42153-325	Dispatching	1,368.00
235-42153-334	Meals/Lodging	171.27
235-42153-381	Electric Utility	298.29
235-42153-382	Water Utility	12.98
235-42153-383	Gas Utility	145.87
235-42153-384	Refuse Disposal	50.00
235-42153-385	Sewer Utility	29.58
235-42153-405	Repairs & Maint - Vehicle	977.43
235-42153-406	Repairs & Maint - Groun...	497.67
235-42153-460	Miscellaneous Taxes	2,000.00
250-46520-200	Office Supplies	78.00
250-46520-301	Auditing & Consulting Se...	4,792.50
250-46520-304	Legal Fees	840.50
250-46520-321	Telephone	99.74
250-46520-340	Advertising & Promotions	75.00
250-46520-381	Electric Utility	57.56
254-46520-381	Electric Utility	142.00
309-41000-480	Other Miscellaneous	147.15
401-49950-500	Capital Outlay - Office	6,420.00
401-49950-504	Capital Outlay - Parks	11,354.22
601-49400-212	Motor Fuels	447.45
601-49400-217	Other Operating Supplies	288.22
601-49400-227	Utility System Maint Sup...	54.34
601-49400-303	Engineering and Surveyi...	980.50
601-49400-310	Lab Testing	571.19
601-49400-321	Telephone	143.09
601-49400-322	Postage	300.16
601-49400-326	Data Processing	1,864.41
601-49400-381	Electric Utility	4,486.91
601-49400-382	Water Utility	20.94
601-49400-383	Gas Utility	149.79
601-49400-384	Refuse Disposal	131.99
601-49400-385	Sewer Utility	45.80
601-49400-386	Landfill	2,340.86
601-49400-402	Repairs & Maint - Struct...	31.28
601-49400-408	Repairs & Maint - Distrib...	30.00
601-49400-433	Dues & Subscriptions	425.00
602-49450-212	Motor Fuels	203.70
602-49450-217	Other Operating Supplies	187.86
602-49450-310	Lab Testing	1,765.00
602-49450-321	Telephone	296.48
602-49450-322	Postage	300.14
602-49450-326	Data Processing	1,864.41
602-49450-381	Electric Utility	9,556.35
602-49450-382	Water Utility	311.76
602-49450-383	Gas Utility	302.99
602-49450-406	Repairs & Maint - Groun...	128.88
602-49450-408	Repairs & Maint - Distrib...	1,522.60
604-14200	Inventory	15,950.56
604-16300	Improvements Other Th...	10,534.12
604-22000	Prepayments	447.41
604-49550-212	Motor Fuels	720.16
604-49550-217	Other Operating Supplies	429.46
604-49550-241	Small Tools	375.71

Account Summary

Account Number	Account Name	Payment Amount
604-49550-263	Merchandise for Resale -...	374,695.51
604-49550-303	Engineering and Surveyi...	1,538.25
604-49550-308	Training & Registrations	1,170.00
604-49550-310	Lab Testing	467.96
604-49550-321	Telephone	131.65
604-49550-322	Postage	300.16
604-49550-325	Dispatching	153.27
604-49550-326	Data Processing	3,486.55
604-49550-381	Electric Utility	125.83
604-49550-382	Water Utility	153.97
604-49550-383	Gas Utility	49.11
604-49550-384	Refuse Disposal	127.99
604-49550-385	Sewer Utility	223.99
604-49550-402	Repairs & Maint - Struct...	97.67
604-49550-404	Repairs & Maint - M&E	3,613.63
604-49550-405	Repairs & Maint - Vehicle	4.99
604-49550-406	Repairs & Maint - Groun...	411.24
604-49550-408	Repairs & Maint - Distrib...	2,398.49
604-49550-450	Conservation	3,819.16
604-49550-491	Payments to Other Orga...	1,200.00
609-37840	Liquor Store Cash Over O..	575.06
609-49751-200	Office Supplies	162.99
609-49751-211	Cleaning Supplies	78.76
609-49751-251	Liquor	25,505.64
609-49751-252	Beer	34,131.42
609-49751-253	Wine	4,555.62
609-49751-254	Soft Drinks & Mix	558.13
609-49751-258	Liquor Store THC	133.20
609-49751-259	Non- Alcoholic	456.25
609-49751-321	Telephone	226.90
609-49751-326	Data Processing	94.66
609-49751-333	Freight and Express	556.43
609-49751-340	Advertising & Promotions	3,919.76
609-49751-381	Electric Utility	954.74
609-49751-382	Water Utility	41.15
609-49751-383	Gas Utility	68.19
609-49751-384	Refuse Disposal	210.98
609-49751-385	Sewer Utility	48.12
609-49751-433	Dues & Subscriptions	49.02
614-49870-211	Cleaning Supplies	30.67
614-49870-212	Motor Fuels	307.27
614-49870-217	Other Operating Supplies	34.99
614-49870-321	Telephone	434.72
614-49870-322	Postage	300.16
614-49870-326	Data Processing	4,843.14
614-49870-350	Printing & Design	254.90
614-49870-381	Electric Utility	2,189.72
614-49870-382	Water Utility	21.89
614-49870-383	Gas Utility	16.96
614-49870-384	Refuse Disposal	115.98
614-49870-385	Sewer Utility	44.47
614-49870-404	Repairs & Maint - M&E	265.00
614-49870-406	Repairs & Maint - Groun...	500.18
614-49870-419	Vehicle Lease	537.16
614-49870-442	Subscriber Fees	22,075.45
614-49870-444	License Fees	188.00
614-49870-445	Switch Fees	425.84
614-49870-447	Internet Expense	2,358.50

Account Summary

Account Number	Account Name	Payment Amount
614-49870-448	On-Call Support	130.50
614-49870-451	Call Completion	216.20
615-49850-212	Motor Fuels	266.40
615-49850-215	Materials & Equipment	65.97
615-49850-217	Other Operating Supplies	927.86
615-49850-321	Telephone	214.99
615-49850-326	Data Processing	395.00
615-49850-381	Electric Utility	2,674.57
615-49850-382	Water Utility	161.53
615-49850-383	Gas Utility	424.15
615-49850-384	Refuse Disposal	192.98
615-49850-385	Sewer Utility	97.33
615-49850-401	Repairs & Maint - Buildi...	869.21
617-38531	M/P Dumpster Fee	189.98
617-49860-211	Cleaning Supplies	339.03
617-49860-217	Other Operating Supplies	32.95
617-49860-254	Soft Drinks & Mix	52.34
617-49860-261	Other Merchandise	165.89
617-49860-321	Telephone	105.16
617-49860-326	Data Processing	543.33
617-49860-333	Freight and Express	14.01
617-49860-340	Advertising & Promotions	54.00
617-49860-381	Electric Utility	1,503.23
617-49860-382	Water Utility	60.50
617-49860-383	Gas Utility	74.46
617-49860-385	Sewer Utility	138.81
617-49860-402	Repairs & Maint - Struct...	508.13
617-49860-404	Repairs & Maint - M&E	1,528.40
617-49860-406	Repairs & Maint - Groun...	283.94
700-21701	Federal Withholding	11,843.12
700-21702	State Withholding	6,626.59
700-21703	FICA Tax Withholding	15,472.44
700-21704	PERA Contributions	29,277.00
700-21705	Retirement	4,327.00
700-21706	Medical Insurance	48,689.14
700-21708	PD Union Dues	584.00
700-21711	Medicare Tax Withholdi...	4,657.26
700-21712	Flex Account	415.53
700-21723	HSA Employee Contribut...	917.71
700-21726	Vision Insurance	170.02
Grand Total:		805,003.88

Project Account Summary

Project Account Key
 None

Grand Total:

Payment Amount

805,003.88

805,003.88 ✓

7-17-26
 MIB

RESOLUTION #2026-

INTRODUCED:

SECONDED:

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

WINDOM’S “NIGHT TO UNITE” PROCLAMATION

WHEREAS, the Minnesota Crime Prevention Association, AAA and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program entitled “Night to Unite” on August 4, 2026; and

WHEREAS, the “Night to Unite” is designed to “get to know one another” in the City of Windom, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, the “Night to Unite” provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Windom by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the Department of Corrections/Cottonwood County Probation and the Southwest Crisis Center play a vital role in assisting the Cottonwood County Sheriff and Windom Police Department through joint crime, drug and violence prevention efforts in Windom and are supporting “Night to Unite 2026” locally; and

WHEREAS, it is essential that all citizens of Windom be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Windom; and

WHEREAS, law enforcement-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “Night to Unite” Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that Tuesday, August 4, 2026, is designated as “**Night to Unite**” in Windom, Minnesota, and citizens of Windom are encouraged to support and participate in Windom’s 20th Annual “Night to Unite”.

Adopted by the Council this 21st day of July, 2026.

Hilary Mathis, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council *Steve Nasby*
FROM: City Administrator and Airport Manager
DATE: July 8, 2026
RE: Transfer (Loan) of Airport Entitlement Funds
DEPT: Airport
CONTACT: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the transfer of City of Windom Airport Federal Entitlement Funds to Granite Falls, MN in the amount of \$60,000.

Issue Summary/Background

The City of Windom gets annual Federal Entitlement Funds in the amount of \$150,000 for capital projects at our general aviation airport. These funds must be used within a specified timeframe otherwise they are recaptured by the Federal government. Due to FAA's requirement that the City address taxiway pavement prior to the crosswind runway project we have excess funds reserved. Cities are able to transfer (loan) these Entitlement Funds to other qualifying airports and then have the funds returned in future years.

The City of Granite Falls is short of funds for their current project and Windom has the ability to transfer (loan) funds to them and still keep our current projects underway and on schedule. As such, staff is requesting that the City of Windom approve a transfer of Federal Entitlement Funds to Granite Falls in the amount of \$60,000. The City of Windom has utilized this type of fund transfer from other airports for prior projects we have undertaken and completed.

Fiscal Impact

Federal Entitlement Funds for the Airport amounting to \$60,000 will be transferred (loaned) to the Granite Falls Airport with repayment to Windom in FFY 2027.

Attachments

1. Memo showing our Federal Entitlement Funding Plan
2. Fund Transfer Request form for FAA
3. Capital Plan for Windom Municipal Airport



MEMORANDUM

TO: Steve Nasby

FROM: Jacque Zirbes

DATE: July 8, 2026

RE: MWM AIP Entitlement Funding Plan
SEH No. WINDM 14.00

AIP Funding Plan

	Project Cost	AIP Debit	AIP Credit	Notes
FFY 2023 Entitlement			\$122,001	
FFY 2024 Entitlement			\$137,472	
FFY 2025 Entitlement			\$150,000	
FFY 2026 Entitlement			\$150,000	
AIP 2026 Beginning Balance	-	\$559,473		
2026				
2026 Transfer Entitlement to CBG	\$150,000	\$150,000		
2026 Transfer Entitlement to GPZ	\$60,000	\$60,000		
2026 Design - Apron Rehabilitation & Taxiway C Shift	\$70,000	\$66,500		95% FAA Share
AIP 2026 Ending Balance	-	\$282,973		
2027				
FFY 2027 Entitlement			\$150,000	
Repayment from CBG			\$60,000	
Repayment from GPZ			\$150,000	
Construction - Apron Rehabilitation & Taxiway C Shift	\$800,000	\$720,000		90% FAA Share
FAA AIP Discretionary Funding			\$437,027	90% FAA Share
Land Acquisition for Runway 12/30	\$400,000	\$360,000		90% FAA Share
AIP 2027 Ending Balance	-	\$0		

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U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor:

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): ()

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Total		

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements: ()

Name of Receiving Airport's Sponsor:

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Signature of Sponsor's Authorized Official: _____

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of _____. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Signature of Sponsor's Attorney: _____

Windom Municipal Airport (MWM) 20-Year Capital Improvement Program (CIP)

State Fiscal Year	Federal Fiscal Year	Project	Project Funding Type	Estimated Total Cost (2026 Dollars)	Funding Rates			Local Funding	State Funding	FAA Funding
					Local	State	FAA			
2026	2025	Annual Entitlement								
		Taxilane Widening - Design & Construction	AIG	\$214,475	2.5%	2.5%	95%	\$5,362	\$5,362	\$203,751
FFY 2025 Totals				\$214,475				\$5,362	\$5,362	\$203,751
2027	2026	Annual Entitlement								
		AWOS Relocation - Design, & Construction	State	\$150,000	0%	100%	0%	\$0	\$150,000	\$0
		Transfer Expiring Entitlements (CBG)	AIP	\$150,000	0%	0%	100%	\$0	\$0	\$150,000
		Transfer Expiring Entitlements (GPZ)	AIP	\$60,000	0%	0%	100%	\$0	\$0	\$60,000
		Apron Rehabilitation & Taxiway C - <i>Design</i>	AIP	\$70,000	2.5%	2.5%	95%	\$1,750	\$1,750	\$66,500
FFY 2026 Totals				\$430,000				\$1,750	\$151,750	\$276,500
2028	2027	Annual Non-Primary Entitlement								
		Windcone Replacement	State	\$25,000	25%	75%	0%	\$6,250	\$18,750	\$0
		A/D Building Improvements (Flooring & HVAC)	State	\$25,000	25%	75%	0%	\$6,250	\$18,750	\$0
		Design Crosswind Runway 12/30	AIG	\$150,000	5%	5%	90%	\$7,500	\$7,500	\$135,000
		Repayment of Entitlements (from 2026)	AIP	-\$210,000	0%	0%	100%	\$0	\$0	-\$210,000
		Land Acquisition for RW 12/30 (41 acres: 18.7 RW & 18.7 BRL)	AIP	\$400,000	5%	5%	90%	\$20,000	\$20,000	\$360,000
		Apron Rehabilitation & Taxiway C - <i>Construction</i>	AIP	\$800,000	5%	5%	90%	\$40,000	\$40,000	\$720,000
FFY 2027 Totals				\$1,190,000				\$80,000	\$105,000	\$1,005,000
2029	2028	Annual Non-Primary Entitlement								
		Construct Crosswind Runway 12/30 (\$1M)	AIG	\$219,399	5%	5%	90%	\$10,970	\$10,970	\$197,459
		Construct Crosswind Runway 12/30 (\$1M)	AIP	\$780,601	5%	5%	90%	\$39,030	\$39,030	\$702,541
		Borrow Entitlements (4 Airports)	AIP	-\$600,000	0%	0%	100%	\$0	\$0	-\$600,000
FFY 2028 Totals				\$400,000				\$50,000	\$50,000	\$300,000
2030	2029	Annual Non-Primary Entitlement								
		Pavement Rehabilitation - Taxilanes	AIP	\$200,000	5%	5%	90%	\$10,000	\$10,000	\$180,000
		Runway MIRL Replacement	AIP	\$250,000	5%	5%	90%	\$12,500	\$12,500	\$225,000
FFY 2029 Totals				\$450,000				\$22,500	\$22,500	\$405,000
2031	2030	Annual Non-Primary Entitlement								
		Pay Back Entitlements (Crosswind) - Airport 1	AIP	\$150,000	0%	0%	100%	\$0	\$0	\$150,000
FFY 2030 Totals				\$150,000				\$0	\$0	\$150,000
2032	2031	Annual Non-Primary Entitlement								
		Pay Back Entitlements (Crosswind) - Airport 2	AIP	\$150,000	0%	0%	100%	\$0	\$0	\$150,000
FFY 2031 Totals				\$150,000				\$0	\$0	\$150,000
2025-2031 Totals				\$2,984,475				\$159,612	\$334,612	\$2,490,251

Airport Improvement Program (AIP) Funding		
Entitlement Funding / Transfer	FAA Discret./ Apportion.	Remaining AIP Balance
Beginning Balance		\$259,473
\$150,000		\$409,473
\$0		\$409,473
\$150,000		\$559,473
\$0		\$559,473
\$150,000		\$409,473
\$60,000		\$349,473
\$66,500		\$282,973
\$150,000		\$432,973
\$0		\$432,973
\$0		\$432,973
\$0		\$432,973
-\$210,000		\$642,973
\$360,000		\$282,973
\$282,973	\$437,027	\$0
\$150,000		\$150,000
\$0		\$150,000
\$702,541		-\$552,541
-\$600,000		\$47,459
\$150,000		\$197,459
\$180,000		\$17,459
\$17,459	\$207,541	\$0
\$150,000		\$150,000
\$150,000		\$0
\$150,000		\$150,000
\$150,000		\$0

IIJA (AIG) Funding	
IIJA (AIG) Funding	Remaining IIJA (AIG) Balance
Beginning	\$319,210
\$108,000	\$427,210
\$203,751	\$223,459
\$109,000	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$0	\$332,459
\$197,459	\$0
\$0	\$0
\$0	\$0
FFY 2026 funds must be obligated by June 2029	
\$720,000	
Annual Entitlement	
FAA Entitlement Program (AIP)	
FAA IIJA (AIG) Funding	
Local Funding Share	
State Funding Share	
Annual Totals by Funding	

Windom Municipal Airport (MWM) 20-Year Capital Improvement Program (CIP)

State Fiscal Year	Federal Fiscal Year	Project	Project Funding Type	Estimated Total Cost (2026 Dollars)	Funding Rates			Local Funding	State Funding	FAA Funding
					Local	State	FAA			
2033	2032	Annual Non-Primary Entitlement								
		Pavement Rehabilitation - Access Road	AIP	\$200,000	5%	5%	90%	\$10,000	\$10,000	\$180,000
2034	2033	Annual Non-Primary Entitlement								
		Save Entitlements						\$0	\$0	\$0
2034	2034	Annual Non-Primary Entitlement								
		Pay Back Entitlements (Crosswind) - Airport 3	AIP	\$150,000	0%	0%	100%	\$0	\$0	\$150,000
2036	2035	Annual Non-Primary Entitlement								
		Pavement Maintenance - RW & TWs (Concrete)	AIP	\$300,000	5%	5%	90%	\$15,000	\$15,000	\$270,000
2037	2036	Annual Non-Primary Entitlement								
		Save Entitlements						\$0	\$0	\$0
2038	2037	Annual Non-Primary Entitlement								
		Master Plan Update	AIP	\$300,000	5%	5%	90%	\$15,000	\$15,000	\$270,000
2039	2038	Annual Non-Primary Entitlement								
		Pavement Maintenance - Apron, TLs & Access Road (Asphalt)	AIP	\$100,000	5%	5%	90%	\$5,000	\$5,000	\$90,000
2040	2039	Annual Non-Primary Entitlement								
		Pavement Maintenance - RW & TWs (Concrete)	AIP	\$300,000	5%	5%	90%	\$15,000	\$15,000	\$270,000
2041	2040	Annual Non-Primary Entitlement								
		Save Entitlements						\$0	\$0	\$0
2042	2041	Annual Non-Primary Entitlement								
		Install MITLs	AIP	\$200,000	5%	5%	90%	\$10,000	\$10,000	\$180,000
2043	2042	Annual Non-Primary Entitlement								
		Save Entitlements					90%	\$0	\$0	\$0
2044	4043	Annual Non-Primary Entitlement								
		Snow Blower Acquisition	AIP	\$500,000	5%	5%	90%	\$25,000	\$25,000	\$450,000
2045	2044	Annual Non-Primary Entitlement								
		Pavement Maintenance - Apron, TLs & Access Road (Asphalt)	AIP	\$100,000	5%	5%	90%	\$5,000	\$5,000	\$90,000
2046	2045	Annual Non-Primary Entitlement								
		Save Entitlements						\$0	\$0	\$0
2047	2046	Annual Non-Primary Entitlement								
		Save Entitlements						\$0	\$0	\$0
2032-2046 Totals				\$2,150,000				\$100,000	\$100,000	\$1,950,000
CIP Totals				\$5,134,475				\$259,612	\$434,612	\$4,440,251

Airport Improvement Program (AIP) Funding		
Entitlement Funding / Transfer	FAA Discret./ Apportion.	Remaining AIP Balance
	\$150,000	\$150,000
\$180,000		-\$30,000
	\$150,000	\$120,000
\$0		\$120,000
	\$150,000	\$270,000
\$150,000		\$120,000
	\$150,000	\$270,000
\$270,000		\$0
	\$150,000	\$150,000
\$0		\$150,000
	\$150,000	\$300,000
\$270,000		\$30,000
	\$150,000	\$180,000
\$90,000		\$90,000
	\$150,000	\$240,000
\$270,000		-\$30,000
	\$150,000	\$120,000
\$0		\$120,000
	\$150,000	\$270,000
\$180,000		\$90,000
	\$150,000	\$240,000
\$0		\$240,000
	\$150,000	\$390,000
\$450,000		-\$60,000
	\$150,000	\$90,000
\$90,000		\$0
	\$150,000	\$150,000
\$0		\$150,000
	\$150,000	\$300,000
\$0		\$300,000

IIJA (AIG) Funding	
IIJA (AIG) Funding	Remaining IIJA (AIG) Balance

Annual Entitlement
FAA Entitlement Program (AIP)
FAA IIJA (AIG) Funding
Local Funding Share
State Funding Share
Annual Totals by Funding

Updated: July 6, 2026
Updated by: J. Zirbes

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council *fas*
FROM: City Administrator and Airport Manager
DATE: July 17, 2026
RE: Automated Weather Observation System (AWOS) – Letter of Agreement
DEPT: Airport
CONTACT: Steve Nasby: steve.nasby@windommn.com or Scott Benson: scottcarmel@yahoo.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the Letter of Agreement with MN DOT Aviation for the AWOS equipment at the Windom Municipal Airport.

Issue Summary/Background

The City's airport has had an operational AWOS for decades and MN DOT Aviation is working with the City and its engineers on a relocation of the AWOS tower in compliance with our Airport Layout Plan. This project is 100% funded by MN DOT Aviation, but the City is required to comply with the maintenance of the site and immediate area surrounding the equipment.

The City Attorney has reviewed the Letter of Agreement and MN DOT has worked with the City to clarify certain definitions related to permitted activities in the AWOS's 100-foot clear zone radius.

Fiscal Impact

No additional impact to the City of Windom as we have been maintaining the area around the existing AWOS and MN DOT is responsible for all of the equipment and related maintenance.

Attachments

1. Letter of Agreement between the City of Windom and MN DOT Aviation.

LETTER OF AGREEMENT

AWOS Maintenance

Date: 7/17/2026

1. Parties

This Letter of Agreement (LOA) is entered into by and between:

- **State of Minnesota:** The State of Minnesota, acting through its Commissioner of Transportation, Minnesota Department of Transportation (MnDOT), Office of Aeronautics.
- **Airport Sponsor:** City of Windom, Windom Airport

2. Recitals

The Minnesota Commissioner of Transportation, through MnDOT's Office of Aeronautics, administers aeronautics activities under Minnesota Statutes section 360.015, including encouraging, fostering, and assisting in the development of aeronautics in the state, and is authorized thereunder to enter into contracts for such administration. In consideration of the mutual promises set out in this LOA (the receipt and sufficiency of which is acknowledged by each party), MnDOT Office of Aeronautics and the Airport Sponsor each wish to assist the other with certain weather data activities.

3. Purpose

The purpose of this LOA is to clearly define the respective responsibilities of MnDOT Office of Aeronautics and the Airport Sponsor, as well as the potential actions and outcomes resulting from non-compliance, for the operation and maintenance of the Automated Weather Observing System (AWOS) located or to be located at the airport managed by the Airport Sponsor.

4. Responsibilities

(i) MnDOT Office of Aeronautics agrees to:

- Own and operate the AWOS equipment.
- Maintain, at its sole expense, the outdoor AWOS sensor suite components.
- Cover all equipment costs associated with the AWOS sensor suite, provided that equipment upgrades or replacements shall be at MnDOT Office of Aeronautics' sole discretion.
- Allow the Airport Sponsor to use the weather data collected by the AWOS sensor suite, including use through weather data services.
- Promptly notify the Airport Sponsor of any observed violations of applicable Federal Aviation Administration (FAA) standards and consult with the Airport Sponsor regarding same.

(ii) Airport Sponsor agrees to:

- Perform, at its sole expense, the following AWOS site maintenance and other AWOS-related activities in compliance with FAA Order JO 6560.20C (or latest version) *Siting Criteria for Automated Weather Observing Systems (AWOS)*, as applicable, and in compliance with all other applicable FAA standards:

- a. Maintain the AWOS site by keeping the landscape rock area free of all vegetation.
- b. Ensure all vegetation within a 100-foot radius of the AWOS site is mowed to a height of 10 inches or less.
- c. Maintain all obstructions, including vegetation, trees, brush, buildings, trailers, fences, and similar objects at least 15 feet lower than the height of the AWOS wind sensor within a 500-foot radius, and at least 10 feet lower than the height of the AWOS wind sensor from 500 to 1,000 feet, unless a sheltering calculation is performed and an exception is granted by the FAA. For reference, the height of the AWOS wind sensor at this location is 33 feet, which requires all obstructions to be lower than 18 feet within 100 to 500 feet radius and 23 feet within 500 to 1,000 feet radius.
- d. Refrain from farming and establish arrangements with any land lessees to prohibit any farming, within a 100-foot radius of the AWOS site. If crops, other than hay and forage species that naturally grow less than ten (10) inches, are planted within this area, they must be removed promptly without exception. MnDOT Office of Aeronautics will not provide compensation for crop loss or removal. For purposes of this Agreement, haying operations on hay and forage species that grow less than ten (10) inches, including the cutting, harvesting, and removal of the vegetation, shall not constitute "farming" and may be allowed in this area. No storage or placement of bales is allowed within the 100 foot radius of the AWOS site.
- e. The AWOS site must remain accessible year-round. The Airport Sponsor is responsible for removing snow, vegetation, or any other obstructions to maintain a clear and unobstructed path to the AWOS site (including to all AWOS components), in accordance with the Airport Layout Plan (ALP). This access is required for site inspections and repairs by MnDOT Office of Aeronautics employees and authorized contractors and subcontractors, all of which are hereby granted a right of entry provided that (except in the event of an emergency) advance notice of at least 24 hours is given to the Airport Sponsor
- f. Assist MnDOT Office of Aeronautics when requested with minor troubleshooting over the phone, such as verifying internet connectivity, inspecting AWOS sensor suite and wiring, resetting circuit breakers, and checking displays and equipment.
- g. Protect underground infrastructure. The Airport Sponsor shall contact MnDOT Office of Aeronautics for private AWOS site cable locates and the appropriate power companies for power locates. The Airport Sponsor is responsible for any underground or above ground damage resulting from excavation or agricultural activity.
- h. Maintain indoor AWOS equipment. The Airport Sponsor shall ensure that all indoor AWOS components, including displays, communication equipment/lines, and power supplies/lines, are regularly maintained and kept in a clean, secure, and climate-controlled environment.
- i. The Airport Sponsor shall not disconnect or disable, or cause any other party to disconnect or disable, power, internet, telephone, or any other communications services to any AWOS equipment without prior authorization from MnDOT Office of Aeronautics.

j. Promptly notify MnDOT Office of Aeronautics of any evidence of AWOS malfunctions, damage, theft, or vandalism to ensure timely repairs and maintain system reliability.

5. Penalties

Failure to comply with the provisions of this LOA may result in the following actions, including but not limited to:

- Deactivation of the AWOS (or any of its specific sensors) to maintain compliance with FAA requirements.
- Reduction or loss of eligibility for MnDOT Maintenance and Operation (M&O) or other grants due to the Airport Sponsor's non-compliance with LOA obligations.
- Termination of AWOS operations and weather data services, up to and including removal of all associated components, if the Airport Sponsor fails to comply with LOA obligations.
- The Commissioner of Transportation is empowered to deny, suspend, or revoke any certificate of approval or license issued by the Commissioner upon determining that an airport, restricted landing area, or other air navigation facility is not being maintained or used in accordance with the provisions of Minnesota Statutes sections 360.011 to 360.076 and the rules lawfully promulgated pursuant thereto.

6. Miscellaneous

(i) This LOA shall be governed by the laws of the State of Minnesota, without regard to its choice-of-law provisions. The recitals in this LOA are hereby made a part of this LOA. Captions and headings are for convenience and reference only and do not limit or construe the LOA provisions. This LOA will be binding upon and inure to the benefit of the parties and their respective successors and assigns.

(ii) This LOA constitutes the entire agreement between the parties regarding the subject matter herein and supersedes all prior negotiations, discussions, representations, or agreements, whether written or oral, regarding said subject matter.

(iii) The Airport Sponsor's books, records, documents, and accounting procedures and practices relevant to this LOA are subject to examination by MnDOT's auditor, the Minnesota Legislative Auditor, or the Minnesota State Auditor, as appropriate, for at least six years after LOA termination.

(iv) Each party will be responsible for its own acts and omissions to the extent provided by law. MnDOT's liability is governed by Minnesota Statutes section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this LOA.

(v) The parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (MGDPA), as it applies to all data provided by MnDOT Office of Aeronautics under this LOA, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Airport Sponsor under this LOA. The civil remedies of Minnesota Statutes section 13.08 apply to the release of the data governed by the MGDPA by either party. If the Airport Sponsor receives a request to release any of the aforementioned data, the Airport Sponsor must promptly notify and consult with MnDOT Office of Aeronautics as to how the Airport Sponsor should respond to the request. The Airport Sponsor's response to the request shall comply with applicable law.

(vi) If a party fails to enforce a provision of this LOA, that failure does not waive the provision or the right to enforce it.

(vii) Neither party may assign or transfer any rights or obligations under this LOA without the prior consent of the other party, which shall not be unreasonably withheld or delayed.

(viii) The following LOA provisions survive the LOA's termination: responsibility for own acts and omissions, state audit, Minnesota Government Data Practices, and governing law. Any other LOA provision expressly stating it survives shall also survive, as shall any provision intended by its nature to survive.

(ix) Modifications to this LOA must be made in writing and signed by authorized representatives of the Airport Sponsor and MnDOT Office of Aeronautics.

7. Duration

(i) This LOA shall be effective as of the date of the last signature required below and shall remain in effect until the AWOS is fully decommissioned or removed, unless terminated earlier by mutual agreement or court order.

(ii) Notwithstanding any other language in this LOA, MnDOT Office of Aeronautics may immediately terminate this LOA by way of written notice if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow MnDOT Office of Aeronautics to continue with any of its responsibilities under this LOA. MnDOT Office of Aeronautics will not be assessed any penalty if this LOA is terminated under this section.

8. Signatures

By signing below, each person confirms they have full authority to sign this LOA and to bind the party they represent.

Commissioner of Minnesota Department of Transportation, Office of Aeronautics, as delegated:

Name:

Title:

Date:

Signature:

Airport Sponsor:

Name:

Title:

Date:

Signature:

ACTION ITEM



CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: July 21, 2026 (City Council Meeting Date)
RE: Planning Commission Recommendation – Conditional Use Permit – Pet Crematory
DEPT: Building & Zoning
CONTACT: Matthew Fast, Building & Zoning Official, at 832-8660 or
matthew.fast@windommn.com

Recommendations/Options/Action Requested

Approve the Conditional Use Permit Application, submitted by LaCanne Funeral Homes, LLC and the EDA, to allow the construction and operation of a pet crematory on a lot in the North Windom Industrial Park Subdivision which is located in an I-1 (“Light Industrial”) District.

Issue Summary/Background

Conditional Use Permit Application:

Applicant: LaCanne Funeral Homes, LLC
Property Owner: Economic Development Authority of Windom
Address of Property: 4111 Commerce Boulevard, Windom, MN
Description: Lot 2, Block 2, Except the East 1.09 acres thereof, in the North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: Parcel No. 25-556-0070

The Applicant filed a Zoning Application requesting a conditional use permit to allow the construction and operation of a pet crematory on property at 4111 Commerce Boulevard. The EDA is the owner of this property and also signed the Application. The Application was contingent on the approval of Ordinance No. 208, 2nd Series (“Crematories and Pet Crematories”) by the City Council and purchase of the property by the Applicant.

On July 7th, the City Council held the second reading of Ordinance No. 208, 2nd Series and approved the ordinance and a Title and Summary of the ordinance. The Title and Summary was published on July 15, 2026, which was the effective date of the ordinance.

This property is zoned as I-1 Light Industrial. Pursuant to City Code Section 121.02, a pet crematory can be allowed as a conditional use in the I-1 Zoning District.

The Planning Commission held a public hearing on this application on July 14, 2026, and approved a motion to recommend City Council approval of the application for a conditional use permit, submitted by LaCanne Funeral Homes, LLC and the EDA, to allow construction and operation of a pet crematory on property at 4111 Commerce Boulevard. **The recommended conditions for approval of this conditional use permit are as follows:**

- (1) The pet crematory shall maintain a current license issued by the Minnesota Board of Animal Health.**
- (2) The pet crematory shall comply with permit requirements and regulations of the Minnesota Pollution Control Agency and applicable Minnesota Administrative Rules.**
- (3) Remains shall not be comingled or scattered on the crematory's property.**
- (4) There shall be no exterior storage of equipment, materials or supplies used in the facility, or remains.**
- (5) The pet crematory shall comply with other requirements as set forth in City Code Sections 121.03 through 121.06.**
- (6) The pet crematory shall be constructed within one year of approval of the conditional use permit by the Windom City Council or the conditional use permit shall be revoked.**

The Minutes from the July 14th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Conditional Use Permit Application.

Fiscal Impact

There should be no known fiscal impact for the City.

Attachments

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

MF:mah

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) LaCanne Funeral Homes, LLC
Address 2280 Sixth Avenue
City Windom State MN Zip 56101 (Phone: 507-831-1526)

Owner(s): (If other than Applicant)
Name(s) Economic Development Authority of Windom
Address 444 Ninth Street, P. O. Box 38
City Windom State MN Zip 56101 (Phone: 507-832-8661)

Property Address: 4111 Commerce Boulevard, Windom, MN 56101

Legal Description of Property: Lot(s) Two (2) Block(s) Two (2) Addition Except the East 1.09 acres
thereof, in the North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County,
Minnesota. Parcel No. 25-556-0070
(If metes and bounds, attach description.)

Existing Use of Property: Undeveloped Lot Present Zoning: I-1

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

Description and Reason for Request (Attach Additional Information if necessary and/or required) _____
Conditional use permit to allow the construction and operation of a pet crematory on this property contingent on the
approval of Ordinance No. 208, 2nd Series and purchase of the property by the Applicant.

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

X [Signature] X [Signature]
[SIGNATURES OF APPLICANT(S)]

Date: 6-29-26

Fee: ~~\$200.00~~ \$250 Paid: Ck. 23872 Date: 6-29-2026

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 29th day of June, 2026.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

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

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

1) Would your proposed use of the property be considered a reasonable use? Yes ☒ No ☐
Explain: _____

2) Is your proposed use in conflict with the intent of the zoning district in which it is to be located? Yes ☐ No ☒
Explain: _____

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

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

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

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

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

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

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

Completed By: Joe/ O. LaRenne Date: 6-29-26

Property Address: 4111 Commence Boulevard, Windom, MN

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

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
CONDITIONAL USE PERMIT
PET CREMATORY IN I-1 DISTRICT**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545–152.551, notice is hereby given that the Applicant, LACANNE FUNERAL HOMES, LLC of 2280 Sixth Avenue, Windom, Minnesota 56101, and Property Owner, ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM, of 444 Ninth Street, Windom, Minnesota 56101, have submitted a zoning application for a conditional use permit, pursuant to City Code Section 152.152(G) and Sections 121.01 through 121.15, concerning property located in the North Windom Industrial Park. This property is located in an I-1 District (“Light Industrial District”) (City Code Sections 152.150 – 152.154). The Applicant requests a conditional use permit to allow construction and operation of a pet crematory on the property. A conditional use permit would be required for this type of use in an I-1 District. This application was filed contingent on approval of Ordinance No. 208, 2nd Series by the Windom City Council and purchase of the property by the Applicant.

A public hearing to consider this application will be held before the Planning Commission in the **City Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, on Tuesday, July 14, 2026, at the meeting which begins at 7:00 p.m.**

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

Those persons wishing to be heard on this application for consideration of a conditional use permit are requested to be at this meeting.

Legally described as follows: Lot 2, Block 2, Except the East 1.09 acres thereof, in the North Windom Industrial Park Subdivision, in the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-556-0070

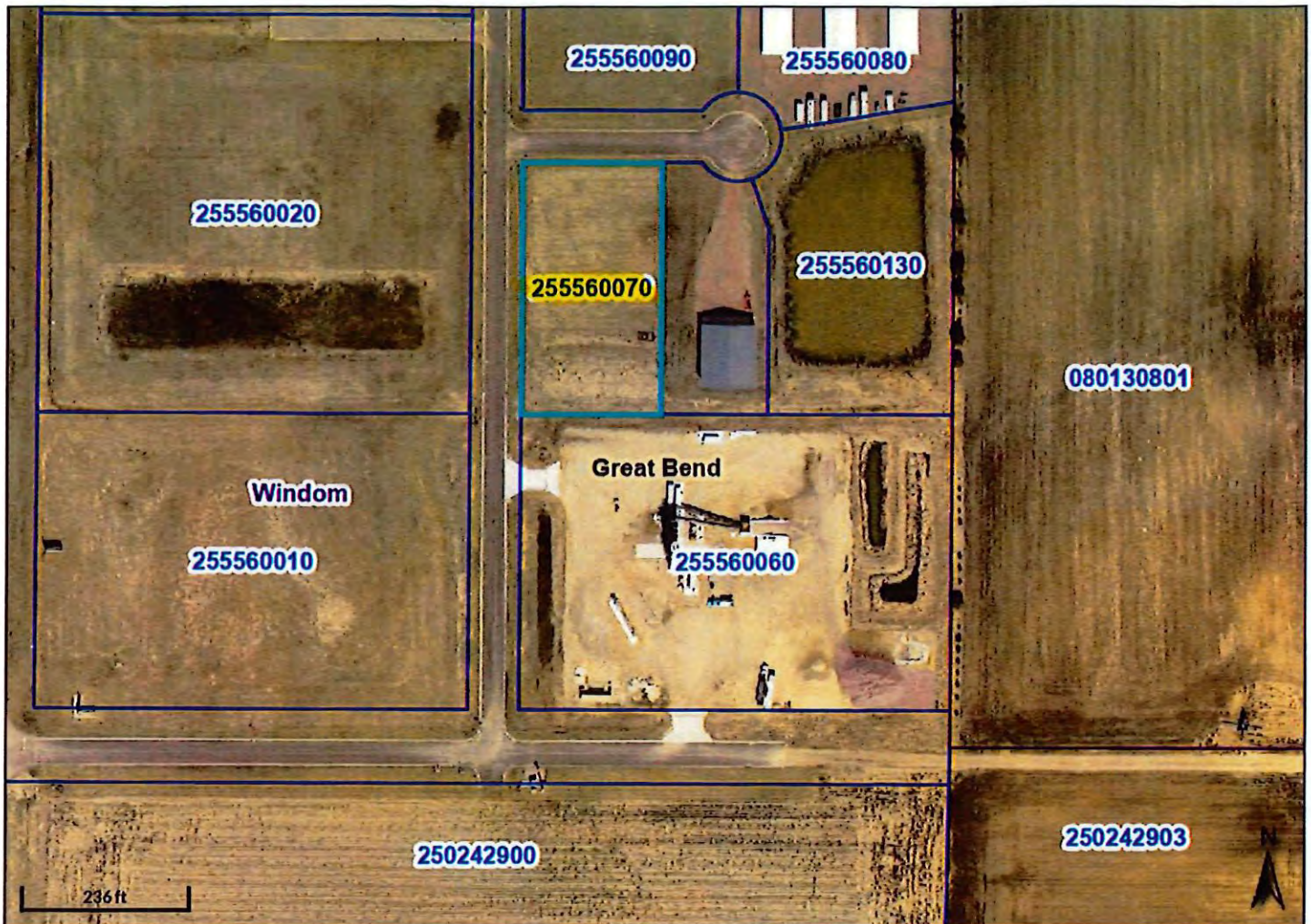
Address of the Property is: 4111 Commerce Boulevard, Windom, MN 56101

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

Published: Cottonwood County Citizen (July 1, 2026)



BeaconTM Cottonwood County, MN



Parcel ID	255560070	Alternate ID	n/a	Owner Address	ECON DEV AUTHORITY-WINDOM
Sec/Twp/Rng	0-0-0	Class	AGRICULTURE		PO BOX 38
Property Address	WINDOM	Acreage	1.5		WINDOM MN 56101
District	n/a				
Brief Tax Description	LOT 2 BLK 2 EX EAST 1.09A 1.5 ACRES (Note: Not to be used on legal documents)				

Date created: 5/4/2026

Last Data Uploaded: 5/2/2026 4:33:06 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

RESOLUTION #2026-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE “18TH AVENUE STORM SEWER IMPROVEMENT PROJECT”

WHEREAS, pursuant to a resolution adopted by the City Council on March 17, 2026, Johnson Engineering Group has prepared plans and specifications for the proposed “18th Avenue Storm Sewer Improvement Project” and has presented such plans and specifications to the Council for approval.

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

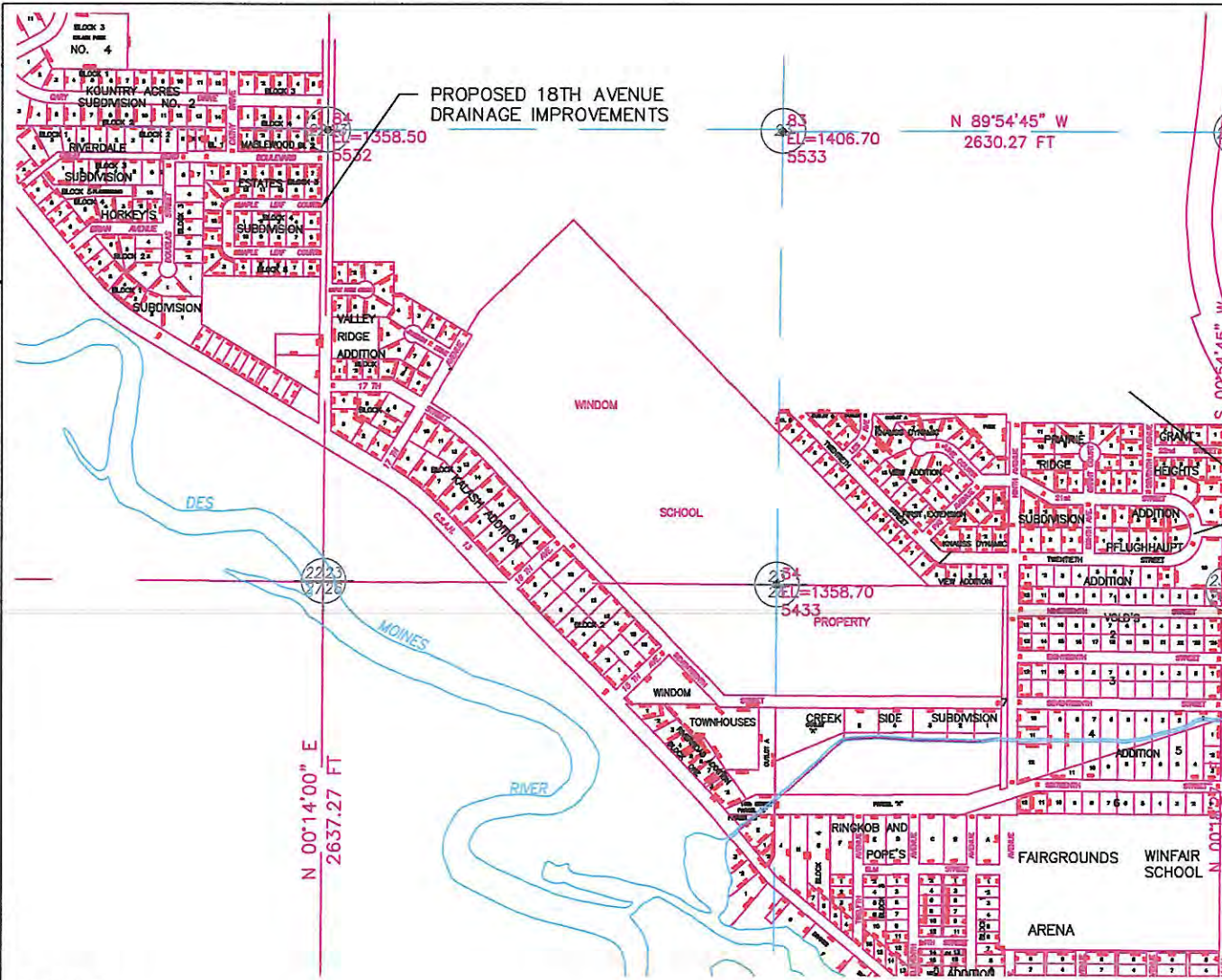
1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the office of the City Clerk/Administrator.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 1:00 p.m. on August 14, 2026. At said time, the bids will be publicly opened by the City Clerk/Administrator and City Engineer in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before August 18, 2026, at the City Council Meeting scheduled for 6:30 p.m.

Adopted by the Council this 21st day of July, 2026.

Hilary Mathis, Mayor

Attest: _____
Steven Nasby, City Administrator

10:56 AM
Plot Date & Time: 17 July 2026
C:\Users\MichaelJohnson\Johnson Engineering Group\Dropbox\Johnson Engineering Group\Drafting\0148 City of Windom\02 18th Ave Plans\CAD\GEN-101 Cover Page.dwg



PLAN INDEX	
COVER SHEET	SHEET G-101
QUANTITIES	SHEET C-101
DETAILS	SHEET C-102
OVERALL SITE PLAN-18TH AVE & GREAT BEND BLVD	SHEET C-103
SITE PLAN-GREAT BEND BLVD	SHEET C-104
CULVERT PLAN-18TH AVE	SHEET C-105
PLAN & PROFILE-18TH AVE DITCH	SHEET P&P-101
PLAN & PROFILE-18TH AVE DITCH	SHEET P&P-102
PLAN & PROFILE-18TH AVE DITCH	SHEET P&P-103
PLAN & PROFILE-18TH AVE DITCH	SHEET P&P-104

18TH AVENUE DRAINAGE IMPROVEMENTS WINDOM, MINNESOTA

CITY COUNCIL

HILARY MATHIS	-----MAYOR
DENNIS ESPLAN	-----COUNCIL MEMBER
JAYESUN SHERMAN	-----COUNCIL MEMBER
JENNY QUADE	-----COUNCIL MEMBER
JAMES NELSON	-----COUNCIL MEMBER
SCOTT BENSON	-----COUNCIL MEMBER

CITY STAFF

STEVEN NASBY	-----CITY ADMINISTRATOR
MATT FAST	-----BUILDING & ZONING OFFICIAL
KENNEDY & GRAVEN	-----CITY ATTORNEY

PROFESSIONAL CONSULTANTS

JOHNSON ENGINEERING GROUP
PO BOX 384
WINDOM, MN 56101

REGISTERED PROFESSIONAL ENGINEER

REG. NO. 15051

DENNIS JOHNSON

MINNESOTA

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

DATE: 7/17/2026

LICENSE NUMBER 15051
LICENSE RENEWAL DATE IS JUNE 30, 2028

					JEG JOHNSON ENGINEERING GROUP PO Box 384 Windom, MN 56101 (507) 832-8450	DWN BY DJJ	CHK'D MPJ	APP'D DJJ	PROJECT 18th Ave Drainage Improvements	SHEET TITLE Cover Page		
						DWG DATE 7/17/2026	CLIENT City of Windom 444 9th Street Windom, MN 56101			PROJECT NO. 0148-02	SHEET NO. G-101	REV NO.
						SCALE N/A						
REV	REVISION DESCRIPTION	DWN	APP	REV DATE								

[illegible]

STATEMENT OF ESTIMATED QUANTITIES - BASE BID			
Item No.	Item	Unit	Total Estimated Quantity
	18th Ave Drainage Improvements		
	Excavation & Street		
2021.501	MOBILIZATION	L.S.	1
2104.503	REMOVE CURB AND GUTTER	L.F.	80
2106.507	COMMON EXCAVATION (P) STREET	C.Y.	117
2106.507	COMMON EMBANKMENT (P)(CV) DIKE	C.Y.	4,800
2106.507	SHAPE DITCH	S.Y.	3,889
2106.507	SALVAGE TOPSOIL (CV)	C.Y.	1,200
2211.507	SALVAGE AGGREGATE BASE (CV)	C.Y.	27
2211.509	AGGREGATE BASE, CLASS 5	TON	166
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	50
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE 2C	TON	21
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIXTURE 2C	TON	21
2531.503	CONCRETE CURB AND GUTTER	L.F.	80
2574.508	FERTILIZER, TYPE 3	LB	737
2575.505	SEEDING	ACRE	1.47
2575.508	SEED MIXTURE NO. 25-131	LB	324
2575-508	HYDRAULIC MULCH MATRIX	LB	3,687
	Storm Sewer		
0543.516	ROCK SUBFOUNDATION	C.Y.	38
2104.502	REMOVE 2' X 3' CATCH BASIN	EACH	4
2104.502	REMOVE CATCH BASIN CASTING	EACH	4
2104.503	REMOVE 15" CS	L.F.	136
2104.503	REMOVE 18" RCP	L.F.	70
2104.503	REMOVE 24" CS	L.F.	41
2501.502	18" DUAL WALL HDE PIPE APRON	EACH	10
2501.502	18" RCP PIPE APRON	EACH	4
2501.503	18" PIPE CULVERT, DESIGN HDPE DUAL WALL	L.F.	269
2503.503	18" RCP PIPE CULVERT, REINSTALL	L.F.	70
2503.503	24" CS PIPE CULVERT, REINSTALL	L.F.	41
2506.502	REINSTALL CATCH BASIN CASTING	EACH	4
2506.503	2' X 3' CATCH BASIN	L.F.	16

Location	18" Dual Wall (L.F.)	18" Culvert Flared End (Each)	18" RCP Culvert Flared End (Each)	Remove 24" x 36" Structure (Each)	Remove 15" CPP Culvert (L.F.)	Remove & Reinstall 24" CPP Culvert (L.F.)	F & I 2' x 3' Catch Basin (L.F.)	Remove & Reinstall Catch Basin Casting (Each)	Remove & Reinstall 18" RCP (L.F.)	Rock Subfoundation (C.Y.)
Drive 0+50			2						32	3
Drive 3+50			2						38	4
Drive 6+50	40	2			40					4
Drive 8+00	98	2								10
Drive 9+00	35	2								4
South Red Leaf Court	45	2		2	45		8.0	2		5
North Red Leaf Court	51	2		2	51		8.0	2		5
North of North Red Leaf						41				4
Total	269	10	4	4	136	41	16	4	70	38

Turf Establishment					
Location	Shape Ditch (S.Y.)	Seeding (Acres)	Seed Mixture No. 25-131 (lbs)	Hydraulic Mulch Matrix (lbs)	Fertilizer, Type 3 (lbs)
18th Ave	3889	0.80	177	2009	402
Great Bend Blvd		0.67	148	1679	336
Total	3889	1.47	324	3687	737

Tabulation of Street & Excavation Quanities																							
Location	Class 5 Gravel Depth (inch)	Salvage Gravel Depth (inch)	Ex. Bit Depth (inch)	Bituminous Depth		Gravel Length (L.F.)	Salvage Gravel Length (L.F.)	Gravel Width (L.F.)	Salvage Gravel Width (L.F.)	Gravel Area (S.Y.)	Salvage Gravel Area (S.Y.)	Bituminous Length (L.F.)	Bituminous Width (S.Y.)	Bituminous Area (S.Y.)	Aggregate Base Class 5 (Ton)	Salvage Aggregate Base (C.Y.)	Street Excavation (CV) C.Y.	Borrow (CV) C.Y.		Curb and Gutter (LF)	Type SP 12.5 Non-Wearing Course Mix 2C (Ton)	Type SP 12.5 Wearing Course Mix 2C (Ton)	Bituminus Material forTack Coat (Gallons)
				Base (inch)	Wear (inch)														Topsoil Respread (CV) C.Y.				
RED LEAF COURT																							
SOUTH	9	4	2	1.5	1.5	45	45	6	6	30	30	45	10	50	16	4	13	-	-	40	5	5	10
NORTH	9	4	2	1.5	1.5	51	51	6	6	34	34	51	10	57	19	4	15	-	-	40	5	5	10
DRIVE 0 +50	9	4	0	0	0	32	32	10	10	36	36	0	0	0	19	4	13	-	-	-	0	0	0
DRIVE 3+50	9	0	0	0	0	38	38	10	10	42	42	0	0	0	23	0	11	-	-	-	0	0	0
DRIVE 6+50	9	0	0	0	0	38	38	10	10	42	42	0	0	0	23	0	11	-	-	-	0	0	0
DRIVE8+00	9	4	3	1.5	1.5	50	50	15	15	83	83	50	15	83	45	10	37	-	-	-	8	8	20
DRIVE9+00	9	4	3	1.5	1.5	35	35	10	10	39	39	35	10	39	21	5	17	-	-	-	4	4	10
Great Bend Blvd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4800	1200	-	-	-	-
Totals	----	----	----	----	----	289	289	----		306	306	181	----	229	166	27	117	4800	1200	80	21	21	50

					JEG JOHNSON ENGINEERING GROUP PO Box 384 Windom, MN 56101 (507) 832-8450	DWN BY DJJ CHK'D MPJ APP'D DJJ	PROJECT 18th Ave Drainage Improvements	SHEET TITLE Quantities		
						DWG DATE 7/17/2026	CLIENT City of Windom 444 9th Street Windom, MN 56101	PROJECT NO. 0148-02	SHEET NO. C-101	REV NO.
						SCALE N/A				
REV	REVISION	DESCRIPTION	DWN	APP	REV DATE					

24" x 36"

SALVAGED CASTING

ADD MIN OF 4" & MAXIMUM OF 10" HEIGHT WITH CONCRETE ADJUSTING RINGS. PLACE 0.25" TO 0.5" OF MORTAR BETWEEN RINGS

ELEVATION OF GRATE SHALL BE 2.0" BELOW FLOWLINE ELEVATION. PROVIDE 5' SURMOUNTABLE TO B618 CURB & GUTTER ON ALL SIDES OF CATCH BASIN

TOP OF CURB

CASTING DIMENSION

2.5' TO 5.0'

6"

3" GROUT

5"

24" x 36"

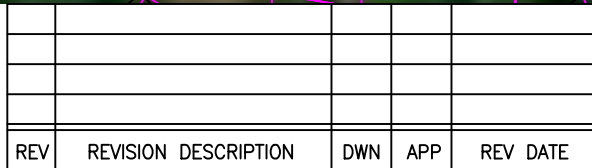
GROUT DOGHOUSES ON INSIDE OF STRUCTURE

NOT TO SCALE

1. UNSUITABLE FOUNDATION MATERIALS, WHEN ENCOUNTERED AT OR BELOW THE FOUNDATION ELEVATION, SHALL BE REMOVED AND REPLACED WITH SUITABLE MATERIAL
2. STEPS SHALL BE PROVIDED IN ALL STORM DRAIN STRUCTURES WITH DEPTH OVER 4' (SEE STANDARD PLATE SEWER 2 FOR STEP REQUIREMENTS)
3. CASTING TO BE COMPLETELY ENCASED IN CONCRETE CURB SECTION
4. WOOD SHIMS ARE NOT PERMITTED FOR USE WITH ADJUSTING RINGS

—SUBFOUNDATION— IF CONDITIONS WARRANT— DEPTH AND LOCATION BY ENGINEER

					 PO Box 384 Windom, MN 56101 (507) 832-8450	DWN BY DJJ	CHK'D MPJ	APP'D DJJ	PROJECT 18th Ave Drainage Improvements	SHEET TITLE Details		
						DWG DATE 7/17/2026	CLIENT City of Windom 444 9th Street Windom, MN 56101			PROJECT NO. 0148-02	SHEET NO. C-102	REV NO.
						SCALE N/A						
REV	REVISION DESCRIPTION	DWN	APP	REV DATE								

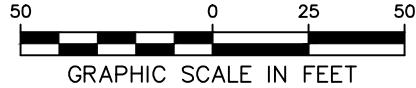


PROJECT	18th Ave Drainage Improvements
CLIENT	City of Windom 444 9th Street Windom, MN 56101

SHEET TITLE Overall Site Plan 18th Ave & Great Bend Blvd		
PROJECT NO. 0148-02	SHEET NO. C-103	REV NO.

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Name	Fill Factor	2d Area(Sq. Ft.)	Cut(adjusted)(Cu. Yd.)	Fill(adjusted)(Cu. Yd.)	Net(adjusted)(Cu. Yd.)
Comparative	1.300	37304.34	30.26	3026.58	2996.32<Fill>



REV	REVISION DESCRIPTION	DWN	APP	REV DATE

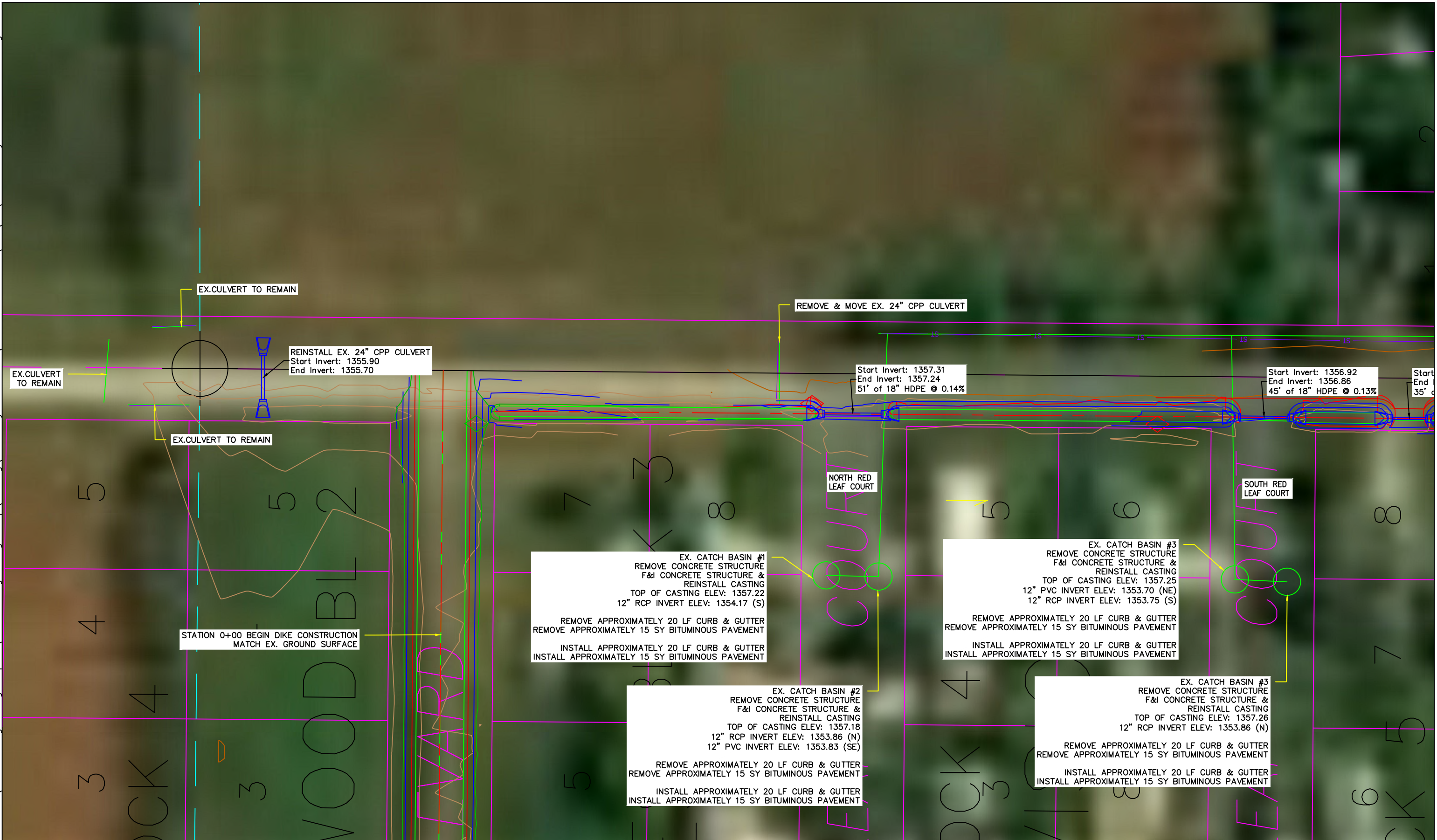


PO Box 384
Windom, MN 56101
(507) 832-8450

DWN BY DJJ	CHK'D MPJ	APP'D DJJ
DWG DATE 7-17-26	CLIENT City of Windom 444 9th Street Windom, MN 56101	
SCALE 1" = 50'	PROJECT 18th Ave Drainage Improvements	

PROJECT 18th Ave Drainage Improvements
CITY OF WINDOM 444 9TH STREET WINDOM, MN 56101

SHEET TITLE Site Plan Great Bend Blvd		
PROJECT NO. 0148-02	SHEET NO. C-104	REV NO.



REV	REVISION DESCRIPTION	DWN	APP	REV DATE



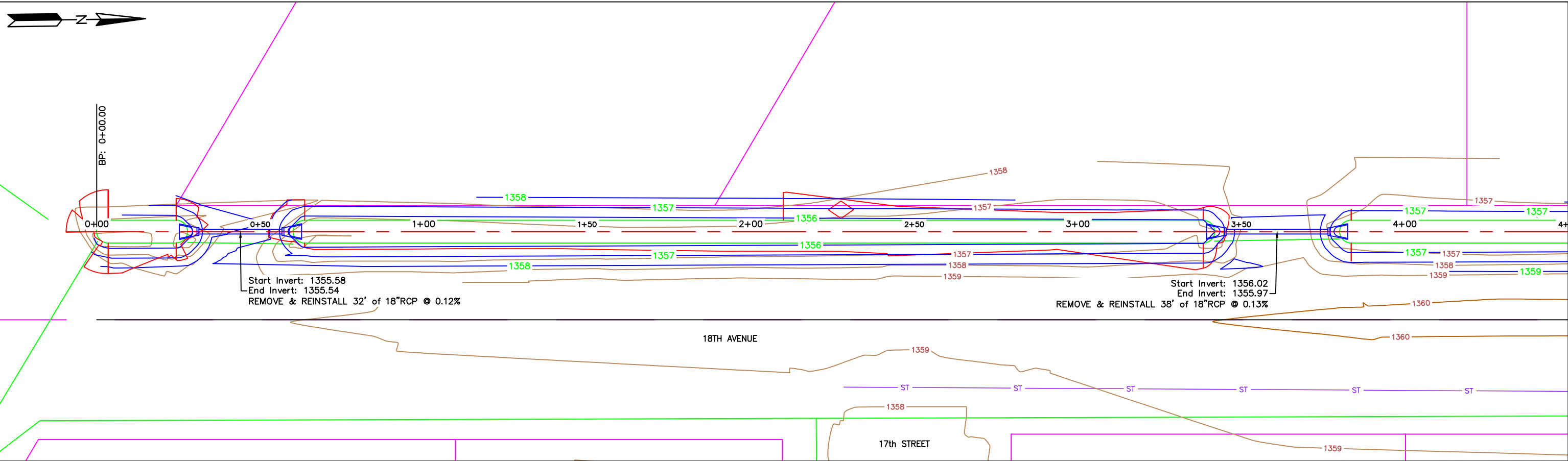
PO Box 384
Windom, MN 56101
(507) 832-8450

DWN BY DJJ	CHK'D MPJ	APP'D DJJ
DWG DATE 7/17/2026		
SCALE 1" = 60'		

PROJECT	18th Ave Drainage Improvements
CLIENT	City of Windom 444 9th Street Windom, MN 56101

SHEET TITLE Culvert Plan 18th Ave		
PROJECT NO. 0148-02	SHEET NO. C-105	REV NO.

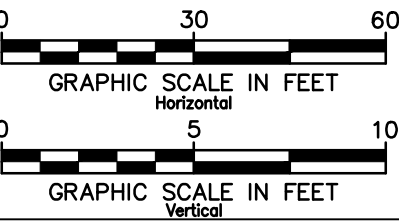
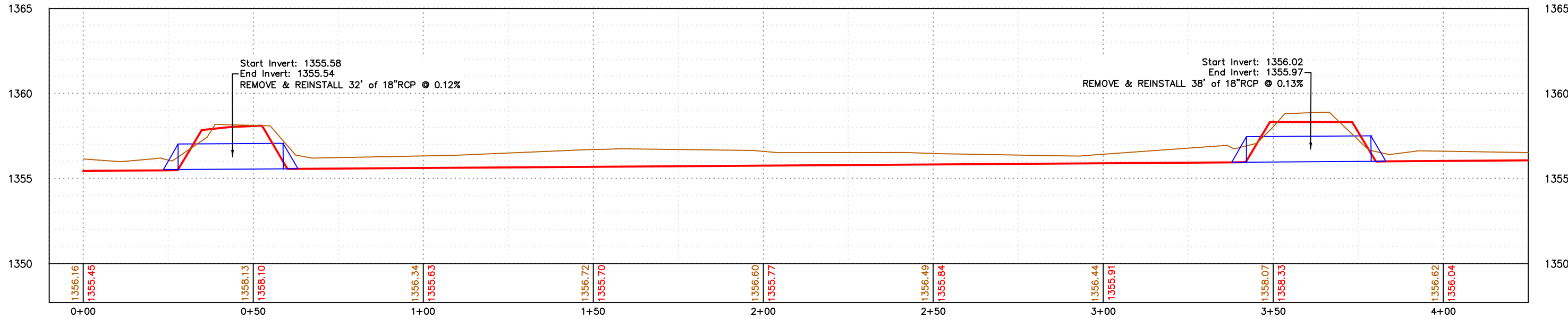
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UTILITY NOTE:
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE FULL RESPONSIBLE FOR ANY AND ALL DAMAGES TWICH WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

STORM SEWER NOTE:
ALL EXISTING STORM SEWER TO REMAIN UNLESS NOTED OTHERWISE.

18th Ave Ditch PROFILE



REV	REVISION DESCRIPTION	DWN	APP	REV DATE

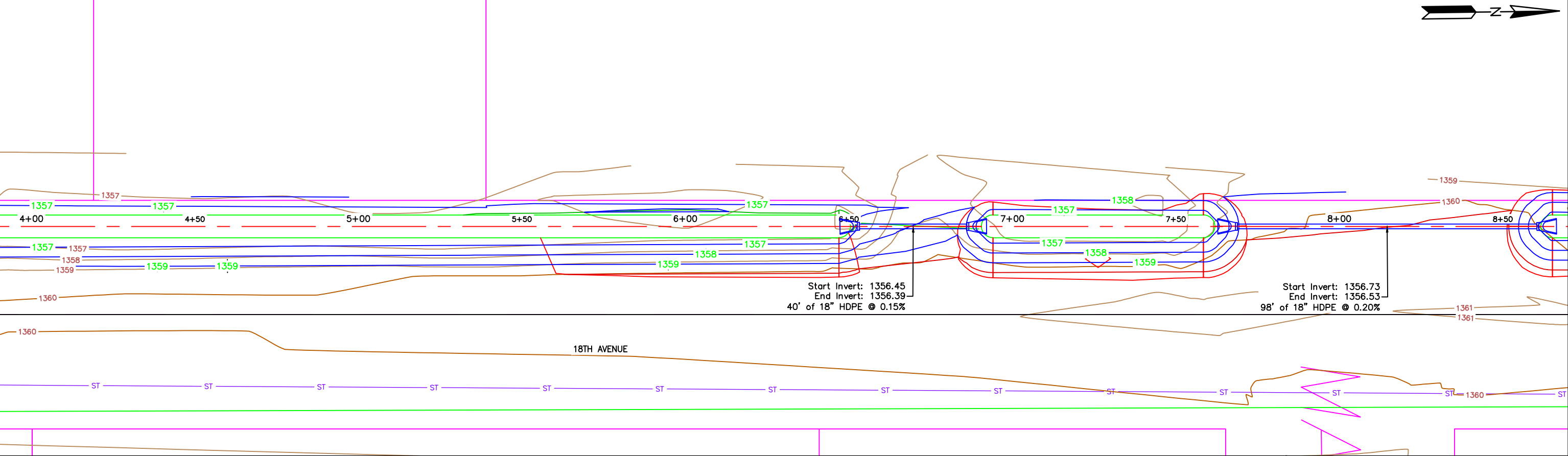


1012 5th Ave., Suite 1B
Windom, MN 56101
(507) 831-2703
(507) 831-5271

DWN BY DJJ	CHK'D MPJ	APP'D DJJ
DWG DATE 7/17/2026	CLIENT City of Windom 444 9th St Windom, MN 56101	
SCALE 1" = 30'	PROJECT 18th Ave Drainage Improvements	

PROJECT 18th Ave Drainage Improvements	SHEET TITLE Plan & Profile 18th Ave Ditch
CLIENT City of Windom 444 9th St Windom, MN 56101	PROJECT NO. 0148-02
	SHEET NO. P&P-101
	REV NO.

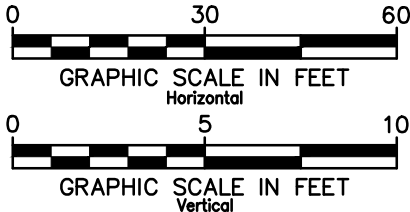
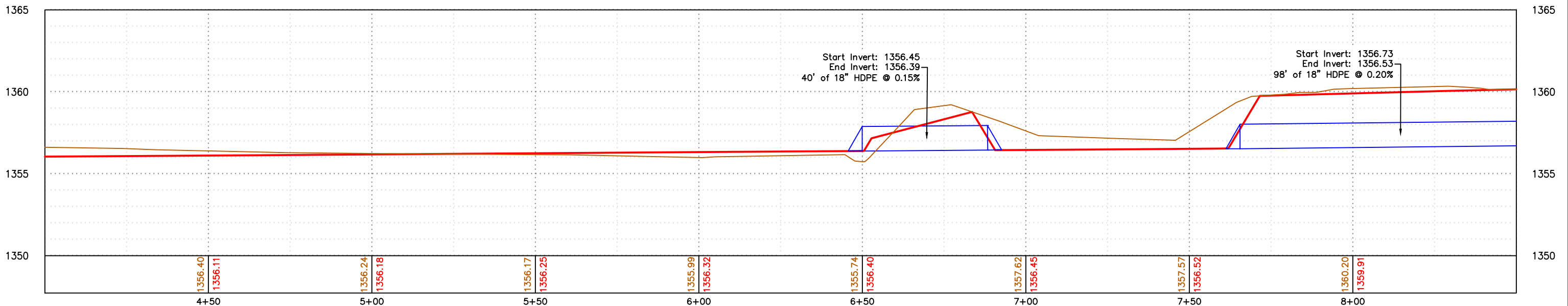
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UTILITY NOTE:
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STORM SEWER NOTE:
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18th Ave Ditch PROFILE

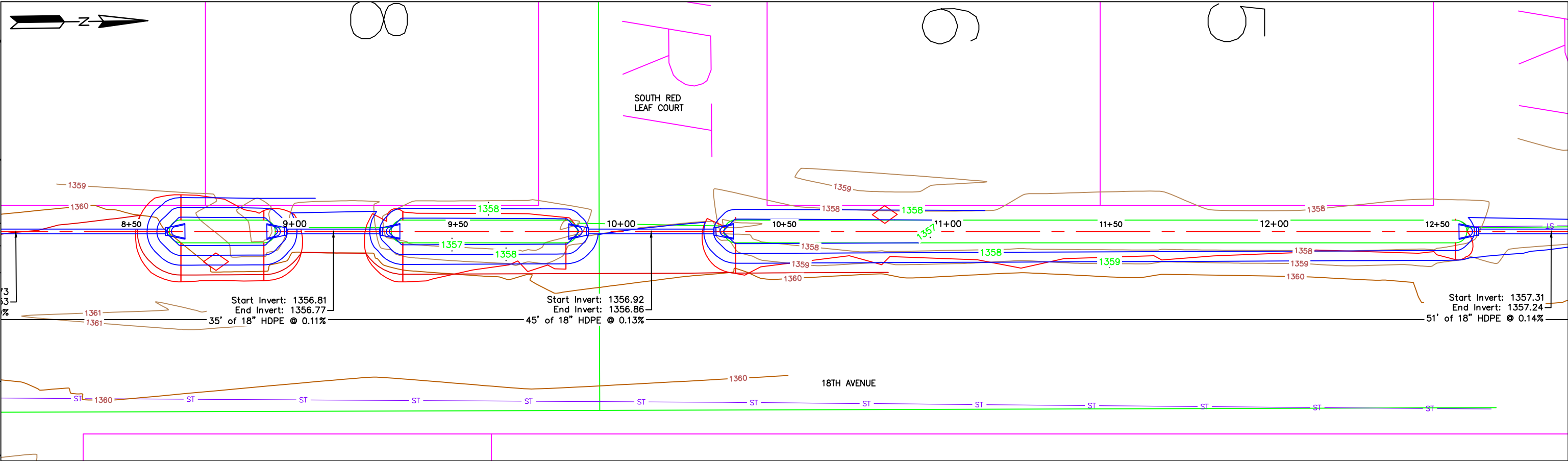


REV	REVISION DESCRIPTION	DWN	APP	REV DATE

1012 5th Ave., Suite 1B
Windom, MN 56101
(507) 831-2703
(507) 831-5271

DWN BY DJJ	CHK'D MPJ	APP'D DJJ	PROJECT 18th Ave Drainage Improvements	SHEET TITLE Plan & Profile 18th Ave Ditch		
DWG DATE 7/17/2026			CLIENT City of Windom 444 9th St Windom, MN 56101	PROJECT NO. 0148-02	SHEET NO. P&P-102	REV NO.
SCALE 1" = 30'						

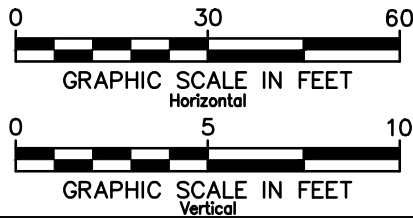
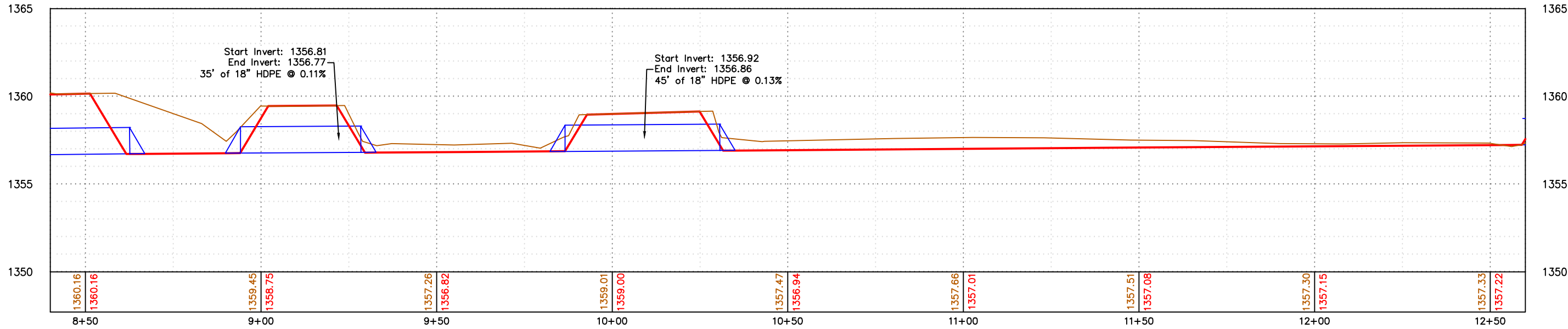
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UTILITY NOTE:
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STORM SEWER NOTE:
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18th Ave Ditch PROFILE



REV	REVISION DESCRIPTION	DWN	APP	REV DATE

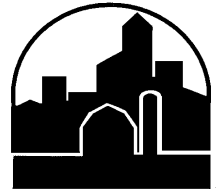


1012 5th Ave., Suite 1B
Windom, MN 56101
(507) 831-2703
(507) 831-5271

DWN BY DJJ	CHK'D MPJ	APP'D DJJ
DWG DATE 7/17/2026	CLIENT City of Windom 444 9th St Windom, MN 56101	
SCALE 1" = 30'	PROJECT 18th Ave Drainage Improvements	

PROJECT 18th Ave Drainage Improvements	SHEET TITLE Plan & Profile 18th Ave Ditch
CLIENT City of Windom 444 9th St Windom, MN 56101	PROJECT NO. 0148-02
	SHEET NO. P&P-103
	REV NO.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Kari Hanson, Director, Windom Public Library
DATE: July 21, 2026
RE: Library Non-Union On-Call Library Clerk
DPT: Library
CONTACT: Kari Hanson Kari.Hanson@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council approve the hiring of Kylie Nielsen as an on-call Non-Union Library Clerk.

Issue Summary/Background

We advertised for an on-call position due to an on-call staff resignation in May. We interviewed those we thought were qualified applicants. We extended an offer to one candidate, Kylie Nielsen, and she accepted.

With that, it is my recommendation to hire Kylie Nielsen at a rate of \$13.00. This wage is in accordance with the Non-Union Part-Time Wage Scale approved at the Windom City Council Meeting on January 9, 2026.

Fiscal Impact

The fiscal impact is minimal as these hours are already budgeted hours during normal operations, but will require some training time.

Attachments

None



July 16, 2026

Steven Nasby, City Administrator
City of Windom
444 9th Street
P.O. Box 38
Windom, MN 56101-0038

**RE: 2025 Alley Improvements
Windom, Minnesota
DGR Project No. 373179**

Dear Steven:

Enclosed are the following final contract documents for the construction work on the above referenced project.

1. **Certificate of Payment No. 6, Final.** Three (3) copies in the amount of **\$27,232.64** are enclosed. Please have all three copies signed and send one copy with payment to the Contractor, retain one copy for the Owner's file, and return one copy to DGR.
2. **Certificate of Contractor and Indemnity Agreement.** Please retain the enclosed copy for your file.
3. **Engineer's Statement of Final Completion and Owner's Acceptance of Contract Construction.** To the best of our knowledge, based on observations during construction by DGR and observations reported by City Staff, the construction work was completed in substantial compliance with the plans and specifications and therefore, we recommend the Owner accept the project and make final payment to the Contractor. Three (3) copies are enclosed. Please have all copies signed, retain one copy for the Owner's file, forward one copy with payment to the Contractor, and return one copy to DGR.

Thank you to all parties in the completion of this project on behalf of the City of Windom. Please contact our office with any questions.

Sincerely,

DGR Engineering

A handwritten signature in blue ink, appearing to read 'Bryce Hunt', written over a light blue horizontal line.

Bryce Hunt, P.E.

Enclosures

cc: Duininck, Inc.

CERTIFICATE FOR PAYMENT NO. 6 - FINAL

**Duininck, Inc.
408 6th Street
Prinsburg, MN 56281**

Project: 2025 Alley Improvements
Windom, MN

DGR Project No. 373179

Owner: City of Windom, MN

For Period From: May 23, 2026 to June 30, 2026

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application Units</u>	<u>Value</u>	<u>Completed to Date Units</u>	<u>Value</u>
Base Bid								
1	JOB	Mobilization	L.S.	\$40,000.00		\$0.00	100%	\$40,000.00
2	JOB	Maint & Restoration of Access	L.S.	2,000.00		0.00	100%	2,000.00
3	4,950 S.Y.	Remove Pavement	7.50	37,125.00		0.00	5,091.00	38,182.50
4	2,050 C.Y.	Common Excavation (P)	25.00	51,250.00		0.00	2,050.00	51,250.00
5	4,950 S.Y.	12" Subgrade Preparation	2.00	9,900.00		0.00	4,950.00	9,900.00
6	4,950 S.Y.	12" Aggregate Base Class 5	10.00	49,500.00		0.00	4,950.00	49,500.00
7	1,165 Ton	Bituminous Pavement, 4"	115.00	133,975.00		0.00	1,165.00	133,975.00
8	230 L.F.	Concrete Curb and Gutter Match	50.00	11,500.00		0.00	207.00	10,350.00
9	280 S.Y.	7" Concrete Approach Pavement	40.00	11,200.00		0.00	421.00	16,840.00
10	160 L.F.	4" Perforated Drain Pipe	15.00	2,400.00		0.00	160.00	2,400.00
11	24 Ea.	Subdrain/Roof Drain Outlet	20.00	480.00		0.00	24.00	480.00
12	209 L.F.	6" PVC Pipe Sewer, SDR-35	20.00	4,180.00		0.00	209.00	4,180.00
13	211 L.F.	8" PVC Pipe Sewer, SDR-35	28.00	5,908.00		0.00	211.00	5,908.00
14	118 L.F.	10" PVC Pipe Sewer, SDR-35	55.00	6,490.00		0.00	118.00	6,490.00
15	1,029 L.F.	12" PVC Pipe Sewer, SDR-35	68.00	69,972.00		0.00	1,029.00	69,972.00
16	2 Ea.	Connect to Existing Storm Sewer	1,050.00	2,100.00		0.00	2.00	2,100.00
17	10 Ea.	Connect to Existing Roof Drain	300.00	3,000.00		0.00	10.00	3,000.00
18	9 Ea.	Roof Drain Inserta-Tee, 6"	300.00	2,700.00		0.00	9.00	2,700.00
19	8 Ea.	Roof Drain Inserta-Tee, 8"	425.00	3,400.00		0.00	7.00	2,975.00
20	1 Ea.	Storm Manhole 4x4 Minimum	5,000.00	5,000.00		0.00	1.00	5,000.00
21	7 Ea.	Single Grate Intake	4,675.00	32,725.00		0.00	7.00	32,725.00
22	80 S.Y.	Terrace Grading	25.00	2,000.00		0.00	80.00	2,000.00
23	JOB	Traffic Control	L.S.	8,000.00		0.00	100%	8,000.00
24	2 Ea.	Install Handicap Sign	1,000.00	2,000.00		0.00	2.00	2,000.00
25	JOB	SWPPP Management	L.S.	500.00		0.00	100%	500.00
26	8 Ea.	Storm Drain Inlet Protection	150.00	1,200.00		0.00	8.00	1,200.00
27	JOB	Seeding, Fertilizing, and Hydromulching	L.S.	5,850.00		0.00	100%	5,850.00
28	2 Ea.	Pavement Markings - Symbol	65.00	130.00		0.00	2.00	130.00
29	1,082 L.F.	Pavement Markings - 4" Parking Stalls	1.15	1,244.30		0.00	1,142.00	1,313.30
30	8 Ea.	12" PVC Pipe Bends	450.00	<u>3,600.00</u>		<u>0.00</u>	3.00	<u>1,350.00</u>
TOTAL BASE BID				\$509,329.30		\$0.00		\$512,270.80

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
Alternate Bid								
A1	330 S.Y.	Remove Pavement	\$12.00	\$3,960.00		\$0.00	216.00	\$2,592.00
A2	17 C.Y.	Common Excavation (P)	35.00	595.00		0.00	17.00	595.00
A3	330 S.Y.	12" Subgrade Preparation	2.00	660.00		0.00	236.00	472.00
A4	330 S.Y.	12" Aggregate Base Class 5	10.00	3,300.00		0.00	236.00	2,360.00
A5	84 Ton	Bituminous Pavement, 4"	115.00	9,660.00		0.00	64.00	7,360.00
A6	161 L.F.	6" PVC Pipe Sewer, SDR-35	20.00	3,220.00		0.00	130.00	2,600.00
A7	337 L.F.	8" PVC Pipe Sewer, SDR-35	28.00	9,436.00		0.00	222.00	6,216.00
A8	24 L.F.	10" PVC Pipe Sewer, SDR-36	55.00	1,320.00		0.00	14.00	770.00
A9	16 Ea.	Connect to Existing Roof Drain	300.00	4,800.00		0.00	16.00	4,800.00
TOTAL ALTERNATE BID				\$36,951.00		\$0.00		\$27,765.00
TOTAL BASE AND ALTERNATE BID				\$546,280.30		\$0.00		\$540,035.80
Change Orders								
CO1	76 L.F.	Foundation Removal	\$60.75	4,617.00		0.00	76.00	4,617.00
TOTAL CHANGE ORDER				\$4,617.00		\$0.00		\$4,617.00
TOTAL BASE, ALTERNATE BID, AND CHANGE ORDER				\$550,897.30		\$0.00		\$544,652.80
				Total Work Completed				\$544,652.80
				Stored Materials				
				Less Retainage		%		
								\$544,652.80
				Less Previous Payments				517,420.16
				TOTAL AMOUNT DUE THIS PAY REQUEST				\$27,232.64

Payment Requested by:

Duininck, Inc.
(Contractor)


Chris Duinick (Jul 13, 2026 12:03:16 CDT)
(signature)

Date July 13, 2026

Christian Duinick, President

Payment Recommended by: DGR Engineering


(signature)

Date 7/16/2026

Payment Approved by: City of Windom

(signature)

Date _____

CERTIFICATE FOR PAYMENT NO. 3

**Svoboda Excavating, Inc.
315 Petersburg Dr
Jackson, MN 56143**

Project: 2026 Street Improvements
Windom, MN

DGR Project No. 375212

Owner: City of Windom, MN

For Period From: June 13, 2026 to July 16, 2026

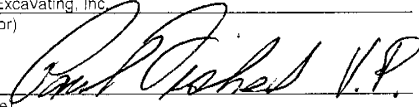
<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
Base Bid								
1	JOB	Mobilization	L.S.	\$64,700.00		\$0.00	50%	\$32,350.00
2	JOB	Maint & Restoration of Access	L.S.	10,000.00	20%	2,000.00	60%	6,000.00
3	18,830 S.Y.	Remove Pavement	4.00	75,320.00	1,659.00	6,636.00	18,659.00	74,636.00
4	8,720 S.Y.	Bituminous Milling	2.00	17,440.00	8,720.00	17,440.00	8,720.00	17,440.00
5	8,300 C.Y.	Common Excavation (P)	12.00	99,600.00	2,100.00	25,200.00	8,300.00	99,600.00
6	100 C.Y.	Contaminated Soils Remediation	120.00	12,000.00		0.00		0.00
7	25 C.Y.	Common Topsoil Borrow	100.00	2,500.00		0.00		0.00
8	1,025 S.Y.	Terrace Grading	10.00	10,250.00		0.00		0.00
9	3,000 S.Y.	Geotextile Fabric Type 4	4.00	12,000.00	1,250.00	5,000.00	1,622.50	6,490.00
10	10,200 S.Y.	Anti-Reflective Crack Fabric	1.50	15,300.00	2,793.00	4,189.50	2,793.00	4,189.50
11	19,012 S.Y.	12" Subgrade Preparation	3.00	57,036.00	10,012.00	30,036.00	19,012.00	57,036.00
12	19,012 S.Y.	12" Aggregate Base Class 5	10.00	190,120.00	9,000.00	90,000.00	16,800.00	168,000.00
13	6,184 Ton	Bituminous Pavement	100.00	618,400.00	421.11	42,111.00	421.11	42,111.00
14	2,660 Gal.	Hot Bituminous Materials for Tack Coat	3.00	7,980.00	650.00	1,950.00	650.00	1,950.00
15	22 Ea.	Utility Casting Adjustment	1,300.00	28,600.00	3.00	3,900.00	3.00	3,900.00
16	18 Ea.	Adjust Storm Intake Frame, Ring & Casting	1,250.00	22,500.00	13.00	16,250.00	13.00	16,250.00
17	11 Ea.	Adjust Valve Box	750.00	8,250.00	1.00	750.00	1.00	750.00
18	2 Ea.	21" x 4" Inserta Tee	6,000.00	12,000.00		0.00	1.00	6,000.00
19	1 Ea.	8" Sanitary Gate Valve	13,500.00	13,500.00		0.00	1.00	13,500.00
20	66 L.F.	4" PVC Sanitary Sewer Service	100.00	6,600.00		0.00	30.00	3,000.00
21	748 L.F.	12" RCP Storm Sewer	55.00	41,140.00	724.00	39,820.00	724.00	39,820.00
22	3 Ea.	Single Grate Intake	3,000.00	9,000.00	3.00	9,000.00	3.00	9,000.00
23	1 Ea.	Flap Valve	7,500.00	7,500.00		0.00		0.00
24	1 Ea.	Water Level Control Structure	40,000.00	40,000.00		0.00		0.00
25	3 Ea.	Connect to Existing Storm Sewer	2,250.00	6,750.00	2.00	4,500.00	2.00	4,500.00
26	5,743 L.F.	4" Perforated Subdrain	13.00	74,659.00	2,390.00	31,070.00	5,743.00	74,659.00
27	22 Ea.	Subdrain Outlet	1,150.00	25,300.00	10.00	11,500.00	22.00	25,300.00
28	29 Ea.	Storm Drain Inlet Protection	200.00	5,800.00		0.00	25.00	5,000.00
29	110 L.F.	Trenchless 14" Yelomine Casing Pipe	225.00	24,750.00		0.00	110.00	24,750.00
30	1,323 L.F.	8" C900 Water Main	75.00	99,225.00	775.00	58,125.00	1,323.00	99,225.00
31	340 L.F.	8" Trenchless C900 RJ Water Main	100.00	34,000.00		0.00	340.00	34,000.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
32	759 L.F.	6" C900 Water Main	55.00	41,745.00	34.00	1,870.00	719.00	39,545.00
33	1 Ea.	10" x 8" Tee	2,300.00	2,300.00		0.00	1.00	2,300.00
34	3 Ea.	8" x 6" Tee	1,700.00	5,100.00	2.00	3,400.00	3.00	5,100.00
35	1 Ea.	6" Tee	1,500.00	1,500.00		0.00	1.00	1,500.00
36	1 Ea.	8" x 6" Reducer	1,200.00	1,200.00	1.00	1,200.00	1.00	1,200.00
37	8 Ea.	Bends	1,100.00	8,800.00	4.00	4,400.00	4.00	4,400.00
38	3 Ea.	8" Gate Valve	4,500.00	13,500.00	2.00	9,000.00	3.00	13,500.00
39	3 Ea.	6" Gate Valve	3,700.00	11,100.00	1.00	3,700.00	3.00	11,100.00
40	5 Ea.	Connect to Existing Water	2,600.00	13,000.00	2.00	5,200.00	5.00	13,000.00
41	288 L.F.	1" Water Service	55.00	15,840.00	68.00	3,740.00	288.00	15,840.00
42	37 L.F.	1-1/2" Water Service	60.00	2,220.00		0.00	50.00	3,000.00
43	39 L.F.	2" Water Service	62.00	2,418.00	39.00	2,418.00	39.00	2,418.00
44	18 Ea.	1" Curb Stop with Box	1,200.00	21,600.00	5.00	6,000.00	16.00	19,200.00
45	1 Ea.	1-1/2" Curb Stop with Box	2,000.00	2,000.00		0.00	1.00	2,000.00
46	18 Ea.	1" Corp Stop	750.00	13,500.00	5.00	3,750.00	16.00	12,000.00
47	1 Ea.	1-1/2" Corp Stop	1,000.00	1,000.00		0.00	1.00	1,000.00
48	1 Ea.	2" Corp Stop	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00
49	2 Ea.	Fire Hydrant	7,500.00	15,000.00	1.00	7,500.00	2.00	15,000.00
50	JOB	Temporary Water Service	L.S.	20,000.00	50%	10,000.00	100%	20,000.00
51	155 S.Y.	6" Concrete Walk	85.00	13,175.00	110.00	9,350.00	110.00	9,350.00
52	3,683 L.F.	Concrete Curb and Gutter	27.00	99,441.00	1,158.00	31,266.00	3,500.00	94,500.00
53	935 L.F.	Concrete Curb and Gutter Match	35.00	32,725.00	18.00	630.00	18.00	630.00
54	2,000 S.Y.	7" Concrete Driveway Pavement	80.00	160,000.00	1,270.00	101,600.00	1,800.00	144,000.00
55	150 Ton	Gravel Surfacing	25.00	3,750.00		0.00		0.00
56	68 S.Y.	6" Concrete Street Patch	100.00	6,800.00		0.00		0.00
57	475 S.Y.	7" PCC Valley Gutter	90.00	42,750.00	425.00	38,250.00	425.00	38,250.00
58	456 S.Y.	High Early Concrete	100.00	45,600.00	400.00	40,000.00	400.00	40,000.00
59	70 S.F.	Truncated Domes/Detectable Warnings	100.00	7,000.00	60.00	6,000.00	60.00	6,000.00
60	750 L.F.	Silt Fence/Bio Wattle/Filter Sock	4.00	3,000.00		0.00		0.00
61	JOB	Temporary Postal Service	L.S.	2,500.00		0.00	50%	1,250.00
62	2 Ea.	Remove, Salvage, and Reinstall Mailbox	250.00	500.00	1.00	250.00	1.00	250.00
63	JOB	Temporary Traffic Control	L.S.	12,000.00		0.00	50%	6,000.00
64	450 L.F.	Pavement Markings	3.00	1,350.00		0.00		0.00
65	16 Ea.	Remove, Salvage, and Reinstall Sign	500.00	8,000.00		0.00	4.00	2,000.00
66	JOB	SWPPP Management	L.S.	10,000.00	20%	2,000.00	60%	6,000.00
67	0.30 Acre	Seeding, Fertilizing, and Hydromulching	17,500.00	5,250.00		0.00		0.00
TOTAL BASE BID				\$2,298,884.00		\$692,001.50		\$1,400,789.50

<u>Line</u> <u>No.</u>	<u>Estimated</u> <u>Units</u>	<u>Description</u>	<u>Unit</u> <u>Price</u>	<u>Contract</u> <u>Price</u>	<u>This Application</u> <u>Units</u> <u>Value</u>		<u>Completed to Date</u> <u>Units</u> <u>Value</u>	
Alternate Bid								
A1	603 S.Y.	1.5" Bituminous Milling	3.00	1,809.00	603.00	1,809.00	603.00	1,809.00
A2	57 Ton	1.5" Bituminous Overlay	107.00	<u>6,099.00</u>		<u>0.00</u>		<u>0.00</u>
TOTAL ALTERNATE BID				\$7,908.00		\$1,809.00		\$1,809.00
TOTAL BASE PLUS ALTERNATE BID				\$2,306,792.00		\$693,810.50		\$1,402,598.50
				Total Work Completed				\$1,402,598.50
				Stored Materials				
				Less Retainage		<u>5</u> %		<u>70,129.93</u>
								\$1,332,468.58
				Less Previous Payments				702,439.04
				TOTAL AMOUNT DUE THIS PAY REQUEST				<u>\$630,029.54</u>

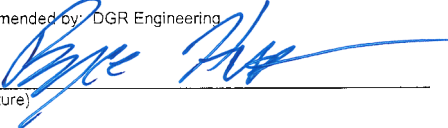
Payment Requested by:

Svoboda Excavating, Inc.
(Contractor)


(signature)

Date 7-16-2026

Payment Recommended by: DGR Engineering


(signature)

Date 7-16-2026

Payment Approved by: City of Windom

(signature)

Date _____

Steve Nasby

From: Werley, Robert L (DPS) <Robert.Werley@state.mn.us>
Sent: Wednesday, July 8, 2026 9:26 AM
To: Steve Nasby
Cc: Donna Torkelson; Tim Hogan; Lamoreaux, Wayne (DPS)
Subject: Re: Windom, MN Pool Appeal - Follow Up Question

Good Morning Steve,

I was waiting to see if FEMA (Conner) would attempt to answer any of your questions, I did not think he would mainly because of the appeal and also, he probably does not know the answers as Conner is fairly new . DR4797 was his first deployment if I am not mistaken. Here are the answers to your questions:

1. If the City chose to do demolition, would there be FEMA funding to pay for the demolition costs? Removal of the structure from the floodplain as hazard mitigation. **The only funding you will receive from FEMA is the \$85,171.25. I do not believe mitigation is an option since a majority of the project was denied.**
2. If FEMA funds would be used for demolition is that on a reimbursement basis or does the City have to await a FEMA monetary award prior to any action the City takes? **You can use the funds you have received thus far for work on the pool (demolition). If you choose to file the 2nd appeal and if the appeal is granted then those funds awarded must be used on the project as it was originally written in the Grants Portal system.**
3. Are the funds the City got from FEMA & HSEM for the repairs (totaling about \$85K) for the City to use at its discretion if the pool is not repaired? **The funds must be used on the pool, either for demo or repair as the project was written in the Grants Portal system.**
4. Would the \$85k in funds be netted against any FEMA award (if any) for demolition? **If the 2nd appeal is awarded then the remaining amount of the project funds, \$2,300,000 is awarded.**
5. Last, the City incurred about \$20k in consultant fees to produce the engineering and damage assessments required by FEMA. Are these costs that are eligible for the City to seek reimbursement? **No, those funds will come from the \$85,171.25.**

I hope my answers have helped. As I mentioned in our previous email phone call, I will assist the City in whatever direction you choose. I have also copied Wayne Lamoreaux, HSEM Deputy Public Assistance Officer, on this email. He may be able to provide further guidance as well. Any other questions please do not hesitate to contact me.

Rob Werley | State Public Assistance Program Specialist
Homeland Security and Emergency Management
Minnesota Department of Public Safety
Cell: (952)262-0336
robert.werley@state.mn.us
[hsem.dps.mn.gov]hsem.dps.mn.gov | [Follow DPS](#)



FEMA Second Appeal Process

In general terms, this is the process to follow in order to submit a Second Appeal from a negative determination to the First Appeal by the FEMA Regional Administrator.

Your Second Appeal letter should be addressed to:

Keith Turi, Deputy Associate Administrator
U.S. Department of Homeland Security
Federal Emergency Management Agency
Office of Response and Recovery
500 C Street, S.W.
Washington, DC. 20472

Your letter should include justification for the appeal issues. And your letter should contain as much detail as possible to support your case. It should also have supporting documentation attached to the letter.

Submit this Second Appeal package and cover letter to:

Allison Farole, Director
Minnesota Homeland Security and Emergency Management
3925 Pheasant Ridge Drive NE
Blaine, Minnesota 55449

We will review your Second Appeal in our office, and submit your appeal package to FEMA Region V with our cover letter. The second appeal will go to the Associate Director/Executive Associate Director of FEMA at headquarters.

The review, and eligibility judgments are made in accordance to; the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Title 44 of the Code of Federal Regulations (44 CFR), Part 206 Subpart G and the FEMA Public Assistance Program and Policy Guide Version 4, Effective June 1, 2020. (FP 104-009-12)

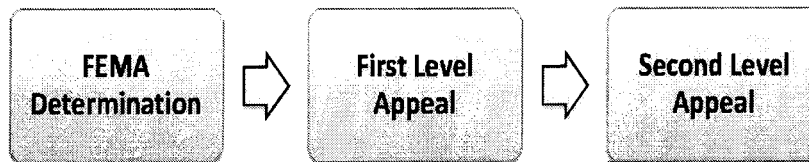
I have attached a copy of the appeal process from the Code of Federal Regulations, Title 44, Chapter I, Subchapter D, Part 206, Subpart G Public Assistance Administration, for your review. Please review Section 206.206 Appeals.



FEMA

Fact Sheet

Public Assistance Appeals



Most Public Assistance (PA) projects are free of eligibility disputes or, if eligibility issues arise, they are quickly resolved. When the parties cannot reach a mutually agreeable solution, PA applicants are provided a two-tiered administrative appeal process under which the Regional Administrator (RA) of the applicable FEMA Region decides the first level appeal. If the applicant chooses to appeal that decision then the Assistant Administrator for Recovery at FEMA Headquarters determines the Agency's final administrative decision regarding the matter. Title 44 Code of Federal Regulations (C.F.R.) § 206.206, which implements Stafford Act Section 423, describes the process.

Talk It Out

In many cases, eligibility issues arise from a lack of mutual understanding. Clear, open lines of communication can often resolve misconceptions and provide a path forward. When such discussions reach an impasse, PA staff may offer the opportunity to participate in a facilitated discussion led by a FEMA dispute resolution specialist. These types of informal discussions, led by a trained facilitator, can provide participants with different perspectives, clarity, and possible avenues for resolution. Take advantage of them when offered.

PA Eligibility Determination

When eligibility issues cannot be worked out, FEMA will issue a formal eligibility determination letter, setting forth an applicant's appeal rights, with an accompanying memorandum that explains the basis for the denial.

❖ **Know your deadline:** Under statute and regulation, an applicant has 60 days from the date it receives a PA eligibility determination to file a first appeal.

First Level Appeal

An applicant has 60 days from receipt of notification of a PA eligibility determination to appeal it.¹ The appeal must be sent to the recipient (e.g., State or Tribe), which has 60 days to review and forward it, along with a written recommendation, to the appropriate FEMA RA. The recipient has full discretion to support or oppose all or part of the applicant's position in the appeal. An applicant should confirm receipt of the appeal by the recipient and FEMA, if an acknowledgement email is not received.

❖ **State your case:** Regulation requires that an applicant's appeal is made in writing, contains documented justification supporting the applicant's position, specifies the amount in dispute, and cites relevant statutes, regulations, and policies with which the applicant believes FEMA's action was inconsistent.

❖ **Provide everything:** The administrative record closes upon issuance of the first appeal decision and the applicant will not be allowed to submit new documentation with its second appeal. Be sure to submit all supporting documentation at the first appeal stage.

¹ FEMA's arbitration for PA disputes related to Hurricanes Katrina and Rita (44 C.F.R. § 206.209) affords certain applicants a right to choose arbitration in lieu of a first or second appeal.

Public Assistance Appeals

Once received, the FEMA RA has 90 days to render a first appeal decision or request additional information from the applicant. The FEMA RA will send the applicant a final request for information if the RA intends to deny or partially grant the appeal. If a request for information is received, respond to FEMA within the stated deadline. The FEMA RA will issue the first appeal decision, which consists of a letter explaining the applicant's second appeal rights and an appeal analysis, to the recipient and the applicant. Appellants should closely review the analysis to understand the basis for the decision.

❖ **Mark your calendar:** Under federal regulations, the same timelines and procedures for submitting first appeals apply to second appeals. Submit the second appeal to the recipient within 60 days of receiving the first appeal decision.

Second Level Appeal

Upon receipt of a first appeal that is either a denial or partial approval, applicants can appeal the determination to the Assistant Administrator for Recovery. The second level appeal must be sent to the recipient within 60 days of receiving the first appeal. The recipient then has 60 days from receipt of the second appeal to review it and forward it with a recommendation to FEMA. Just as with the first appeal, the recipient can express support for or disagreement with the applicant's position in the appeal. The applicant should confirm receipt of the appeal by the recipient and FEMA, if an acknowledgement email is not received.

❖ **Restate your case:** Regulations require the second level appeal to explain why the applicant believes the original determination is inconsistent with law or policy, specify the amount in dispute, and cite authorities with which it believes FEMA's determination and first level appeal decision was inconsistent.

The FEMA Assistant Administrator for Recovery has 90 days upon receipt of the second level appeal to render a decision or request more information from the applicant. Applicants and recipients can check the status of second appeals on the FEMA PA Second Appeals Tracker (see Resource Links below). Second level appeal decisions are FEMA's final administrative decision. All second level appeal decisions are posted in the PA Appeals Database (see Resource Links below) so that applicants can review previous decisions FEMA has made on similar issues.

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended

<https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

Title 44 Code of Federal Regulations

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title44/44cfr206_main_02.tpl

Public Assistance Appeals and Audits Branch

<https://www.fema.gov/public-assistance-appeals-branch>

Public Assistance Policy & Guidance

<http://www.fema.gov/public-assistance-policy-and-guidance>

Public Assistance Appeals Database (Searchable database)

<https://www.fema.gov/appeals>

FEMA Public Assistance Second Appeals Tracker (Check status of second appeals at HQ)

<http://www.fema.gov/media-library/assets/documents/108588>

This content is from the eCFR and is authoritative but unofficial.

Title 44 —Emergency Management and Assistance

Chapter I —Federal Emergency Management Agency, Department of Homeland Security

Subchapter D —Disaster Assistance

Part 206 —Federal Disaster Assistance

Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 through 5207; Homeland Security Act of 2002, 6 U.S.C. 101 *et seq.*; Department of Homeland Security Delegation 9001.1; sec. 1105, Pub. L. 113-2, 127 Stat. 43 (42 U.S.C. 5189a note).

Source: 54 FR 11615, Mar. 21, 1989, unless otherwise noted.

Subpart G Public Assistance Project Administration

§ 206.200 General.

§ 206.201 Definitions used in this subpart.

§ 206.202 Application procedures.

§ 206.203 Federal grant assistance.

§ 206.204 Project performance.

§ 206.205 Payment of claims.

§ 206.206 Appeals and arbitrations.

§ 206.207 Administrative and audit requirements.

§ 206.208 Direct Federal assistance.

§ 206.209 Arbitration for Public Assistance determinations related to Hurricanes Katrina and Rita (Major disaster declarations DR-1603, DR-1604, DR-1605, DR-1606, and DR-1607).

§§ 206.210-206.219 [Reserved]

Subpart G—Public Assistance Project Administration

Source: 55 FR 2304, Jan. 23, 1990, unless otherwise noted.

§ 206.200 General.

- (a) **Purpose.** This subpart establishes procedures for the administration of Public Assistance grants approved under the provisions of the Stafford Act.
- (b) **What policies apply to FEMA public assistance grants?**
 - (1) The Stafford Act requires that we deliver eligible assistance as quickly and efficiently as possible consistent with Federal laws and regulations. We expect the recipient and the subrecipient to adhere to Stafford Act requirements and to these regulations when administering our public assistance grants.
 - (2) The regulations entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," published at 2 CFR parts 200 and 3002, place requirements on the State in its role as recipient and gives the recipient discretion to administer federal programs under their own procedures. We expect the recipient to:

additional information. If discrepancies in the claim cannot be resolved through a field review, a Federal audit may be conducted. If the Regional Administrator determines that eligible costs exceed the initial approval, he/she will obligate additional funds as necessary.

[55 FR 2304, Jan. 23, 1990, as amended at 64 FR 55161, Oct. 12, 1999; 79 FR 76086, Dec. 19, 2014; 82 FR 43, Jan. 3, 2017]

§ 206.206 Appeals and arbitrations.

- (a) **Definitions.** The following definitions apply to this section:

Administrator means the Administrator of the Federal Emergency Management Agency.

Amount in dispute means the difference between the amount of financial assistance sought for a Public Assistance project and the amount of financial assistance for which FEMA has determined such Public Assistance project is eligible.

Applicant has the same meaning as the definition at § 206.201(a).

Final agency determination means:

- (1) The decision of FEMA, if the applicant or recipient does not submit a first appeal within the time limits provided for in paragraph (b)(1)(ii)(A) of this section; or
- (2) The decision of FEMA, if the applicant or recipient withdraws the pending appeal and does not file a request for arbitration within 30 calendar days of the withdrawal of the pending appeal; or
- (3) The decision of the FEMA Regional Administrator, if the applicant or recipient does not submit a second appeal within the time limits provided for in paragraph (b)(2)(ii)(A) of this section.

Recipient has the same meaning as the definition at § 206.201(m).

Regional Administrator means an administrator of a regional office of FEMA, or his/her designated representative.

Rural area means an area with a population of less than 200,000 outside an urbanized area.

Urbanized area means an area that consists of densely settled territory that contains 50,000 or more people.

- (b) **Appeals and arbitrations.** An eligible applicant or recipient may appeal any determination previously made related to an application for or the provision of Public Assistance according to the procedures of this section. An eligible applicant may request arbitration to dispute the eligibility for assistance or repayment of assistance.
- (1) **First appeal.** The applicant must make a first appeal in writing and submit it electronically through the recipient to the Regional Administrator. The recipient must include a written recommendation on the applicant's appeal with the electronic submission of the applicant's first appeal to the Regional Administrator. The recipient may make recipient-related appeals to the Regional Administrator.
 - (i) **Content.** A first appeal must:
 - (A) Contain all documented justification supporting the applicant or recipient's position;
 - (B) Specify the amount in dispute, as applicable; and

- (C) Specify the provisions in Federal law, regulation, or policy with which the applicant or recipient believes the FEMA determination was inconsistent.
- (ii) **Time limits.**
 - (A) The applicant may make a first appeal through the recipient within 60 calendar days from the date of the FEMA determination that is the subject of the appeal and the recipient must electronically forward to the Regional Administrator the applicant's first appeal with a recommendation within 120 calendar days from the date of the FEMA determination that is the subject of the appeal. If the applicant or the recipient do not meet their respective 60-calendar day and 120-calendar day deadlines, FEMA will deny the appeal. A recipient may make a recipient-related first appeal within 60 calendar days from the date of the FEMA determination that is the subject of the appeal and must electronically submit their first appeal to the Regional Administrator.
 - (B) Within 90 calendar days following receipt of a first appeal, if there is a need for additional information, the Regional Administrator will provide electronic notice to the recipient and applicant. If there is no need for additional information, then FEMA will not provide notification. The Regional Administrator will generally allow the recipient 30 calendar days to provide any additional information.
 - (C) The Regional Administrator will provide electronic notice of the disposition of the appeal to the applicant and recipient within 90 calendar days of receipt of the appeal or within 90 calendar days following the receipt of additional information or following expiration of the period for providing the information.
- (iii) **Technical advice.** In appeals involving highly technical issues, the Regional Administrator may, at his or her discretion, submit the appeal to an independent scientific or technical person or group having expertise in the subject matter of the appeal for advice or recommendation. The period for this technical review may be in addition to other allotted time periods. Within 90 calendar days of receipt of the report, the Regional Administrator will provide electronic notice of the disposition of the appeal to the recipient and applicant.
- (iv) **Effect of an appeal.**
 - (A) FEMA will take no action to implement any determination pending an appeal decision from the Regional Administrator, subject to the exceptions in paragraph (b)(1)(iv)(B) of this section.
 - (B) Notwithstanding paragraph (b)(1)(iv)(A) of this section, FEMA may:
 - (1) Suspend funding (see 2 CFR 200.339);
 - (2) Defer or disallow other claims questioned for reasons also disputed in the pending appeal; or
 - (3) Take other action to recover, withhold, or offset funds if specifically authorized by statute or regulation.
- (v) **Implementation.** If the Regional Administrator grants an appeal, the Regional Administrator will take appropriate implementing action(s).
- (vi) **Guidance.** FEMA may issue separate guidance as necessary to supplement paragraph (b)(1) of this section.

- (2) **Second appeal.** If the Regional Administrator denies a first appeal in whole or in part, the applicant may make a second appeal in writing and submit it electronically through the recipient to the Assistant Administrator for the Recovery Directorate. The recipient must include a written recommendation on the applicant's appeal with the electronic submission of the applicant's second appeal to the Assistant Administrator for the Recovery Directorate. The recipient may make recipient-related second appeals to the Assistant Administrator for the Recovery Directorate.
- (i) **Content.** A second appeal must:
- (A) Contain all documented justification supporting the applicant or recipient's position;
 - (B) Specify the amount in dispute, as applicable; and
 - (C) Specify the provisions in Federal law, regulation, or policy with which the applicant or recipient believes the FEMA determination was inconsistent.
- (ii) **Time limits.**
- (A) If the Regional Administrator denies a first appeal in whole or in part, the applicant may make a second appeal through the recipient within 60 calendar days from the date of the Regional Administrator's first appeal decision and the recipient must electronically forward to the Assistant Administrator for the Recovery Directorate the applicant's second appeal with a recommendation within 120 calendar days from the date of the Regional Administrator's first appeal decision. If the applicant or the recipient do not meet their respective 60-calendar day and 120-calendar day deadlines, FEMA will deny the appeal. If the Regional Administrator denies a recipient-related first appeal in whole or in part, the recipient may make a recipient-related second appeal within 60 calendar days from the date of the Regional Administrator's first appeal decision and the recipient must electronically submit their second appeal to the Assistant Administrator for the Recovery Directorate.
 - (B) Within 90 calendar days following receipt of a second appeal, if there is a need for additional information, the Assistant Administrator for the Recovery Directorate will provide electronic notice to the recipient and applicant. If there is no need for additional information, then FEMA will not provide notification. The Assistant Administrator for the Recovery Directorate will generally allow the recipient 30 calendar days to provide any additional information.
 - (C) The Assistant Administrator for the Recovery Directorate will provide electronic notice of the disposition of the appeal to the recipient and applicant within 90 calendar days of receipt of the appeal or within 90 calendar days following the receipt of additional information or following expiration of the period for providing the information.
- (iii) **Technical advice.** In appeals involving highly technical issues, the Assistant Administrator for the Recovery Directorate may, at his or her discretion, submit the appeal to an independent scientific or technical person or group having expertise in the subject matter of the appeal for advice or recommendation. The period for this technical review may be in addition to other allotted time periods. Within 90 calendar days of receipt of the report, the Assistant Administrator for the Recovery Directorate will provide electronic notice of the disposition of the appeal to the recipient and applicant.
- (iv) **Effect of an appeal.**

- (A) FEMA will take no action to implement any determination pending an appeal decision from the Assistant Administrator for the Recovery Directorate, subject to the exceptions in paragraph (b)(2)(iv)(B) of this section.
 - (B) Notwithstanding paragraph (b)(2)(iv)(A) of this section, FEMA may:
 - (1) Suspend funding (see 2 CFR 200.339);
 - (2) Defer or disallow other claims questioned for reasons also disputed in the pending appeal; or
 - (3) Take other action to recover, withhold, or offset funds if specifically authorized by statute or regulation.
 - (v) **Implementation.** If the Assistant Administrator for the Recovery Directorate grants an appeal, the Assistant Administrator for the Recovery Directorate will direct the Regional Administrator to take appropriate implementing action(s).
 - (vi) **Guidance.** FEMA may issue separate guidance as necessary to supplement paragraph (b)(2) of this section.
- (3) **Arbitration** —
- (i) **Applicability.** An applicant may request arbitration from the Civilian Board of Contract Appeals (CBCA) if:
 - (A) There is a dispute of the eligibility for assistance or of the repayment of assistance arising from a major disaster declared on or after January 1, 2016; and
 - (B) The amount in dispute is greater than \$500,000, or greater than \$100,000 for an applicant for assistance in a rural area; and
 - (C) The Regional Administrator has denied a first appeal decision or received a first appeal but not rendered a decision within 180 calendar days of receipt.
 - (ii) **Limitations.** A request for arbitration is in lieu of a second appeal.
 - (iii) **Request for arbitration.**
 - (A) An applicant may initiate arbitration by submitting an electronic request simultaneously to the recipient, the CBCA, and FEMA. See 48 CFR part 6106.
 - (B) **Time limits.**
 - (1) An applicant must submit a request for arbitration within 60 calendar days from the date of the Regional Administrator's first appeal decision; or
 - (2) If the first appeal was timely submitted, and the Regional Administrator has not rendered a decision within 180 calendar days of receiving the appeal, an applicant may arbitrate the decision of FEMA. To request arbitration, the applicant must first electronically submit a withdrawal of the pending appeal simultaneously to the recipient and the FEMA Regional Administrator. The applicant must then submit a request for arbitration to the recipient, the CBCA, and FEMA within 30 calendar days from the date of the withdrawal of the pending appeal.

- (C) **Content of request.** The request for arbitration must contain a written statement that specifies the amount in dispute, all documentation supporting the position of the applicant, the disaster number, and the name and address of the applicant's authorized representative or counsel.
- (iv) **Expenses.** Expenses for each party will be paid by the party who incurred the expense.
- (v) **Guidance.** FEMA may issue separate guidance as necessary to supplement paragraph (b)(3) of this section.
- (c) **Finality of decision.**
 - (1) A FEMA final agency determination or a decision of the Assistant Administrator for the Recovery Directorate on a second appeal constitutes a final decision of FEMA. Final decisions are not subject to further administrative review.
 - (2) In the alternative, a decision of the majority of the CBCA panel constitutes a final decision, binding on all parties. See 48 CFR 6106.613. Final decisions are not subject to further administrative review.

[86 FR 45683, Aug. 16, 2021]

§ 206.207 Administrative and audit requirements.

- (a) **General.** Uniform administrative requirements which are set forth in 2 CFR parts 200 and 3002 apply to all disaster assistance grants and subgrants.
- (b) **State administrative plan.**
 - (1) The State shall develop a plan for the administration of the Public Assistance program that includes at a minimum, the items listed below:
 - (i) The designation of the State agency or agencies which will have the responsibility for program administration.
 - (ii) The identification of staffing functions in the Public Assistance program, the sources of staff to fill these functions, and the management and oversight responsibilities of each.
 - (iii) Procedures for:
 - (A) Notifying potential applicants of the availability of the program;
 - (B) Conducting briefings for potential applicants and application procedures, program eligibility guidance and program deadlines;
 - (C) Assisting FEMA in determining applicant eligibility;
 - (D) Participating with FEMA in conducting damage surveys to serve as a basis for obligations of funds to subrecipients;
 - (E) Participating with FEMA in the establishment of hazard mitigation and insurance requirements;
 - (F) Processing appeal requests, requests for time extensions and requests for approval of overruns, and for processing appeals of recipient decisions;

Steve Nasby

From: Lamoreaux, Wayne (DPS) <wayne.lamoreaux@state.mn.us>
Sent: Wednesday, July 8, 2026 3:58 PM
To: Steve Nasby
Cc: Donna Torkelson; Tim Hogan; Werley, Robert L (DPS)
Subject: RE: DR-4797 City of Windom - Community Pool (First Appeal - Follow Up Question)
Attachments: PAPPG V 4 - Chapter 8 (Capped Project Funding).pdf; Request for Alternate Project.pdf

Hello Steve,

The City of Windom does have the option to Request an Alternate Project for the funds \$85,171.25 obligated by FEMA for the Community Pool Project #758193 (PW #379). Please review the attached sections of the Public Assistance Program Policy Guide (PAPPG V.4) – Capped Projects.

VIII. Capped Projects

Alternate Project: The Applicant may determine that the public welfare is not best served by restoring the function of the damaged facility.

3. Use of Alternate Project Funds

- The Applicant may use Alternate Project funds toward a project that does not restore the pre-disaster function of the damaged facility.*

In order to Request an Alternate Project, you will need to complete the attached form and forward to MN HSEM for our review & submittal to FEMA Region V for their final approval.

If you have any further questions, please contact me by sending an email or calling my cell phone.

Sincerely,

Wayne Lamoreaux, P.E. | Deputy Public Assistance Officer
Homeland Security and Emergency Management
Minnesota Department of Public Safety
3925 Pheasant Ridge Drive NE, Blaine, MN. 55449
Office: 651-201-7495 | Cell: 651-308-5566

hsem.dps.mn.gov | [Follow DPS](#)



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

Sent: Wednesday, July 8, 2026 9:40 AM

To: Werley, Robert L (DPS) <Robert.Werley@state.mn.us>

Cc: donna.torkelson <donna.torkelson@windommn.com>; Tim Hogan <Tim.Hogan@windommn.com>; Lamoreaux, Wayne (DPS) <wayne.lamoreaux@state.mn.us>

Subject: RE: Windom, MN Pool Appeal - Follow Up Question



Department of Public Safety
Division of Homeland Security and Emergency Management
Public Assistance Program

REQUEST FOR AN ALTERNATE PROJECT

If a sub-grantee decides that it is not in the best interest of the jurisdiction to repair/restore a damaged public facility to its original condition, it can request to use the funds for work on other facilities, purchase of equipment, etc. The Regional Director may approve the project as an "Alternate Project." Approval, if granted, only covers the project(s) identified on this form. Federal funding for such projects will be limited to 90% of the federal share of the approved estimate of eligible costs.

*All PWs for **Alternate Projects** must be reviewed for compliance with the National Environmental Policy Act (NEPA) and all other environmental laws and statutes.*

Note: No work can begin until FEMA approval is received.

To insure that your application is processed in a timely manner, the following information is required:

Applicant Name _____

Disaster # FEMA- DR - _____ PW #(s) _____

Sub-grantee Contact Name _____

Title _____

Telephone _____ Cell _____ Fax _____

Address _____

Alternate Project Location

Section _____

Township: _____

Range: _____

County: _____

Enclose site map and area map with location of project site(s).

Enclose FIRM map with location of project site(s).

Scope of Work on Original PW:

Original PW Approved Amount: \$ _____ Federal Share \$ _____

Alternate Project Cost: \$ _____ Federal Share \$ _____

Source of Funding over FEMA Grant: _____

Applicant Signature: _____ Date: _____

Print Name and Title: _____

Applicant Telephone: _____

Governor's Authorized Representative/ State Coordinating Officer:

_____ Date: _____

Approved Amount: \$ _____ Federal Share \$ _____

Proposed Alternate Project

Alternate Project Description (enclose a plan or diagram and give a detailed description of the scope of work for the project):

Extraordinary Circumstances & Executive Orders

Will your project involved or affect:	YES	NO	MAYBE
Public controversy?	☐	☐	☐
Existing poor environmental conditions?	☐	☐	☐
Threatened or endangered species or their habitat?	☐	☐	☐
Hazardous materials or waste?	☐	☐	☐
Any body of water, floodplain, wetland, or special status area?	☐	☐	☐
Health and safety issues?	☐	☐	☐
Consistency with other laws and regulations?	☐	☐	☐
Minority or low income peoples?	☐	☐	☐
Historic or archaeological resources?	☐	☐	☐

Explain each "Yes" or "Maybe" answer (use a separate sheet, if necessary)

**No Construction or Construction Limited to Existing Footprint
or Established Rights of Way**
(Please check any that apply)

☐ The project involves no construction activity.

☐ The project involves construction activity; however, all construction will take place indoors or within the footprint of the existing structure.

☐ The project involves the replacement of any facility that substantially conforms to pre-existing design, function, and location.

☐ The project involves acquisition, installation, or operations of utility and communication systems that use existing distribution systems of facilities, or currently used infrastructure rights-of-way.

☐ The project involves acquisitions, elevations, or relocation of structure.**

☐ The entire project will take place in a previously disturbed right-of-way.

If so, explain type of right-of-way (usage, fee simple, easement, etc.)

****Provide:**

- 1) name & address of property owner;
- 2) type of property (i.e. residential, commercial);
- 3) original date of construction;
- 4) if the structure is over 50 years old, color photos (all sides) of each construction.

Construction Projects Outside of Existing Location or Established Rights-of-Way
(Please check any that apply)

☐ The project will improve an existing facility.

☐ The project site is in an existing developed area with substantially completed infrastructure.

☐ The entire project area will take place in a previously disturbed area.

Environmental Issues

The National Environmental Policy Act (NEPA) established a national environmental policy. It provides a legal framework for federal agencies to consider the effects of their proposed actions on a variety of environmental resources.

All projects must be reviewed to ensure that there are no environmental issues.

Emergency work is excluded, as is clearance of roads and construction of temporary bridges, demolition of unsafe structures, and reduction of immediate threats to the public.

Important Actions to Remember

When FEMA funds are involved in restoring a facility to its original condition (including mitigation measures), doing improvements, or doing an alternate project:

- ⚡ **Do not start any project** without obtaining the proper permits. Complete the Minnesota Local/ State/Federal Application Forms for Water/Wetland Projects (commonly known as the Joint Application Form). This application covers Minnesota Wetlands Conservation Act, MN DNR permit to work in public waters, PCA Clean Water Act Section 401 Certification, and Department of the Army Permit (33 CFR 325). This is especially important if the projects are in or adjacent to waterways and/or will involve digging in undisturbed ground.
- ⚡ **Provide a copy** of the appropriate permit or letter indicating a permit is not required as soon as obtained. In some cases these permits must be provided to FEMA before your project will be approved.
- ⚡ All state environmental requirements must also be met. By completing the Minnesota Local/State/Federal Application Forms for Water/Wetland Projects, you will be fulfilling state environmental requirements.
- ⚡ Do not assume that if a similar project in another disaster was approved without providing a permit that you will **not** have to complete the Joint Application Form. It is **VERY IMPORTANT** that the Joint Application Form be completed or the proper contacts made and letters received indicating that a permit is not required.
- ⚡ Any questions or concerns should be directed to the State Public Assistance Team while the Joint Field Office is open and after it is closed.